



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, July 11, 2017

4:00 PM

Municipal Center

1. Call To Order

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2. Roll Call by City Clerk Donna Jackson

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Mayor Harold Perrin was in attendance.

Present 6 - Ann Williams; John Street; Darrel Dover; Charles Coleman; Joe Hafner and David McClain

3. Approval of minutes

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[MIN-17:074](#)

Minutes for the Finance Committee meeting on June 27, 2017

[play video](#)

Attachments: [Minutes](#)

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: 5 - Ann Williams; John Street; Darrel Dover; Charles Coleman and David McClain

4. New Business

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Ordinances To Be Introduced

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[ORD-17:050](#)

AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 BUDGET TO ADD THE SUB-GRANT BUDGET FOR THE ARKANSAS STATE POLICE (ASP) HIGHWAY SAFETY AND TRAFFIC RECORDS PROGRAM SUB-GRANT, AND DECLARING AN EMERGENCY

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Attachments: [2017 Traffic Records Program Agreement](#)

Chair member Joe Hafner said ORD-17:050 and RES-17:096 are related so we will address those together. It this looks like the grant is for \$52,875 worth of equipment related to e-crash e-site system. It will be for 45 scanners, 45 printers, and 45 vehicle mounts. Chair member Hafner asked Grants Administrator Kimberly Marshall to come and talk about it and why it is considered an emergency.

Grants Administrator Kimberly Marshall said the Police Department Captain Lynn Waterworth got a hold of the Arkansas State Police and they found out they had additional funds. This grant is scheduled to end September 30, 2017 so we decided we would go ahead and apply for that. We originally asked for \$87,000, but the \$52,875 was all of the money that they had remaining so they gave us 45 of our items. We originally asked for 74. By the time this gets in place, it really only gives us two months to have everything done, completed, and reported by September 30, 2017 which is their deadline. The deadline is the reason why we have to do this as an emergency to ensure that we can get it in place to make the order. It is going to take about 3-4 weeks to get the items into the City because it has to be ordered through a special vendor. They select who are vendors are and so we may not have used them before. It will take a little bit of time.

Council member Dover stated that he assumed at the next Council meeting, we need to go ahead and pass this from a timely standpoint. Ms. Marshall said yes because if we wait 30 days we are putting it beyond the deadline. Council member McClain asked if this was something that they have every year or is this something that this is the first time we are applying for it. Ms. Marshall said yes. We have never had their safety funds in this regard. We normally get the STEP grant, which is for speeding, seatbelts, and dui enforcement. We have been getting this grant for over twenty years. However, this is something totally different. This is what they use to purchase their own software systems and their equipment for the State Police.

Chair member Hafner asked Chief Elliott if he would come up and talk about how this would help the Police Department. Chief Elliott said that this was not money coming out of the City's budget or reserves. It is \$52,875 that they are handing us to buy equipment to go and transfer us from paper tickets and paper accident forms to an electronic version that the State Police uses. In the long run, right now every ticket or warning that is issued, they have to be hand keyed into the computer. We generate 30,000+ a year in tickets and warnings. That is a lot of hand data entry. With this new system, the officer will be able to take the driver's license and scan it and they will have a printer in their car that will print the ticket out and they will hand it to the violator and move on. This system is also going to work in conjunction with the new ticket system that the District Court is implementing the first of the year. They are getting a free software upgrade from the State. When we write tickets, the tickets will go automatically into the court system so it takes out a person in records that has to hand key this information. In the long run, it is going to save on personnel. It is going to be more efficient. It's going straight to the system. This e-site e-crash system, the accident reporting is also tied into this. The officer will be able to scan the driver's license and it incorporates the information into the field in the accident reports. Again, it is all electronic. All accident records will be maintained by the State Police.

Chair member Hafner asked how many cars will not have this system in it. Chief Elliott said that we have already used some Federal JAG money and outfitted 14 cars. With this money that is coming in, we will be able to outfit 45 more cars. Yes, we are going to be short a few cars and we are going to try to budget for that next

year. Council member Dover asked if our goal was to eventually get everyone that. Chief Elliott said that our goal is to get everyone outfitted. Right now, we will not put it into Supervisor cars, but we are trying to get all of the Patrol Officers to have all of this equipment. Otherwise, we come back and ask for additional funds to complete it this year or wait until the budgeting cycle for next year or if we get another JAG grant which we are applying for now and we could use those funds to offset the rest of this expense. As Ms. Marshall said, this is time sensitive. This is kind of a one-time deal that we stumbled upon and time is running short. This is a chance to get us brought ahead. It will be a huge impact for the Police Department.

