



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, January 12, 2021

4:00 PM

Municipal Center, 300 S. Church

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### ELECTION OF A CHAIR

*Councilmember John Street motioned, seconded by Councilmember Dr. Charles Coleman, to nominate Councilmember Joe Hafner as Chair of the Finance & Administration Committee. Councilmember John Street motioned, seconded by Councilmember David McClain, that all nominations cease and Councilmember Joe Hafner be elected Chairman. All voted aye.*

*Chairman Joe Hafner said, I appreciate the vote of confidence.*

### 1. Call To Order

### 2. Roll Call by City Clerk April Leggett

*Mayor Harold Copenhaver was in attendance.*

**Present** 6 - Charles Coleman; Ann Williams; John Street; David McClain; LJ Bryant and Joe Hafner

### 3. Approval of minutes

[MIN-20:126](#)

MINUTES FOR THE FINANCE & ADMINISTRATION COMMITTEE MEETING ON DECEMBER 29, 2020

**Attachments:** [Finance Minutes 12292020](#)

**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:** 5 - Charles Coleman; Ann Williams; John Street; David McClain and LJ Bryant

### 4. New Business

#### ORDINANCES TO BE INTRODUCED

[ORD-21:001](#)

AN ORDINANCE TO WAIVE BIDS AND PURCHASE AVOLVE PROJECTDOX SOFTWARE BY THE PLANNING DEPARTMENT

**Attachments:** [ProjectDox-OAS Order form](#)  
[Avolve ProjectDox Statement of Work](#)

Councilmember David McClain asked for clarification regarding the software. Is this the same software that we talked about last year? Planning Director Derrel Smith explained that we purchased portions of it last year. What we got last year was the IWORQ's portion which does the asset management for street inventory, sidewalks, storm drains, and storm water. What we are trying to get with this is the plan review portion, that is what the rest of this purchase will be, and this will allow us to do all of the plan review by all of the departments. Councilmember David McClain said, if I am not mistaken this will help us streamline the process. Planning Director Derrel Smith said that is correct. It will allow people to track the project on-line, it will let you see where everything is in the process. Once it is submitted and accepted it will be sent out to all of the departments that has to sign off on the project, such as Inspections and Engineering. Once the department has made comments, the comments then will go back to the owner and it will show that the project is waiting on comments from the next stage in the process. Councilmember David McClain asked Planning Director Derrel Smith about how much time he thought would be saved in terms of an average work week? Derrel said that he hoped that a lot of time would be saved, I don't have an exact amount of how much time will be saved because it hasn't been started yet. I can't see how this is going to make this process anything but more efficient than what it is now.

Chairman Joe Hafner asked Planning Director Derrel Smith will this change how people have to submit their plans, will they be able to submit plans in person, and the Planning Department convert those into electronic format? Planning Director Derrel Smith explained that everything will be submitted electronically as far as the Engineers, Architects and Consulting Firms go. The general public will also be able to submit their plans from home as well. There will be a video with instructions on how to download the information to get it to us. If anyone does have a problem they can come to the Municipal Center help station for help with submitting information into the software. Mayor Harold Copenhaver said, to follow-up on what Planning Director Derrel Smith explained above. For the general public in the future this is an opportunity for us to educate them when we are able to do in-person, one-on-one training after the COVID Pandemic subsides and restrictions are lifted. This software will allow for more transparency and is key in moving forward. Obviously our Department Heads do a tremendous job with how the process works now, but again this software is really going to advance the city.

**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:** 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

#### RESOLUTIONS TO BE INTRODUCED

[RES-21:001](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 2507 BROOKE MCQUEEN, JONESBORO, AR 72404, PARCEL-01-144333-08800, OWNED BY KYLE D. HALL

**Attachments:** [2507 Brooke McQueen](#)

**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:** 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-21:002](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 716 W. WASHINGTON, JONESBORO, AR72401, PARCEL 01-143134-17800, OWNED BY HRB PROPERTIES, INC.

**Attachments:** [716 W. Washington](#)

**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:** 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-21:003](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 1014 S. CULBERHOUSE, JONESBORO, AR 72401, PARCEL 01-144192-21300, OWNED BY CHARLES E. NOELL, JR.

**Attachments:** [1014 S. Culberhouse](#)

**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:** 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-21:004](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 1328 W. HUNTINGTON, JONESBORO, AR 72401, PARCEL 01-143133-18100, OWNED BY DKI, LLC.

**Attachments:** [1328 W. Huntington](#)

**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:** 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-21:005](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 1506 PRATT CIRCLE, JONESBORO, AR 72401, PARCEL 01-144082-09900, OWNED BY CHARLES BOWMAN

**Attachments:** [1506 Pratt](#)

**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:** 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-21:006](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 3213 MEADOR,

JONESBORO, AR 72401, PARCEL 01-144281-36300, OWNED BY STEPHEN D. WORLEY

**Attachments:**     [3213 Meador](#)

**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:** 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-21:008](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 4306 GLADYS, JONESBORO, AR 72404, PARCEL 01-134032-11800, OWNED BY ANGELINE BROWN

**Attachments:**     [4306 Gladys](#)

**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:** 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-21:009](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT RICHARDSON, JONESBORO, AR 72401, PARCEL 01-144273-19800, OWNED BY CHRISTIANA IGLESIA

**Attachments:**     [Richardson](#)

**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:** 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-21:010](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ACCEPT A WALMART COMMUNITY GRANT FROM WALMART FACILITY #6377 (WALMART NEIGHBORHOOD MARKET ON HARRISBURG ROAD) TO PURCHASE SUPPLIES FOR THE VETERANS VILLAGE

**Attachments:**     [Walmart Community Grant Request ID 65247877 Fa..](#)

*Chairman Joe Hafner commented on the donation that was received from Attorney General Leslie Rutledge regarding the Veteran's Village. Congratulations to Mayor Harold Copenhaver, and the rest of the City Staff that has been working on securing that donation. Councilmember John Street explained that that donation allowed us to expand the Veteran's Village by seven single bedroom units, two multi bedroom units, and it covered the acquisition of the land. Chairman Joe Hafner commented that it will also help cover the Beck-Pride Center, where they will operate out of as well.*

**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:** 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

**5. Pending Items**

**6. Other Business**

*Chairman Joe Hafner explained that our last meeting for this month, Mike Burrows who works with the Finance Department will be providing us an update on his auditing process. Councilmember David McClain asked for an update on the progress of the clean-up at The Turtle Creek Mall. Mayor Harold Copenhaver explained that we are in conversation with the Mall owners and should be able to address the public and City Council regarding this hopefully by the end of this week.*

**7. Public Comments**

**8. Adjournment**

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

**Aye:** 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant