



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, February 23, 2016

4:00 PM

Municipal Center

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### 1. Call To Order

### 2. Roll Call by City Clerk Donna Jackson

*Mayor Perrin was also in attendance.*

**Present** 4 - Ann Williams; John Street; Darrel Dover and Todd Burton

**Absent** 2 - Charles Coleman and Rennell Woods

### 3. Approval of minutes

#### MIN-16:017

Minutes for the Finance Committee meeting on February 9, 2016

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

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

**Aye:** 4 - Ann Williams; John Street; Darrel Dover and Todd Burton

**Absent:** 2 - Charles Coleman and Rennell Woods

### 4. New Business

#### *Resolutions To Be Introduced*

#### RES-16:015

RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AGREEMENT WITH THE ARKANSAS STATE HIGHWAYS AND TRANSPORTATION DEPARTMENT (AHTD) FOR THE FY 2015 TRANSPORTATION ALTERNATIVE PROGRAM (TAP) - CRAIGHEAD FOREST PARK TRAILWAY

**Sponsors:** Grants, Parks & Recreation and Engineering

**Attachments:** [Craighead Forest Trailway Phase 2 Agreement](#)  
[Certification for Craighead Forest Trailway Phase 2](#)  
[Craighead Forest Trailway \(Phase 2\) Budget Amendment](#)  
[Designated Employee Letter for Craighead Forest Trail \(Phase 2\)](#)

Grants Administrator Kimberly Marshall explained this is for Phase II of the Craighead Forest Park Trailway Project. Phase I of the project is currently underway. This funding will have a five-year duration. She further explained they have an amendment to the budget to allow for the concrete pads for the exercise equipment. They are requesting to put that back in the project, but the city will have to cover that cost. The grant is an 80/20 match. She noted they already have the exercise equipment, paid for with the Blue and You Grant. Mayor Perrin asked how many workout stations there will be. Parks Director Wixson Huffstetler explained there will be a station every quarter of a mile, totaling 12 stations with 4 pieces of equipment at each station. He added it will be a variety of equipment and is weather and water-proof.

Councilwoman Williams asked if the trailway goes all the way around the park. Mr. Huffstetler answered yes, it will be a total of 3.2 miles when completed.

**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; Darrel Dover and Todd Burton

**Absent:** 2 - Charles Coleman and Rennell Woods

**RES-16:016**

RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AGREEMENT WITH THE ARKANSAS STATE HIGHWAYS AND TRANSPORTATION DEPARTMENT (AHTD) FOR THE FY 2015 TRANSPORTATION ALTERNATIVE PROGRAM (TAP) - RACE STREET SIDEWALKS AND UPRR PEDESTRIAN CROSSING

**Sponsors:** Grants and Engineering

**Attachments:** [Race St. Sidewalks & RR Ped. Crossing Agreement Certification for Race St. & RR Ped Crossing](#)  
[Race St. Sidewalks & RR Ped. Crossing Budget Amendment](#)  
[Designated Employee Letter for Race St. Sidewalks & RR Ped Crossing](#)

Ms. Marshall stated when they sent in the project AHTD asked that the city remove the contingencies, which they did. Chairman Dover questioned how many feet that will be. Ms. Marshall explained it will rehab already existing sidewalks and extend them from Allen Park to the railroad. Mayor Perrin added that will make the area safer for pedestrians. Chairman Dover noted there are numerous students at the school who will use it as well.

**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; Darrel Dover and Todd Burton

**Absent:** 2 - Charles Coleman and Rennell Woods

**RES-16:017**

RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AGREEMENT WITH THE ARKANSAS STATE HIGHWAYS AND TRANSPORTATION DEPARTMENT (AHTD) FOR THE FY 2015 ARKANSAS RECREATIONAL TRAILS NONMOTORIZED PROGRAM (RTP) - GREENWAY PEDESTRIAN BRIDGE

**Sponsors:** Grants, Parks & Recreation and Engineering

**Attachments:**     [Greenway Ped. Bridge RTP Agreement](#)  
[Certification for Greenway Ped Bridge](#)  
[Designated Employee Letter for Greenway Ped. Bridge](#)

