



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, January 26, 2021

4:00 PM

Municipal Center, 300 S. Church

1. Call To Order

2. Roll Call by City Clerk April Leggett

Mayor Copenhaver was in attendance

Present 7 - Charles Coleman; Ann Williams; John Street; David McClain; LJ Bryant; Joe Hafner and Brian Emison

3. Approval of minutes

[MIN-21:003](#)

Minutes for the Finance Committee on January 12, 2021.

Attachments: [MINUTES](#)

A motion was made by Councilperson John Street, seconded by Councilperson Charles Coleman, that this matter be Passed . The motion PASSED with the following vote.

Aye: 6 - Charles Coleman; Ann Williams; John Street; David McClain; LJ Bryant and Brian Emison

4. New Business

ORDINANCES TO BE INTRODUCED

[ORD-21:003](#)

AN ORDINANCE DECLARING AN EXCEPTIONAL SITUATION AND WAIVING THE REQUIREMENTS OF COMPETITIVE BIDDING FOR TRUCK BODY WORK ON A WRECKED STREET DEPARTMENT GRAVEL TRUCK, AND DECLARING AN EMERGENCY

Sponsors: Streets and Finance

Attachments: [AML estimate on gravel truck](#)

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

Aye: 6 - Charles Coleman; Ann Williams; John Street; David McClain; LJ Bryant and Brian Emison

RESOLUTIONS TO BE INTRODUCED

[RES-21:011](#)

RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AN AGREEMENT OF UNDERSTANDING WITH THE ARKANSAS DEPARTMENT OF TRANSPORTATION (ARDOT) FOR THE FY 2020 TRANSPORTATION ALTERNATIVE PROGRAM (TAP) - JONESBORO DOWNTOWN TO ASU CONNECTION - PH. 2 (JOB 101117)

Sponsors: Engineering

Attachments: [Agreement of Understanding](#)

Councilmember David McClain stated he has a couple of questions. Chairman Joe Hafner told Councilmember David McClain to go ahead. Councilmember David McClain stated "I am trying to make sure that back about a year or two ago that there was the same type of money taken and moved from Harrisburg Road and consolidated the funds and is wanting to gather how much as far as a total and what pays for what part of the process will this be from the trail." Councilmember David McClain knows that it will still have to be designed and still construct it, so where are we with that. Chairman Joe Hafner clarified by saying "your first question is how much money do we currently have set aside for this project and the second part is what will this money be used for." Councilmember David McClain said yes. Chairman Joe Hafner asked Steve Purtee, Finance Department Director, is he had the information at his fingertips of how much money. Councilmember David McClain stated "may not and he can send in an email, I was just curious." Steve Purtee, Finance Department Director, proceeds by stating "Councilmember we do have in our anticipated grants in the budget both those grant programs and they are just under \$1,000,000.00 and our portion of that, he recalls, to be \$798,000.00 so that is the combination of two of those tap grants into the one for the ASU downtown connection and then the piece of this one goes along with that to form a third leg of that stool and that will be for the continuation of that project. All those are anticipated categories and as those projects come online we will ask for the council for their amendment to the budget to address those. In addition to those we have in our budget roughly \$109,000.00 for each category relative to planning and design work, so you will see that in budget as well. That's my recollection to those and I will journey back through our budget documents and if I have misspoken anything I will clarify that." Chairman Joe Hafner stated to Steve Purtee, Finance Department Director, "yes if you will cause in his mind he had that we had \$1,000,000.00 to \$1,500,000.00 or so set aside for this project before this, but I may be off cause the numbers are not in front of me." Steve Purtee, Finance Department Director, said he would verify that.

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

Aye: 6 - Charles Coleman;Ann Williams;John Street;David McClain;LJ Bryant and Brian Emison

[RES-21:012](#)

RESOLUTION AUTHORIZING THE MAYOR AND CITY ATTORNEY TO CERTIFY FOR THE CITY OF JONESBORO FOR THE 2021 ANNUAL FEDERAL TRANSIT ADMINISTRATION (FTA) CERTIFICATIONS AND ASSURANCES FOR THE JONESBORO ECONOMICAL TRANSPORTATION SYSTEM (JET)

Sponsors: JETS

Attachments: [1 - JETs FY2021 C&A](#)
 [1 - JETs Sign page FY2021C&A](#)

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

Aye: 6 - Charles Coleman;Ann Williams;John Street;David McClain;LJ Bryant and Brian Emison

[RES-21:013](#)

RESOLUTION AUTHORIZING CITY OF JONESBORO, ARKANSAS GRANTS AND COMMUNITY DEVELOPMENT TO APPLY FOR 2020 ASSISTANCE TO FIREFIGHTERS GRANT(AFG) PROGRAM FROM THE U.S DEPARTMENT OF HOMELAND SECURITY

Sponsors: Grants, Fire Department and Finance

Attachments: [Fire Admin_20210111_084422](#)

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

Aye: 6 - Charles Coleman;Ann Williams;John Street;David McClain;LJ Bryant and Brian Emison

[RES-21:014](#)

RESOLUTION AUTHORIZING THE CITY OF JONESBORO GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO ACCEPT THE 2018 CONSOLIDATED RAIL INFRASTRUCTURE AND SAFETY IMPROVEMENTS (CRISI) GRANT

Sponsors: Grants, Engineering and Finance

Attachments: [NO CONTRACT OR DOCUMENTATION GIVEN](#)

A motion was made by Councilperson John Street, seconded by Councilperson Brian Emison, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 6 - Charles Coleman;Ann Williams;John Street;David McClain;LJ Bryant and Brian Emison

5. Pending Items

6. Other Business

Chairman Joe Hafner added while Mike Burroughs was coming up for his presentation, "Steve Purtee, Finance Department Director, you know that the audit will be starting the first week of February so I know Steve and his staff and all the others will help the auditors and look forward to another clean audit report."

