



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, August 9, 2016

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

3. Approval of minutes

[MIN-16:097](#) Finance and Administration Committee Minutes for July 26, 2016

Attachments: [Finance Minutes 07262016.pdf](#)

[MIN-16:100](#) Finance & Administration Special Called Meeting Minutes for August 2, 2016

Attachments: [Minutes](#)

4. New Business

5. Pending Items

6. Other Business

7. Public Comments

8. Adjournment



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Legislation Details (With Text)

File #: MIN-16:097 **Version:** 1 **Name:** Finance and Administration Committee Minutes for July 26, 2016
Type: Minutes **Status:** To Be Introduced
File created: 7/27/2016 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Finance and Administration Committee Minutes for July 26, 2016
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Date	Ver.	Action By	Action	Result
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Finance and Administration Committee Minutes for July 26, 2016



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, July 26, 2016

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Mayor Harold Perrin was in attendance.

Present 5 - Ann Williams; John Street; Darrel Dover; Todd Burton and Rennell Woods

Absent 1 - Charles Coleman

3. Approval of minutes

MIN-16:092

Finance & Administration Committee Meeting Minutes for July 12, 2016

A motion was made by Councilman John Street, seconded by Councilwoman Ann Williams, that this matter be Passed . The motion PASSED with the following vote.

Aye: 4 - Ann Williams; John Street; Todd Burton and Rennell Woods

Absent: 1 - Charles Coleman

MIN-16:096

Special Called Finance and Administration Committee Meeting on July 19, 2016

A motion was made by Councilman John Street, seconded by Councilwoman Ann Williams, that this matter be Passed . The motion PASSED with the following vote.

Aye: 4 - Ann Williams; John Street; Todd Burton and Rennell Woods

Absent: 1 - Charles Coleman

4. New Business

Ordinances To Be Introduced

ORD-16:048

AN ORDINANCE TO AMEND THE 2016 ANNUAL BUDGET FOR THE PURPOSE OF ADDING A SECOND TRAFFIC SIGNAL TECHNICIAN TO THE ENGINEERING DEPARTMENT

Mayor Perrin stated that there is so much time involved in traffic and we need an additional tech. He said he spoke with City Engineer Craig Light and Traffic Engineer

Mark Nichols about this need. Mayor Perrin said there wouldn't be any adjustment as far as the budget goes because we already had a budget in place for a surveyor and the new position pays less than the surveyor. He said we need to add another tech. Councilman Burton asked about how much the salary is. Mayor Perrin stated that he didn't have it in front of him, but referred to City Engineer Craig Light to answer that question. Mr. Light said he wasn't sure of the exact salary, but that it was around \$30,000-\$32,000. He stated that we are looking to transfer someone over that is already an employee. Councilman Street asked how many traffic signals that we maintain. Mr. Light said we had 85. He said we are adding another one this year and the opticon equipment that we are putting in is causing us to visit them more often. He said one of the biggest issues is the call outs after hours. Mr. Light stated that we do comp time because we don't do overtime. He said this causes someone to be off during the normal work week and when you go out to a traffic light, you really need two people. He said this will help us get things done during the normal work week and still do the callouts. Mayor Perrin said we would know in October if we get the grant for \$3 million for the opticons on all of our signalizations as well as battery backups. He said it will give the new person time to get trained before we get the opticons.

A motion was made by Councilman John Street, seconded by Councilman Rennell Woods, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Ann Williams;John Street;Todd Burton and Rennell Woods

Absent: 1 - Charles Coleman

Resolutions To Be Introduced

RES-16:096

A RESOLUTION TO SUBMIT AN APPLICATION FOR THE FY2017 BROWNSFIELD AREA WIDE PLANNING GRANT THROUGH THE U.S. ENVIRONMENTAL PROTECTION AGENCY

Mayor Perrin stated that this resolution is seeking funds up to \$200,000 for hiring a consultant that will be funded 100% by the EPA. Kimberly Marshall, CDBG Director, said this grant will allow us to hire a consultant to provide executable plans and strategies to repurpose and reuse some of the existing blighted structures that lie along the railroad corridor from the end of the salvage yard to Arkansas State University. Ms. Marshall said it is a .49 square mile area that we are looking at. She said we have to pick a certain catalyst and we chose the round house because we could probably finish it quicker. She said this would spur the other areas. Ms. Marshall said the planner is going to come and tell us how to repurpose those five sites we have selected. She said we had community participation and they liked those ideas and we are hoping it will help bring that part of the city back up. She said her research shows that this is the oldest part of the city and she thinks they can find other funding through the railroad, private businesses and the federal government. She stated this is a good project for private and federal entities.

