



# City of Jonesboro

## Meeting Minutes

### Public Works Council Committee

900 West Monroe  
Jonesboro, AR 72401

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Tuesday, June 5, 2007

4:30 PM

Huntington Building

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#### 1. Call To Order

*Mayor Formon and Mr. Tony Thomas from the Mayor's Office were also in attendance.*

#### 2. Approval of minutes

**MIN-07:076** Minutes for the May 1, 2007, Public Works meeting.

**Attachments:** [050107](#)

**A motion was made by Councilperson Chris Moore, seconded by Councilperson Cecil Province, that this matter be Passed. The motion CARRIED unanimously.**

#### 3. New Business

*Resolutions To Be Introduced*

**RES-07:155** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR AND CITY CLERK TO PURCHASE PROPERTY LOCATED AT 1708 TALL BIRCH, JONESBORO, ARKANSAS FOR THE PURPOSE OF ESTABLISHING A GAS EXTRACTION

**Sponsors:** Mayor's Office and Public Works

**Attachments:** [1708 Tall Birch \(COMPLETE\)](#)  
[1708 Tall Birch](#)

*It was explained the land is part of the gas mitigation for the landfill.*

**A motion was made by Councilperson Darrel Dover, seconded by Councilperson Chris Moore, that this matter be Recommended to the City Council. The motion CARRIED unanimously.**

**RES-07:162** A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AN AGREEMENT TO TERMINATE THE LEASE OF CITY PROPERTY, ACCEPT THE IMPROVEMENTS, AND ACCEPT DONATED PROPERTY LOCATED AT 1620 STRAWFLOOR DRIVE

**Sponsors:** Mayor's Office and Public Works

**Attachments:** [Deed of Gift](#)  
[City CCSWDA transfer station Termination of Lease explanation email from Andy Adams](#)

*Attorney Andy Adams discussed donating the buildings to the City. He noted there was a problem with donating one of the buildings due to restrictions by ADEQ because the building was purchased with grant money. He noted he received verbal approval from the*

chief of the Solid Waste Division of ADEQ to donate the land to the City and is expecting a written approval in the mail this week.

**A motion was made by Councilperson Chris Moore, seconded by Councilperson Darrel Dover, that this matter be Recommended to the City Council. The motion CARRIED unanimously.**

**RES-07:167**

A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF JONESBORO, CRAIGHEAD COUNTY TO UTILIZE FEDERAL-AID MONIES FOR THE FOLLOWING CITY PROJECT:

Installation of Traffic Signal

Highway 141@Parker Road/US 63 Frontage Road

**Sponsors:** Mayor's Office and Public Works

*Mayor Formon discussed the history of previous resolutions. He noted the last resolution that was passed was incorrect due to an error from the state, so the Council would need to pass a new resolution to accept the money for the red light. He further explained there will be no cost to the City to put up the light. He added the City may go back to the bottom of the list, but they're hoping to be placed at the top of the list so the City can get the red light without having to wait too long.*

**A motion was made by Councilperson Darrel Dover, seconded by Councilperson Charles Frierson, that this matter be Recommended to the City Council. The motion CARRIED unanimously.**

**4. Pending Items**

**BUILDINGS - MAYOR FORMON AND TONY THOMAS**

*Long range facilities plan: Mayor Formon stated they are looking at the City Water and Light property and are hoping to have a plan by the next meeting.*

*Valley View Fire Department building: Mayor Formon explained the survey is done and the appraisal should be back soon. Mr. Tony Thomas added they have spoken with three entities who have expressed interest in the property.*

*Lawson Road project: Mayor Formon stated the company will begin work on Monday. City Engineer Kelly Panneck noted the ending date for the project has changed and he will provide a copy of the schedule at the next meeting.*

**PLANNING - OTIS SPRIGGS**

*Off-premise and on-premise signage code: City Planner Otis Spriggs stated they are holding workshops and are hoping the MAPC will vote on the code at the next meeting. Councilman Dover motioned, seconded by Councilman Moore, to recommend the code to the City Council pending MAPC review and City Attorney approval. All voted aye.*

*Land Use Plan update: Mr. Spriggs explained they are currently looking at change recommendations for the industrial sector and will be voting on it at the next MAPC meeting.*

*Mr. Spriggs added they are working on monument submittals and will also be bringing an RFQ for the master street plan.*

**CITY ENGINEER - KELLY PANNECK**

*ADA sidewalks update: Mr. Panneck stated they are moving ahead with the work. He noted at the next meeting he will tell the committee where they stand concerning the lawsuit. Chairman Street questioned the sidewalks in the Fairview area. Mr. Panneck explained there are issues in the Fairview area, but it's unknown whether that area is part of the ADA mandate. Chairman Street questioned who will determine when the work is done. Mr. Panneck stated he is unsure if there is a notification process. Councilman Frierson suggested asking the City Attorney for his opinion.*

*Wofford Street property: Mr. Thomas stated the City has acquired the property. Mr. Harry Hardwick added they are in the process of closing on the property.*