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

Aye: 5 - Ann Williams;John Street;Darrel Dover;Charles Coleman and David McClain

Resolutions To Be Introduced

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RES-17:093

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS SUPPORTING FEDERAL AND STATE LEGISLATION TO ENSURE THE PROPER ASSESSMENT AND COLLECTION OF SALES TAX FROM ALL INTERNET/ONLINE SALES THEREBY CREATING A FAIR AND FREE MARKET FOR ALL BUSINESSES AND CONSUMERS REGARDLESS OF THE LOCATION OF THE BUSINESS FROM WHICH THE PURCHASE WAS MADE.

[play video](#)

Attachments: [Councilman Long statement regarding RES 17 093](#)

Chair member Hafner said he asked Chief Financial Officer Suzanne Allen about this because he remembers us having a similar resolution back in February. That one was addressed to Congress. This one is addressed to Federal and State Legislators. Obviously, we want to take any action we can to protect local retailers. The ultimate goal of this is to urge the Governor to call for a Special Session if it gets enough support. Mayor Perrin said that is correct. He said he got an email from the Arkansas Municipal League through Don Zimmerman and through Whitney Bullerwell. What they are doing is they want to get 300 of the 500 cities to pass a resolution which many of them have already done, so they can hand carry that to the Governor's office and ask him if he would call a Special Session sometime in August. If he does and he has talked about it, then this is something that would be on the agenda. The Governor had asked the Municipal League to get the consensus. With us passing this resolution and sending it to the Municipal League, it will tell the Governor that we definitely support the internet sales tax and that is why we are doing it. On our first one, we actually hand delivered that one to Washington, D.C. to Senator Boozeman and Senator Cotton. That is the fair-market tax that Congress has still yet not acted upon.

Council member Street said a lot of people do not realize how serious this is. We used to have a Sears store, a K-Mart store, and a couple of Radio Shack stores. Little by little, these brick and mortar stores are going out of business because of online sales. It is serious. One out of every ten jobs in Arkansas is tied to retail sales. It is affecting cities a lot more than people realize. I support this and we need to press our legislators here because all five of them opposed it.

Mayor Perrin said if this passes the Council, he will send a copy of the resolution to all of our elected State representatives asking them to please support this.

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

Aye: 5 - Ann Williams;John Street;Darrel Dover;Charles Coleman and David McClain

RES-17:096

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AGREEMENT WITH THE ARKANSAS STATE POLICE FOR THE 2017 HIGHWAY SAFETY AND TRAFFIC RECORDS PROGRAM SUB-GRANT

[play video](#)

Attachments: [2017 Traffic Records Program Agreement](#)
[Special Conditions for the 2017 Traffic Records Program](#)

Chair member Joe Hafner said ORD-17:050 and RES-17:096 are related so we will address those together.

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

Aye: 5 - Ann Williams;John Street;Darrel Dover;Charles Coleman and David McClain

RES-17:098

A RESOLUTION TO SUBMIT AN APPLICATION FOR THE FY2017 CREATIVE PLACEMAKING INVESTMENT GRANT THROUGH THE DELTA REGIONAL AUTHORITY (DRA)

[play video](#)

Attachments: [DCPI-Notice of Intent to Apply 07052017](#)
[Delta Creative Placemaking Pilot Initiative NOFA](#)

Chair member Hafner said that this is related to the Rotary Club Park that they are wanting to do across from the Forum that we heard the presentation on during the last Council meeting. He said he thinks it is for \$30,000. Grants Administrator Kimberly Marshall said that this was actually a new pilot initiative for the Delta Regional Authority. This is to bring creativity, to bring the artists into the economy. They know that artisans can drive economies. If you bring stuff into the downtown area, it is going to increase our economy. They are going to start eating at restaurants and they are going to start doing other things. Really, this grant is for \$30,000 and they want you to do a match. Typically DRA likes a larger match than what they are giving, but the match is not from us per say. It is from the Rotary Club. They have told us they have already set aside \$100,000 for this, which is going to be the match on this one. We haven't decided on what part of the Phase it is going to be used on, but it is for a year. It is due the 21st for the letter of intent. The final proposal is due the 31st. We should know something by October 1, 2017.