Councilman Street asked if it would include the old Hummelstein Recycling building. Ms. Marshall said that it would include it. Mayor Perrin stated that it would have originally started at Riceland, but it had to be backed up and now it will start at the old Hummelstein Recycling building and go all the way down to ASU. He said she is talking about the old round house and when the planner tells us about the cleanup we have a good chance to go to the railroad to ask for a lease to convert the old round house to a museum and restaurant. Ms. Marshall said we are talking to them about leasing or purchasing from the broken down building with the graffiti all the way down to Bridge. She said a good part of the consultation will hopefully tell us what is under

that land, and they can tell us how we can go about either using it or maneuvering it. She stated we hope we can save the round house because there is a lot of historical value there. She said she found a newspaper article from 1894 and the building was there then. She said it is part of our history and rebuilding on our history will help us to revitalize our city and keep it growing.

Councilman Woods asked the Mayor if that kicked in with the Downtown Association and the funding for historical revitalization. Mayor Perrin said that would probably be one of our partners once we get involved in it because they would want to be involved. Councilwoman Williams stated the Downtown Alliance as well would want to be involved. Mayor Perrin said he has to set up a meeting with the Downtown Alliance and the Downtown Association to come up with a plan of what projects we would be tackling and what we think needs to be done. He said they would probably want to be a partner in the project and a museum like the Discovery Museum in Little Rock, may be a possibility. Ms. Marshall stated that Union Pacific has a foundation for historical projects that tie the city with the railroad. She said there is a lot of funding out there and she thinks the Round House is the catalyst in this grant. She said it will hit the Wolverine site, the salvage yard, and even the old Cavanaugh Motors. Councilwoman Williams stated she thought this was a great project.

Councilman Woods asked about the \$200,000 and what exactly it was for. Ms. Marshall stated they are asking for a planner to come in and come up with an executable plan. She said they want to implement a plan and put it into action. Councilman Street asked about grants that would pay for major cleanup. Mayor Perrin stated that it is really hard to go to anyone without a plan of what we want to do. Councilman Street said the cleanup of that area would be massive. Mayor Perrin said cleanup would be a major cost issue. Ms. Marshall stated that this brings us into assessment grants as well as major cleanup grants. She said it could bring us into a super site and the EPA may pay quite a bit for cleanup. Councilman Williams said Fayetteville had a bike path along the railroad. She wanted to know if it was possible to ultimately combine a bike path to ASU to downtown with this. Ms. Marshall stated that all of these grants are connected to help cleanup, make pedestrian walkways and bike paths, and revitalize downtown. She said the goal is to get that funding.

A motion was made by Councilman John Street, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Ann Williams;John Street;Todd Burton and Rennell Woods

Absent: 1 - Charles Coleman

5. Pending Items

6. Other Business

Councilman Street moved and Councilwoman Williams seconded that we suspend the rules and walk on ORD-16:049 and ORD-16:050. All voted aye.

[ORD-16:049](#)

AN ORDINANCE TO THE CITY OF JONESBORO, ARKANSAS TO AMEND THE 2016 BUDGET, ACCEPT THE LOW BID AND ISSUE A PURCHASE ORDER TO KINDER BROTHER EXCAVATING, INC. FOR RECHANNELING/MODIFYING DRAINAGE CHANNELS (2016:28); AND DECLARING AN EMERGENCY

Chairman Dover asked City Engineer Craig Light to come up and speak about the ordinance with Kinder Brothers Excavators. Mr. Light stated they opened bids last

week for ditch rechannelization in Jonesboro and that it is five channels, two sections of Murray Creek, one north of Prospect Road and one south and east of Kathleen. He said the third ditch would be a tributary to Little Bay ditch which is lateral 3 in the Industrial Park and we have a section of ditch near the Southbend subdivision in south Jonesboro which is part of the Little Bay drainage area, and the final section is in Higginbottom Creek going up into the upper end of Dunwoody Huntcliff which runs from Craighead Forest down to the Home Depot area. He said it would be clearing the drainage way, reshaping the channel bank, putting rip wrap on areas of erosion to mitigate any future erosion in those spots.