*Councilman Dover questioned the status of hiring new employees in the Engineering Department. Public Works Director Erick Woodruff discussed hiring an Engineer in Training. He stated the money is in the budget to fund the position. City Clerk Donna Jackson explained the ordinance was disapproved by the City Attorney. Mr. Woodruff stated City Attorney Phillip Crego had concerns over whether the money was in the budget and if it had been approved by the Finance Committee. Councilman Frierson questioned why the ordinance has to be passed if the money is in the budget. Ms. Jackson stated they are creating a new position. Mr. Woodruff stated they are not creating a new position. Mr. Panneck stated a position exists, but the money needed to be increased. Councilman Dover motioned, seconded by Councilman Moore, to recommend the ordinance to the Finance Committee. Ms. Jackson cautioned the committee concerning passing items on that have not been through the approval process. She added the Council asked for items to be approved by the Mayor and City Attorney before going to committee or Council. Councilman Dover withdrew his motion. Further discussion was held regarding sending the item to Finance and what the City Attorney's concerns were regarding the ordinance. Councilman Frierson motioned, seconded by Councilman Moore, to recommend the EIT position to the Finance Committee and subject to the City Attorney's approval. All voted aye. Chairman Street encouraged all the department heads to be sure and have their items in Legistar in time so the items can be approved by the Mayor and City Attorney before going to the committee.*

### **STREETS - TEDDY HOOTON**

*Recommendation concerning future ditch cleaning: Street Superintendent Teddy Hooton stated the company is half way done with Mardis. He explained he is working on putting together a maintenance map for the 216.5 miles of ditch in the City. Mr. Woodruff explained he has been trying to determine which ditches the City is responsible for and whether the City has to continue to contract out some of the ditch cleaning. Councilman Moore stated ditches where someone has to be contracted out to clean need to be treated by a herbicide program to help keep it under control. Councilman Dover questioned how often the ditches need to be cleaned out. Mr. Mike Cameron explained the FEMA ditches will probably need to be cleaned out every three years, but other ditches can be maintained in longer frequencies. Mr. Woodruff stated he is hoping by winter the City can start it's own crew to take care of the ditches.*

### **PUBLIC WORKS - ERICK WOODRUFF**

*Standard operating procedures: Mr. Woodruff stated they have all the procedures and are currently reviewing them to make sure they are not in conflict with any ordinances. He added they hope to be done before the August meeting.*

*GIS Fisher & Arnold project: Mr. Woodruff informed the committee it is not online yet. He added there is a test site for that portion of GIS. He noted Mr. Panneck has discovered some possible errors that need to be corrected. Mr. Panneck stated he will be meeting*

with Mr. Vic Young concerning issues with quality control and quality assurance. He explained they are not survey-grade maps, but they need to have a good level of accuracy considering the City provided a large amount of information. Councilman Moore noted at the last meeting Internal Auditor Misty Micenhamer told the committee the City was given everything that was paid for. He questioned what the holdup was with getting the information online if the City received everything that was paid for. Mr. Thomas explained part of getting what was paid for is determining the level of accuracy which is part of what Mr. Panneck is currently doing. Mayor Formon added the CWL concerns were only part of the issue, while the main issue was getting online through Information Systems. Mr. Thomas stated there is an in-house web site and it is accessible. Mr. Woodruff noted they do not want to release the web site to the public yet if the information is not accurate. Councilman Moore stated if the City paid for an accurate product and do not have an accurate product, then the City did not receive what it paid for. Mr. Panneck stated he is going to question what the level of accuracy is that he can expect with this product. Ms. Micenhamer noted the contract does not list a specific percentage of accuracy. Mr. Cameron discussed the history of the Fisher and Arnold projects. He stated what the committee is looking at today is a solution to the problem and not the entire project. He added the accuracy of the parcels is the solution to tying together all the products the City paid Fisher And Arnold for, including the pipe inventory. Councilman Moore asked either Mr. Woodruff or Mr. Panneck to review the Fisher and Arnold contract to see if the City has received what it paid for. He noted he wants to make sure the public will be able to access the information. He also asked for Information Systems to get things ready so things are finished they will be able to put everything online and make it accessible to the public. Mr. Cameron questioned whether the current legal flood maps are in GIS format. Mr. Spriggs stated they have the 1991 maps without the LOMR's and CLOMR's. Mr. Cameron asked where he can view the maps. Mr. Spriggs stated Mr. Cameron can visit him and he's show Mr. Cameron what he has. Mr. Cameron asked whether the zoning maps are in GIS format. Mr. Spriggs stated the information is there, but he has not checked it's accuracy yet.

Storm Water Committee appointments: Mr. Woodruff stated he has written the ordinance, but it needs to go to Nominating and Rules before the next meeting.

## **5. Other Business**

## **6. Public Comments**

Ms. Anne Shelton, 1612 Shady Grove, concerning trash pickup: Ms. Jackson informed the committee she received a call from Ms. Shelton, who wanted the Council to reinstate Clean Sweep. She further explained she informed Ms. Shelton she could attend the Public Works meeting to discuss her concerns. Ms. Shelton was not present at the meeting.

Councilman Hargis stated he recently spoke with Mr. Woodruff concerning Windover ditch. He explained Mr. Woodruff indicated it was the property owners responsibility to take care of the ditch and questioned whether Mr. Woodruff had found any other information otherwise. Mr. Woodruff stated the City would have to obtain an easement to maintain the ditch. He also explained there would be a rainfall event to show him the need for the City to maintain the ditch. Further discussion was held concerning Windover ditch. Chairman Street asked for Mr. Woodruff to come up with a recommendation and bring it back to the committee. Councilman Moore stated that would fall under the city-wide ditch cleaning plan the Street Department is working on.

## **7. Adjournment**

A motion was made by Councilperson Chris Moore, seconded by Councilperson Cecil Province, that this meeting be Adjourned. The motion CARRIED unanimously.