*Ms. Marshall explained the bridge will connect the Greenway Trail to the Mall at Turtle Creek. They are going to look at the city working on the bridge to reduce the cost of the city's portion of the project. Mr. Huffstetler stated they are looking at installing 12x12 box culverts and asphaltting the top to make it simple.*

**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;Darrel Dover and Todd Burton

**Absent:** 2 - Charles Coleman and Rennell Woods

**RES-16:021**

A RESOLUTION TO CONTRACT WITH EAB BROADCASTORS INC FOR RENTAL OF CRAIGHEAD FORREST PARK

**Sponsors:**     Parks & Recreation

**Attachments:**     [Eab Fourth in the Forest 2016.pdf](#)

*Mr. Huffstetler explained this is a standard contract that is done every year for EAB's 4th in the Forest event.*

**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;Darrel Dover and Todd Burton

**Absent:** 2 - Charles Coleman and Rennell Woods

**RES-16:023**

A RESOLUTION AUTHORIZING THE MAYOR'S SALARY RECOMMENDATION FOR THE POSITION OF COMMUNICATIONS DIRECTOR FOR COMPLIANCE WITH THE SALARY SCHEDULE AND ADMINISTRATION POLICY

**Sponsors:**     Mayor's Office

*Mayor Perrin stated they had 47 people interview for the position. They decided to offer the position Bill Campbell. He has a journalism background as well as a social media background. This resolution will allow him to pay Mr. Campbell the same amount as former Communications Director Fritz Gisler. The money is already budgeted. Mr. Campbell will be hired in at the midpoint in the salary range.*

**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;Darrel Dover and Todd Burton

**Absent:** 2 - Charles Coleman and Rennell Woods

**5. Pending Items**

## 6. Other Business

*Councilwoman Williams asked for an update on the future of the Greenway Project. Mr. Huffstetler explained that depends on funding. They also have to find ways to connect the city with particular challenges at connecting the Greenway with Craighead Forest Park and other big parks in the city. The master plan of the Greenway shows 26.2 miles, touching every park in one way or another. He reiterated it all goes back to funding and finding the safest route from one point to another. Councilwoman Williams stated accessibility for citizens to get to parks is vital. Mr. Huffstetler discussed the improvements that have been performed in the different parks. He noted the changes have increased the traffic going to the parks now.*

*Chairman Dover stated the Salary Committee will continue to meet to discuss the incentive plan. He then questioned whether they should keep the same committee or appoint a new one. Mayor Perrin answered since the current committee already has worked on other related things he thinks it would be easier to continue with the same committee to save time. Chairman Dover noted they hope to start the process next month.*

*Chairman Dover then asked the Mayor to consider the makeup of the committee that will be discussing the reserves, as has been discussed in recent meetings. He would like to also start that committee next month. Mayor Perrin explained they have already started considering the committee, as well as alternative investments.*

*Mayor Perrin added they should be able to present the final report for 2015 by the second Council meeting in March. He thinks 2016 has started off pretty good. Privilege licenses have been coming in slowly. But, they have also found a lot of people paying sales tax to the state that live within the city, but don't have a business license. City Collector Becky Sharp is looking into that. Ms. Sharp also has the ability to audit businesses who submit alcohol sales tax and businesses who submit taxes to the A&P Fund. He would like Ms. Sharp to start auditing those businesses more frequently because some of the numbers looked off to him compared with historical data.*

*Mayor Perrin noted he has sent a letter to Vector Mosquito Control to see if there will be any additional expense to add services to help prevent the Zika Virus. Chairman Dover added he thinks the city needs to stay ahead of the game with the mosquito season. Councilman Street stated he would also like to see Vector's plan for treating the ditches in the city because he gets a lot of complaints from residents who live along those ditches. He is concerned the larvicide isn't being used in those areas adequately enough to prevent mosquitoes.*

*Mayor Perrin expressed his appreciation for Roy Ockert's work during his time as the communications director.*

## 7. Public Comments

## 8. Adjournment

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

**Aye:** 4 - Ann Williams; John Street; Darrel Dover and Todd Burton

**Absent:** 2 - Charles Coleman and Rennell Woods