



# City of Jonesboro

900 West Monroe  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, February 28, 2012

4:00 PM

Huntington Building

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### 1. Call To Order

*Mayor Perrin was also in attendance.*

**Present** 3 - Ann Williams; John Street and Darrel Dover

**Absent** 2 - Mikel Fears and Charles Coleman

### 2. Approval of minutes

**MIN-12:008**

Minutes for the Finance Committee meeting on January 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:** 2 - John Street and Darrel Dover

**Absent:** 2 - Mikel Fears and Charles Coleman

### 3. New Business

### 4. Pending Items

### 5. Other Business

**ORD-12:008**

AN ORDINANCE TO ACKNOWLEDGE THE EXECUTION AND DELIVERY OF AN ASSIGNMENT OF A LEASE AND AGREEMENT; PRESCRIBING MATTERS RELATING THERETO; AND DECLARING AN EMERGENCY.

**Sponsors:** Mayor's Office

**Attachments:** [Alberto-Culver USA](#)  
[Williams & Anderson](#)

*Chairwoman Williams explained the ordinance assigns the lease from Alberto-Culver to Unilever. Mayor Perrin further explained Alberto-Culver has been sold to Unilever, so the lease will be assigned to them. The lease has not changed. Mr. David Menz, representative from Unilever, stated they wanted a record of the assignment of the lease to Unilever in order to be good corporate citizens. He added more jobs and more*

*money will be invested in the plant.*

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

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

**Absent:** 2 - Mikel Fears and Charles Coleman

Discussion concerning meeting time

*Chairwoman Williams explained they have discussed changing the regular meeting time of the committee to the fourth Tuesday of the month, with the meeting on the second Tuesday being a backup in case anything comes up. Mayor Perrin explained it would give Chief Financial Officer Ben Barylske a chance to get the financial reports out in case there are any questions. Mr. Barylske stated that would be fine. He also noted the revenue and expense reports will be on a cash basis starting this year, as are the rest of the reports.*

*Councilman Dover motioned, seconded by Councilman Street, to move the regularly scheduled Finance meeting to the fourth Tuesday of every month at 4 p.m. All voted aye.*

*Mr. Barylske noted there may be times when a special meeting needs to be called. Mayor Perrin stated they can call a special meeting for emergency purposes for items, such as contracts, that cannot wait two weeks until the next Finance meeting.*

*Chairwoman Williams questioned whether the meeting on the second Tuesday will show up on Legistar. City Clerk Donna Jackson clarified there will no longer be two scheduled Finance Committee meetings per month. There will only be one regularly scheduled meeting on the fourth Tuesday of the month at 4 p.m. with the agenda deadline being 10 a.m. on the Thursday prior to the meeting. If anything comes up in between the meetings, special called meetings can be called. Councilman Dover then questioned if there will be a meeting on the second Tuesday. City Clerk Jackson answered no and it will not show up on Legistar. Chairwoman Williams noted the second Tuesday meeting could be used as a special meeting if it's needed. Mayor Perrin added special called meetings can be held prior to a Council meeting in order to save the committee members time and travel.*

Springbrook update

*Councilman Dover questioned if Springbrook is going better. Mr. Barylske answered yes, though they still have some issues with it and Human Resources has issues with it as well. They are continuing to work on it, but it is a good piece of software with regards to reporting. Mayor Perrin noted Communications Officer Jack Turner still works with Springbrook.*

Update on new public works facilities

*Mayor Perrin stated it will be May before the new public works facilities are open, but he will give the Council members a tour of the facilities when they are completed. The administration building is getting done faster than expected due to good weather.*

**RES-12:031**

A RESOLUTION TO ENTER INTO AGREEMENT OF UNDERSTANDING FOR AN INFRASTRUCTURE PROJECT BETWEEN THE CITY OF JONESBORO AND THE ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT, FOR THE 2011 SAFE ROUTES TO SCHOOL FEDERALLY FUNDED GRANT PROGRAM.

**Sponsors:** Grants

**Attachments:** [Agreement with AHTD Job 100772](#)

*City Clerk Jackson noted due to the change in meeting times for the committee, they may want to go ahead and add RES-12:031 to the agenda or else it could be another month before it is considered.*

*Councilman Dover motioned, seconded by Councilman Street, to suspend the rules and add RES-12:031 to the agenda. No vote was taken.*

*Mayor Perrin explained the resolution is grant funding for flashers at Westside and sidewalks at University Heights, Philadelphia and Nettleton Junior High.*

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

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

**Absent:** 2 - Mikel Fears and Charles Coleman

**6. Public Comments**

**7. Adjournment**

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

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

**Absent:** 2 - Mikel Fears and Charles Coleman