[COM-21:004](#)

Finance Presentation by Mike Burroughs
(Concentration on Cash Transactions and Bank Reconciliations)

Sponsors: Finance and Mayor's Office

Attachments: [January 26 2021 to Finance](#)

Mike Burroughs "I think it was back in July when I was here and basically finds are going to be the same, however, I have continued looking at these records and I am looking at them close then ever and I'm looking at more, my samples are much larger by far more then what the auditors are going to look at. I'm looking at about a third of the disbursements that go through the accounts payable and I'm looking at probably over a third of transactions that goes through the collector's office. I'm tying all that together. I do find some minor errors but there primarily like posting errors and as soon as I point them out to staff, they usually get them corrected within the next few minutes. That's really been good. There's this letter that has basically been attached to the agenda." Chairman Joe Hafner asked Mike Burroughs to talk about his back ground with Legislative Audit and how long you were with them and what makes him qualified to do this so the public knows for those that may not have seen him back in July. Mike Burroughs stated "Basically I worked for Legislative Audit for 34 years and for 22 of those years I was out in the field out doing audits. For the last 12 of those years I was primarily in the office reviewing others work and helping them. I have been with the city since July 05, 2011 as a city accountant up until basically the first of this year. I took some time off and stayed home with the COVID scare so I stayed home for 3 months. I came back and done a lot of catch up work for the first 6 months and looked at things. I think the main concern was the situation at the County that we had at the clerk's office over there. I think council and administration was concerned there was nothing going on there. I was certified since 1981 up until last year and I didn't renew my certification. I spoke with them down in Little Rock and technically I am retired but I'm not. I'm still a member of the ICPA but at this minute I am not actively certified. I worked on this audit since 1996 in some capacity as the auditor, the reviewer, or the person bring about these records here. Over the last 9 years we have had no findings in our reports so that is pretty amazing, because like I said I was with Legislative the last 34 years and I have had lots of findings. I want to give a kudos to Ben Barylske for when he came in he set up a lot of things as far as internal controls and cleaned up the records and got everything reconciled and on their way, but I will say today that everything is reconciled monthly and even at times daily on some of the accounts. I have examined some of the records which includes ledgers, which are Springbrook reports, bank reconciliations, bank statements, deposit reports and bank deposits, receipts, credit card receipts, credit card company reports, canceled checks, transfers between accounts, documentations of approvals for expenditures, payments for payroll taxes to federal and state agencies, other withholdings, pension plans, insurance companies, ect. All though no material errors, statements or transactions in records. I reported any errors to the departments and they were corrected timely and they were very few. I did find one today and that has been corrected already. I will be working with Legislative Audit as soon as they prepare the 2020 audit to make the audit a problem free process. I've done the audits and I know what that need and the staff we have now have been through it once. I welcome questions and suggestions from the committee, other council members, administration, department directors, employees and other citizens of Jonesboro. If something is going on I need to know about it where I can appoint it to the proper departments and authorities to take care of the matter. I would like to suggest, I haven't spoken to the mayor about it yet, that we put a link to my email address on our website and explain to people they can contact me if there are any possible fraud, misuse of funds or waste of funds. I have been doing this long enough that I know a lot of those will not be legitimate but some may be. That is something we need to start looking into because the employees out in the field know what is going on, directors should, however if there is a problem with the director the city needs to know about that. We don't want nothing to happen like what

came out in the newspaper about Brookland school district as far as misplaced equipment type of thing. I think the employees would be the ones to tell us that. I tell you both the situations we have had with the county and the school out there were report by the people out there. Legislative Audit did not find it, they were just brought in to verify it, so I think that is what we need to look in to here. If there is anything going wrong we need to find out about it, contact the appropriate authorities and get it fixed. That is kind of how I look at my position and what I am trying to do on a monthly bases. Right now I am working about 30 to 40 percent of the time as far as hours based upon the budget we have set aside to pay me. I think it is adequate at this time and that we need to look later on establishing a full time position." Chairman Joe Hafner asked if there was any questions. Mayor Harold Copenhaver said he would like to make a comment. "I've known Mike Burroughs for a long time and your work is greatly appreciated but its admired state wide and we are fortunate as a community to have your work in our city and I look forward to working with you and your recommendations." Chairman Joe Hafner stated "I want to thank you and appreciate all the work you do for us and keep an eye on things." Chairman Joe Hafner wants to back track on a few things.

Chairman Joe Hafner stated "Steve Purtee, Finance Deparment Director, you can still send out more information on this if you want to, but Councilmember David McClain looks like the ASU to downtown project before the money that was talked about today there is about \$1,213,000.00 left that is allocated to that project. Obviously there has been some expenses paid for that; probably for planning and stuff like that. That is kind of where we are right now. Steve Purtee, Finance Department Director, you can go ahead and send that out I was given that by Bill Campbell, Communications Director, and wanted to pass that along."

Chairman Joe Hafner commented while waiting on public comments "Looks like some progress is being made to potential getting back into the Council Chambers for meetings. I think some things may need to be tweaked to make things a little more safe. I appreciate the work Ronnie Shaver, Maintenance Director, his staff, and everybody else is doing to make it to get back for meetings. Everyone is looking forward to that day for normalcy."

Read

7. Public Comments

8. Adjournment

A motion was made by Councilperson LJ Bryant, seconded by Councilperson David McClain, that this meeting be Adjourned . The motion PASSED with the following vote.

Aye: 6 - Charles Coleman;Ann Williams;John Street;David McClain;LJ Bryant and Brian Emison