Chairman Dover asked if these projects would be going on simultaneously. Mr. Light stated that one contractor was the low bidder on all five ditches. He said they will try to coordinate with them to get into multiple ditches at once, but he doubts they will be in all five at the same time. Chairman Dover asked if the anticipated finish date was before winter. Mr. Light said that we are going to try to push to get all five ditches done before the end of this construction season. Mayor Perrin stated that two of the projects are for 90 days and the others are 150 days. He said they will probably knock out those 90 days first and then jump on the others. Mayor Perrin stated that it won't be October, but expects them to be completed before the end of December. He also stated that the mowing of the ditches should be done by October. Mr. Light said he thinks the quantity of rock they put in the bid will be less than that and we will save a couple of hundred thousand when it is all said and done. Councilman Burton asked what the overall cost was for this. Mr. Light said \$1.614 million. He said our estimate was \$1.654 million.

Councilman Burton asked if this was something that could be done with the equipment we just purchased. He asked if this was above and beyond that. Mr. Light said this will be in addition to the new equipment. He said these are channels that are going to put us into a better position. He stated that we would be looking at least another 4 years to finish if we put our crews in. He said we have other ditches we are trying to do and new ones are being asked about every day. Mr. Light stated that with 200 miles of open ditches in the city and roughly 60 in our mowing program, we are trying to get them all into our mowing program. Chairman Dover asked if these ditches are in direct response to the flooding. Mr. Light said they are areas that we did see some flooding in, but they are also in areas that we get a lot of calls for ditch maintenance and channel bank erosion. He said they are big jobs that take a lot of heavy equipment and a lot of manpower to do.

Councilman Burton asked Mr. Light to explain to him a little bit about north Prospect and Kathleen. He asked if those ditches would be widened or deeper. Mr. Light stated they are going to clear the banks, reshape the channel banks and rock the channels to keep it from eroding. He said they were going to put 200 lb. stone down the channel bank to keep it from eroding. Councilman Burton asked where we were on getting the county to work on theirs out by Bay ditch. Mr. Light said they met with the county drainage districts and they have some plans they have proposed. He stated that the County Road Department does not do drainage ditches. He said they only do roadside ditches. He said it is not in their mandate to do drainage ditches. Mr. Light said there are Drainage Districts that do that sort of work and they do have some projects planned. He said we are looking at coordinating with them on one on Little Bay Ditch. They are also doing some mowing along Butler Ditch. He said it would be a coordinated effort. Mr. Light said we are doing considerably more than what the Drainage Districts are doing because they just don't have a whole lot of funding.

Councilman Street said the Corp of Engineers is going to be working on Big Bay Ditch in the next couple of years according to a newspaper article. Mayor Perrin said

they are working on it now. He said we had a very good meeting with the Drainage Districts and they are going to ask for some cost reimbursement back from some of them. Councilman Street asked about opening up some of those drainage districts to have more money to do drainage outside the city. Mayor Perrin said it would be brought up at the next meeting. He said they are going to invite the new Colonel from the Corp to the next meeting. Mayor Perrin said that Congressman Crawford will also be there. He said he told Congressman Crawford that more money is going to have to be sent to the Memphis District. Mayor Perrin said the Congressman agreed. He said the meeting will probably be 30-45 days from now. He said the contract on Little Bay Ditch won't help us for another 2-3 years and we need it sooner which is where the Congressman and the Colonel come in. Councilman Street said we need to encourage them to do more because when the water leaves the city, it has no place to go, and just backs right up and we still have flooding. Mayor Perrin said that they all concur that work on Big Bay Ditch will help us more than anything. He said we are really going to push on the Big Bay Ditch program. Councilman Street said it will need to be worked on to releave some of the flooding.

Councilman Burton asked Mr. Light about the driveways on Prospect. He said they had a lot of flooding out there and there were driveways that were falling in. He asked if anything could be done about that. Mr. Light said that we can go back and put some cost figures together.