Chair member Hafner said he knew after the last Council meeting, there was some legality issues on road closure. He thinks at this point, this is a grant that still needs to be applied for now. Mayor Perrin said you go ahead and apply for it, but you still have things to do. One of which, City Clerk Donna Jackson just mentioned to me a few minutes ago. It is her understanding or she just found out that the property where Ben and Phyllis Lamberth gave money and endowed and Tim Langston and Dr. Langston gave the additional to keep that park up, that real estate property where

that park is may not be owned by the City and this grant may require that. Ms. Marshall said that Chief Operations Officer Ed Tanner went ahead and looked at that and found that we show that we own it but there is a problem with our Arkansas County Data in that it is not showing us the proper information. It is showing us something totally different so we are going to have to go to the courthouse and do some actual digging because we have conflicting information. Council member McClain asked if one shows that someone else owns it, but the City has something that we own it. Ms. Marshall said yes. It is not uncommon for Arkansas County Data to be incorrect so we are going to have to get a little bit more information. We just have to make sure the City owns it so we can apply because Federal dollars can only go to Public lands. It cannot go to private lands unless there is a lease.

Chair member Hafner said we can go ahead and vote for us to approve filing for this grant, but if it comes up that we don't own it then you will take the necessary steps at that time to stop it. Mayor Perrin said to get it deeded over.

Council member McClain asked if it comes back that, we don't own it and they say they are not giving it up, what happens then? Ms. Marshall said if they want, they can lease it to us for like 99 years for a \$1. We can do it either way, but we really just need to check because I have known that Arkansas County Data has been incorrect. Mayor Perrin said we need to go to the Assessor's Office and make sure that it is recorded in our name and get the documentation to them to make that change. We will do that.

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;Darrel Dover;Charles Coleman and David McClain

5. Pending Items

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6. Other Business

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RES-17:101

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AN AGREEMENT WITH THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ARKANSAS ACTING ON BEHALF OF THE UNIVERSITY OF ARKANSAS COOPERATIVE EXTENSION SERVICE FOR THE INSTALLATION OF BIKE RACKS THROUGHOUT THE CITY

Attachments: [UoA Extension Office MOA 07102017](#)

Chair member Hafner asked that RES-17:101 be walked on to today's committee meeting. Council member Dover motioned, seconded by Council member Street, to suspend the rules and walk on RES-17:101. All voted aye.

Chair member Hafner said that this would be for an \$11,000 grant that would be used to purchase 34 bike racks that would be used in downtown and the park areas. Grants Administrator Kimberly Marshall said that Derrell Smith, Craig Light, and Wixson Huffstetler decided that we are part of the Extension Office and that we are a part of their healthier Jonesboro. We are a part of a pilot that they have for this

disease control grant that they have. They had \$11,000 left over in their 2014-2016 grant and they asked if anyone could use it. So, we said yes we can. We would go ahead and do 34 bike racks throughout the City and it is going to be in all of the places that it is needed for bike riders so they can secure their bikes while they are using bikes throughout the City and probably in some of the parks as well.

Council member McClain asked if that is the reason for the emergency that we have to apply by a certain date. Ms. Marshall said that the agreement states that the final report where the money is spent and pictures taken has a deadline of September 1, 2017. I made a call to see if we could get that extended by at least two weeks. I haven't heard back from them. They are all in a conference this week so I am kind of behind the eight ball trying to get that information. Derrell Smith did reach out to the vendor that we are going to use and they said it would be about three to four weeks so we are looking at about August 20th if it happens where we can do this through the 18th so we can move as quickly as possible to get them installed. We are going to physically install them ourselves. Council member Coleman asked if it was a local vendor. Ms. Marshall said the vendor is on the State's TIP/TAPS. They are a vendor the State has already done the bid process with. We requested permission and they said it was fine. We have the organization's permission to use the vendor.

Chair member Hafner said he thinks this is a great thing. Just the other day, we were out riding our bikes and were talking about how great it would be to have more bike racks around the City for this exact thing. I think this is awesome.

