



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, April 9, 2019

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Mayor Harold Perrin was in attendance.

Present 4 - Charles Coleman; Ann Williams; David McClain and LJ Bryant

Absent 2 - John Street and Joe Hafner

3. Approval of minutes

[MIN-19:030](#)

MINUTES FOR THE FINANCE AND ADMINISTRATION MEETING ON MARCH 26, 2019

Attachments: [Finance Minutes 03262019.pdf](#)

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

Aye: 4 - Charles Coleman; Ann Williams; David McClain and LJ Bryant

Absent: 2 - John Street and Joe Hafner

4. New Business

RESOLUTIONS TO BE INTRODUCED

[RES-19:033](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AN AGREEMENT WITH THE ARKANSAS DEPARTMENT OF TRANSPORTATION (ARDOT) FOR THE FY 2018 TRANSPORTATION ALTERNATIVES PROGRAM (TAP)- CRAIGHEAD FOREST GREENWAY TRAIL PHASE 4.

Attachments: [ARDot agreement only-CFP trail phase 4](#)

Councilmember David McClain said I have a question. I remember seeing some of the plans from when they had the public hearing at Central Baptist Church. I did not know if this was for sure going to happen. So, this is going to happen. Mayor Harold Perrin said yes. We had a selection committee to get engineering, which was Fisher & Arnold. Again, they have done most of those trails and bike trails. Mr. Martin Smith, with Ecological Design Group, will be a part of this. Parks and Recreation Director

Danny Kapales said we have submitted a proposal to move forward with this project. Regarding Councilmember McClain's question, this was the grant that we were given to go down Harrisburg Road. We still have to accept this grant this way because of the way it was written up, but we have already worked with the Arkansas Department of Transportation, ArDOT, and this is being moved over to be pieced with the Arkansas State University, ASU, trail, which will be the next resolution on the agenda. So, we're taking both monies and putting them together to complete the trail from downtown to ASU. Councilmember McClain said so this won't be used for Harrisburg Road, but it will be used for the ASU trail. Mr. Kapales said that's correct, but we have to move forward with it this way.

Mayor Perrin said I have written a letter to ArDOT asking if we could transfer this grant over to the ASU trail, and they verbally gave me the okay. We haven't done it, yet, but when I get the letter, we'll transfer it over to this line item. Councilmember McClain said so, there won't be a trail going down Harrisburg Road. Mr. Kapales said not currently. Some point down the road, we hope there will be a bike lane and maybe a sidewalk. Then, we will still have that connectivity, but, currently, a multi-use trail will not run on Harrisburg Road. Councilmember McClain asked, what changed? Mr. Kapales said it's actually the overall state rule for trails down certain types of roads and that one does not qualify for a multi-use trail. Mayor Perrin said that was an ArDOT deal, not us. They came back and said they didn't want us to do that. We asked if we couldn't put it on State Highway 1, then could we transfer that over to where we desperately need it to get money over on the ASU trail. We can then go and get people to match that and complete the whole thing. If this is approved today, we'll have \$1 million over there in that one project.

Councilmember L.J. Bryant asked if the trail coming out Craighead Forest Park would go all the way down and stop when it hits Harrisburg Road. Mr. Kapales said it would stop when it hits Harrisburg Road. Obviously, in the future, we'll be looking at sidewalks and things of that sort to connect to that trail, but at least that trail does come to the end of Craighead Forest Road, which is a very tight road for people to be able to ride a bike or walk down. So, anybody within that apartment complex or anybody across the street will have an easy access to get to the park.

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

Aye: 4 - Charles Coleman;Ann Williams;David McClain and LJ Bryant

Absent: 2 - John Street and Joe Hafner

[RES-19:034](#)

A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF JONESBORO TO UTILIZE FEDERAL-AID TRANSPORTATION ALTERNATIVES PROGRAM FUNDS AND AUTHORIZING THE CITY OF JONESBORO GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE TRANSPORTATION ALTERNATIVES PROGRAM FROM THE ARKANSAS DEPARTMENT OF TRANSPORTATION.