Recommended to Council

Aye: 4 - Ann Williams;John Street;Todd Burton and Rennell Woods

Absent: 1 - Charles Coleman

ORD-16:050

AN ORDINANCE TO THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE OFFER AND ACCEPTANCE TO PURCHASE PROPERTY ON HWY 1 SOUTH AND TO AMEND THE 2016 BUDGET FOR THE AMOUNT FOR THE PURCHASE

Mayor Perrin said this is the Welcome to Jonesboro sign site on Hwy. 1 where the sign is now. He said there is an agreement that the gentleman would not block signage and the sign would stay where it is at. Mayor Perrin said we are ready to acquire that and not have to move the sign. He said he is waiting on the legal counsel from Nicepak and we have that sold for \$47,000 to offset this \$10,000 and the \$15,000 for the sign on Hwy. 18. Councilman Street asked about the last sign that we had to requisition. Mayor Perrin said yes. He said the Chamber didn't get long term leases and that is why we are running into those problems.

A motion was made by Councilman John Street, seconded by Councilman Todd Burton, that this matter be Recommended to Council . The motion PASSED with the following vote:

Aye: 4 - Ann Williams;John Street;Todd Burton and Rennell Woods

Absent: 1 - Charles Coleman

7. Public Comments

8. Adjournment

A motion was made by Councilman John Street, seconded by Councilwoman Ann Williams, that this meeting be Adjourned . The motion PASSED with the following vote.

Aye: 4 - Ann Williams; John Street; Todd Burton and Rennell Woods

Absent: 1 - Charles Coleman



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Legislation Details (With Text)

File #: MIN-16:100 **Version:** 1 **Name:** Finance & Administration Special Called Meeting Minutes for August 2, 2016
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Attachments: [Minutes](#)

Date	Ver.	Action By	Action	Result
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Finance & Administration Special Called Meeting Minutes for August 2, 2016



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, August 2, 2016

5:15 PM

Municipal Center

Special Called Meeting

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Mayor Harold Perrin was in attendance.

Present 6 - Ann Williams; John Street; Darrel Dover; Charles Coleman; Todd Burton and Rennell Woods

3. New Business

Resolutions To Be Introduced

[RES-16:099](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR'S SALARY RECOMMENDATION FOR FILLING THE POSITION OF DIRECTOR OF PLANNING IN COMPLIANCE WITH THE SALARY SCHEDULE AND ADMINISTRATION POLICY

Mayor Perrin stated that many applicants for City Planner were from out of state. He said he had Derrel Smith from Rogers, Arkansas apply and interview. Mayor Perrin said Mr. Smith retired from Rogers as the City Planner in April with 20 years experience as Senior Planner. Mayor Perrin stated that Rogers is somewhat similar to Jonesboro and Mr. Smith had 11 employees and a large budget doing from \$40 million to over \$120 million worth of construction projects. He said he worked very closely with the developers in the city. Mayor Perrin said that we did call his previous employer. He said he had a good talk with the Mayor of Rogers as well as the HR Department and all of that was very positive. On Mr. Smith's first visit, Mayor Perrin stated that he had Councilman Street to sit down and visit with him because a lot of the work in that position goes to Public Works.

Mayor Perrin said he brought Mr. Smith back in last Saturday and he met with some of the MAPC members as well as some of the developers in town and they were all impressed with this knowledge. They asked him a lot of good, hard questions. Lonnie Roberts, Chairman of MAPC, liked what he heard. Mayor Perrin said Mr. Smith is extremely knowledgeable in this field. He can work with people and he has had some tough situations he has had to work with on rezonings in Rogers. We talked about that and how we may want to change ours and add some things to it especially pertaining to school districts and he was all for that. Councilman Street said that Mr. Smith brings experience in guiding development in high traffic areas.

A motion was made by Councilman John Street, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion

PASSED with the following vote.

Aye: 5 - Ann Williams; John Street; Charles Coleman; Todd Burton and Rennell Woods

4. Adjournment

A motion was made by Councilman John Street, seconded by Councilwoman Ann Williams, that this meeting be Adjourned . The motion PASSED with the following vote.

Aye: 5 - Ann Williams; John Street; Charles Coleman; Todd Burton and Rennell Woods