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;Darrel Dover;Charles Coleman and David McClain

ORD-17:060

AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 BUDGET TO ADD THE SUB-GRANT BUDGET FOR THE 2014-2016 U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES CENTER FOR DISEASE CONTROL AND PREVENTION SUB-GRANT, AND DECLARING AN EMERGENCY

Attachments: [UoA Extension Office MOA 07102017](#)

Chair member Hafner asked that ORD-17:060 be walked on to today's committee meeting. Council member Dover motioned, seconded by Council member Street, to suspend the rules and walk on ORD-17:060. All voted aye.

Council member Dover said that this is the companion to RES-17:101. Grants Administrator Kimberly Marshall said this is a sub-grant. We are not the direct recipients of the Federal funds so that is why it was worded that way. Council member McClain asked Ms. Marshall to explain that one more time. Ms. Marshall said it is the grant for the University of Arkansas Cooperative Extension Service. They are allowed to make small mini-grants to sub-recipients. We are a sub-recipient of them.

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

Aye: 5 - Ann Williams;John Street;Darrel Dover;Charles Coleman and David McClain

Council member Darrel Dover said he would like for everyone to know that he is resigning his position as a Council member as of July 31, 2017 because he is moving to Bentonville. He had planned on making the announcement on Tuesday, but was out with a family member. I wanted to go ahead and announce that today so the Council would have time to go through the process to select my replacement. I think under the rules, I'm not sure if it is the entire Council or the Nominating and Rules Committee that handles this. Mayor Perrin said that it would go through the Nominating and Rules Committee. Council member Dover said that will give them three weeks to advertise for people to be able to apply for it and select someone. Mayor Perrin said they have to live in that Ward. Nominating and Rules Chair member Gibson needs to get with City Attorney Carol Duncan to make sure and get something together so it can be advertised in the paper. It is my understanding that Nominating and Rules Committee will have a cutoff date. We have done this once before or twice. They will go through and interview all of the candidates, not just selective, but all of them. Then, they will come back with a recommendation to the full Council on who they want in that Ward's position. The full Council will get all of the applicants when they submit their resumes.

Council member Dover said hopefully we will have someone in place for the August Council meeting. Mayor Perrin said he doubts it. He thinks he will need more time. In reality, by the time that Council member Gibson gets with City Attorney Carol Duncan and gets the advertisement in the paper, I am going to say you will need 30-45-60 days. Then, they have to go through every one of those and review them so you are probably looking at the earliest in my opinion would be October or September.

Council member Street said that City Attorney Carol Duncan might want to look at the law. The Legislature passed a new law this time that cut that time down considerably. Mayor Perrin said that is why he wants Council member Gibson to get with City Attorney Carol Duncan. He said he could send an email to Council member Gibson tomorrow. Chair member Hafner said we have to go through the right steps, but he would like it not to be drawn out more than it has to be. Mayor Perrin said he agrees. Council member Street said he doesn't know when the new law goes into effect, but he believes you have to appoint the new Council member the following month. He believes they only give you 30 days. Council member McClain asked if they voted on it as a Council. Mayor Perrin said yes you do. The Rules and Nominating Committee will go and give you their recommendation. Chair member Hafner asked if they would present their nomination and we vote on that. Mayor Perrin said yes. Chair member Hafner asked if we picked between two people as a full Council. Mayor Perrin said with the way that we have done it in the past, the committee will come back to the Council with a full recommendation of someone and they will state why that person based on their background. Council member Street said he thought that anybody could present someone. Mayor Perrin said the Nominating and Rules Committee comes back with one recommendation. Council member Street said that you don't have to pick that person. Mayor Perrin said you do not have to pick that person. Council member Street said it just has to be a nomination from anyone on the Council that votes to take it. Mayor Perrin said it could be open on the floor for nominations. That is why he wants Council member Gibson to get with Ms. Duncan to make sure we follow all procedures.

Chair member Hafner thanked Council member Dover for his service. Mayor Perrin asked Council member Dover if the 18th would be his last council meeting. Council member Dover said it would be the last day of the month or the 18th if they didn't call a Special Called Council meeting.

7. Public Comments

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8. Adjournment

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

Aye: 5 - Ann Williams;John Street;Darrel Dover;Charles Coleman and David McClain