Attachments: [Aggie Rd Proposed Trail](#)
[Public Comments-032719](#)
[Estimated 2019 TAP ASU Link University Heights Phase](#)

Mayor Harold Perrin said this is the Transportation Alternative Program, TAP, grant through ArDOT. This would include the sidewalks on Aggie Road from Red Wolf Blvd.

and I believe all the way to University Heights School. That's going to be a big plus for those people who live in that area because they could walk to the games. This will go down by the ASU Regional Farmers' Market on that side of the road all the way up to the school. That's going to be a big plus for that school, and this year, as soon as it dries up, we have everything ready to move in, I think, on Bowling Lane. Currently, when parents drop their child off at school, they have to go in and come out the same way. When this is complete, they will go all the way up, take a right and hit Aggie Road, and then take the roundabout at Airport Road. That's a big plus for us.

Councilmember David McClain said so, this would be a sidewalk and a trail. Will it be paved? Mayor Perrin said yes. Councilmember McClain said I think that's great, and I'm glad we are going to connect all of the houses. Mayor Perrin said I think the sidewalk was in the grant we got when we did the roundabout and it took it all the way up to the school. This will just about hook up on the other side before you get to the driveway. So, you'll have it from Airport Road all the way to Red Wolf Blvd. Councilmember McClain asked if it would be on the south side of the road. Mayor Perrin said yes. It's on the side of the ASU Farmers' Market. Councilmember McClain said that's the north side. Mayor Perrin said okay, the north side. Parks and Recreation Director Kapales said actually, it has not been designed, yet. There's going to be a process of designing it and making sure it's the right direction. Currently, the way we have it laid out is it will be on the north side because it appears to be the safest location. Once we get engineers involved, it might change. Councilmember McClain said okay. Mr. Kapales said the big part about this is that we put together a bike/pedestrian plan and what we are doing is following what you all approved as Phase I. So, every time we're asking for these grants, we are continuing that until we get Phase 1 done, and then we'll move on to Phase II.

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

Aye: 4 - Charles Coleman;Ann Williams;David McClain and LJ Bryant

Absent: 2 - John Street and Joe Hafner

[RES-19:035](#)

RESOLUTION AUTHORIZING THE MAYOR AND CITY ATTORNEY TO CERTIFY FOR THE CITY OF JONESBORO FOR THE 2019 ANNUAL FEDERAL TRANSIT ADMINISTRATION (FTA) CERTIFICATIONS AND ASSURANCES FOR THE JONESBORO ECONOMICAL TRANSPORTATION SYSTEM (JET)

Attachments: [2019 C A Signature](#)
[2019 Certs Assurances](#)

Councilmember Ann Williams said this is a technical requirement we do every year. Correct? Mayor Harold Perrin said yes. It is standard through the Federal Highway Administration.

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

Aye: 4 - Charles Coleman;Ann Williams;David McClain and LJ Bryant

Absent: 2 - John Street and Joe Hafner

[RES-19:042](#)

A RESOLUTION TO CONTRACT WITH THE JONESBORO BASEBALL BOOSTERS

Attachments: [JBB Proposed 2019 Agreement.docx](#)

Mayor Harold Perrin said every year we enter into a contract with the Jonesboro Baseball Boosters, or it may be a multi-year contract. Parks and Recreation Director Danny Kapales said it's a three-year contract. This is just an agreement that we enter into with Jonesboro Baseball Boosters for them to be able to host their recreational league and tournaments during their user period. We had some negotiations, changed some of the rental fees and added information in there about the turf. Since the turf wasn't originally in the contract in 2016, we just wanted to make sure that they understood about using cleats on the turf and things of that sort. Also, we added some agreements in there on how they were going to help with the turf as we move forward, because we have to use fill with that turf. We're going to have to put more rubber in and sand as we go along, and part of this agreement is that they would actually pay for that to put it in place. So, we had to make some changes from the previous contract. We've been in negotiations making sure that the contract was good for both sides. We have it now to move forward and, basically, it starts at \$15,000 per year and we'll move up \$1,500 per year from there for the next three years. Mayor Perrin said we put a clause in there for inflation. The Jonesboro Baseball Boosters are paying for part of the turf, as well. The Advertising and Promotion Commission, A&P, approves their money and gives it to them. They deposit it and give us a check. That hasn't happened, yet, but A&P just provided them with the money, I believe, last week. So, we should be receiving a check any time from them, which is about \$85,000, to help us pay for the turf. This is just a contract between the City of Jonesboro and Jonesboro Baseball Boosters. Basically, they just rent our facilities. They handle the gate and other things. We don't have to do the concession stands either because that's under Mr. Junior Daas, which is another contract.

Councilmember L.J. Bryant asked, what is the current annual amount? Mr. Kapales said it was a little over \$13,000 and we moved up by 5% each year. We moved it to \$15,000 for this year and we'll move it up by \$1,500 per year. We got rid of the percentages and actually gave them a solid number to look at for each move. Mayor Perrin said the reason he said that was because that would have gone up more than probably that 5%, but you have to also give them credit for their payment for the turf. How much are they paying for the turf? Mr. Kapales said they are paying for approximately 25% of the turf. Mayor Perrin said they're paying for about 25% of the \$1 million worth of turf and that's the reason we gave them a little bit of a decrease. We did want it to go up and that's why Mr. Kapales has been negotiating with the booster club. Mr. Kapales said if we have situations where something is not budgeted, we have an item come up that's dealing with the fields or something breaks, they are very good about paying to get things repaired as opposed to us having to dip into our budget. It's a very good partnership for us to be able to utilize. Mayor Perrin said they have been a good partner.

Councilmember David McClain asked if the Jonesboro Baseball Boosters paid for this with their fees, tournament fees and rental fees since teams have to rent the fields to practice. Mr. Kapales said actually, that's another nice part of what we do. If someone rents the facility, they rent that through us, so we also get the rental fees. All the travel teams have to pay through us and schedule through us. Mayor Perrin said when you go in through the gate and pay that money goes to the baseball boosters. Mr. Kapales said the baseball boosters get their money through registration fees, tournament fees and gate fees. Councilmember McClain said and concessions. Mr. Kapales said yes, and concessions. Just to clarify that, Mr. Daas works for the Jonesboro Baseball Boosters to run the concession stands, so that's ran through the baseball boosters.

They had always ran it and then they went outside and hired Mr. Daas to run their concessions.

Councilmember Ann Williams motioned to suspend the rules and walk RES-19:042 on to the Finance & Administration Committee agenda, seconded by Councilmember Dr. Charles Coleman. All voted aye.

Councilmember Ann Williams motioned to offer RES-19:042 by title only, seconded by Councilmember David McClain. All voted aye.

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

Aye: 4 - Charles Coleman;Ann Williams;David McClain and LJ Bryant

Absent: 2 - John Street and Joe Hafner

5. Pending Items

6. Other Business

Mayor Harold Perrin said we just reviewed the financials through February and they will be sent to you all electronically, and City Accountant Mike Burroughs should be doing that either this afternoon or tomorrow. Finance Manager Deanna Hornback will get with Mr. Burroughs and make sure you all get those. Through February, we're still in a positive mode. So, that's good, but, again, that's just for two months. There will be some things we will be paying on that. Sales tax is up the first two months around \$143,000 over last year. That's something I look at is if we aren't better off this year than we were last year. The A&P tax seems to be going down. I don't understand that because you can't get a room here Monday through Thursday, but a small percentage of A&P is going down. State turnback is down just a little bit, but not much. It just varies anyway. You really can't tell until about August when you get June's figures. We're always 60 days behind. Then we can usually tell where we're at, but that doesn't give us much leverage if we need to make some changes from then until December. If you all remember, last year we ended up about \$5 million better than we did because we didn't expense the money. We watch it pretty tight. Mrs. Hornback has stepped in and is doing a good job. We're trying to get someone in that position. The auditors are here and Mrs. Hornback and Mr. Burroughs are working with them. The only comment I can make on that is that so far the audit is going good. The main thing is that we have a lot of checks and balances that we put in many years ago that are pretty strong. Just like with purchase orders, I think there are four or five signatures before anything is paid. One person starts the purchase order. The second person checks to see if it's in the budget, The third person checks to see if the money is available or if we are over or under. Then, I'll sign off at the end before it goes to be paid. So, that's good and I like that system.

7. Public Comments

8. Adjournment

A motion was made by Councilperson David McClain, seconded by Councilperson Ann Williams, that this meeting be Adjourned . The motion

PASSED with the following vote.

Aye: 4 - Charles Coleman; Ann Williams; David McClain and LJ Bryant

Absent: 2 - John Street and Joe Hafner