



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, April 11, 2017

4:00 PM

Municipal Center

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### 1. Call To Order

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

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**Present** 5 - Ann Williams; John Street; Darrel Dover; Joe Hafner and David McClain

**Absent** 1 - Charles Coleman

### 3. Approval of minutes

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**MIN-17:037**

Minutes for the Finance & Administration Meeting on March 28, 2017

[play video](#)

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

**A motion was made by Councilman John Street, seconded by Councilman David McClain, that this matter be Passed . The motion PASSED with the following vote.**

**Aye:** 4 - Ann Williams; John Street; Darrel Dover and David McClain

**Absent:** 1 - Charles Coleman

### 4. New Business

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#### *Ordinances To Be Introduced*

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**ORD-17:015**

AN ORDINANCE TO APPROVE THE PURCHASE OF A CATERPILLAR EXCAVATOR FOR THE STREET DEPARTMENT, APPROPRIATING FUNDS, AND DECLARING AN EMERGENCY

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**Sponsors:** Streets and Finance

**Attachments:** [Riggs CAT Caterpillar Excavator](#)  
[Supporting Information](#)

*Chairman Hafner explained a lot of work was done in 2016 to clear ditches. At first the project was going to be bid out, but then the decision was made to do it in-house. An excavator was purchased in July or so and then a second excavator was approved by the Finance Committee and Council around October. But, the equipment wasn't received until March, 2017. Since it was late in the year in 2016, they weren't sure when the equipment was going to be received so it wasn't included in the 2017 budget.*

*Chief Financial Officer Suzanne Allen stated the budget was amended in October, 2016, to include the excavator and then it was ordered in November. The city was invoiced March 17, 2017. Because the city uses the regulatory basis of accounting, things are paid for in the year they are incurred and have to be paid within 60 days of the beginning of the year. The city was invoiced after those 60 days. Chairman Hafner added it was approved last year, but because of the timing it wasn't invoiced until 2017. They discussed a few things that can be done to prevent this from happening again as far as reviewing open purchase orders towards the end of the year before the budget for the next year is approved. He noted this doesn't happen very often, but he thinks Ms. Allen knows what to look for to double check things.*

*Councilman McClain asked where the equipment is. Street Superintendent Steve Tippett answered the city has already received the machine. It just needs to be paid for.*

*Councilman McClain then questioned whether this is an emergency. Councilman Dover asked if the bill could wait 30 days or if the city is passed that point. Ms. Allen answered the city is passed that point. Councilman Dover noted the ordinance can be declared an emergency at the Council meeting.*

*Chairman Hafner explained this will be an additional expenditure on this year's budget. He asked for Ms. Allen to look at the capital budget and see if there's any items the city won't be doing that can make up for this added expense. The city has a lot of money in reserves, but it needs to be managed properly and prudently. Councilman McClain asked if this is another item coming out of reserves. Chairman Hafner answered yes.*

**A motion was made by Councilman Darrel Dover, seconded by Councilman John Street, that this matter be Recommended to Council . The motion PASSED with the following vote.**

**Aye:** 4 - Ann Williams;John Street;Darrel Dover and David McClain

**Absent:** 1 - Charles Coleman

#### *Resolutions To Be Introduced*

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**RES-17:039**

A RESOLUTION TO CONTRACT WITH WOUNDED WARRIORS AMPUTEE SOFTBALL TEAM TO HOST AN EVENT IN JONESBORO ARKANSAS ON

NOVEMBER 10-12, 2017

[play video](#)

**Sponsors:** Parks & Recreation

**Attachments:** [WWAST Letter of Agreement with Jonesboro AR.docx](#)

*Softball Coordinator Sharron Turman discussed the Wounded Warriors Amputee Softball Team. She stated she met them last year in Little Rock and asked them to come to Jonesboro to be a fundraiser for the Miracle League. The team members come from all over US and have to be a veteran with at least one amputation with some of them having two amputations. They are an inspiration. They have formed a committee and are going to contact all sorts of veteran's groups. There's a lot of buzz about it already. They went to the A&P Commission and were given money to help support the event. The tournament will be held on Veterans Day weekend. They will hold a banquet for them. Central Baptist has agreed to let them use their family life center facility for no cost that Friday night. Saturday morning John Williams at Sue's kitchen is going to cook them breakfast at no charge. Then, they'll participate in the Veteran's Day parade with a celebrity softball game and tournament at Southside following. The team will be participating with the Miracle League kids.*

*Chairman Hafner noted there will be many different revenue streams, such as a silent auction, to help cover the costs. Ms. Turman explained they do camp every year in St. Louis for children with amputations. They have asked for a \$5,000 donation to be made to their camp, but all other revenues will be a fundraiser for the Miracle League. They require 8-10 rooms while they're here and they are working on getting the rooms comped. Lunch is also being donated. She thinks it will be a big fundraiser for the Miracle League.*

*Chairman Hafner stated at the A&P Commission meeting there was some question about increased travel costs. Ms. Turman stated when they first got information from the group regarding travel costs it was \$10,000 to \$15,000 for airplane and motel fares. But, the agreement states travel costs will be between \$12,000 and \$17,000.*

**A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, that this matter be Recommended to Council . The motion PASSED with the following vote.**

**Aye:** 4 - Ann Williams;John Street;Darrel Dover and David McClain

**Absent:** 1 - Charles Coleman

## **5. Pending Items**

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**RES-17:034**

A RESOLUTION TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH WHOLE YOUTH SERVICES, INC DBA AT-RISK AMERICAN MALE EDUCATION NETWORK (AAMEN) IN ORDER TO PROVIDE ECONOMIC OPPORTUNITIES THROUGH WORKFORCE DEVELOPMENT ACTIVITIES IN CONJUNCTION WITH THE 2016 CDBG ACTION PLAN

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**Sponsors:** Grants

**Attachments:** [MOU Agreement 03152017](#)

*Ms. Allen explained they have contacted HUD due to some issues being brought up with regards to Mr. Woods. They are waiting to hear back from HUD to make sure the city can proceed. In the meantime, they would like to postpone the resolution.*

**A motion was made by Councilman Darrel Dover, seconded by Councilman John Street, that this matter be Postponed Indefinitely . The motion PASSED with the following vote.**

**Aye:** 4 - Ann Williams;John Street;Darrel Dover and David McClain

**Absent:** 1 - Charles Coleman

## **6. Other Business**

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*Councilman Dover reiterated previous comments that the city needs to come up with a conclusion about reserve percentage. He explained he doesn't know if this committee would need to make a recommendation to the full Council, or if the full Council needs to consider the issue. With revenue enhancement proposals being introduced, they need to be able to tell public what the need is for reserves before proceeding. Councilman McClain agreed and noted something needs to be done pretty quick. It looks like the city is just spending money and then asking for more money from the citizens.*

*Chairman Hafner stated he sent out some proposed Employee Handbook changes. He would like to review those on April 25th. At the meeting on May 9th, he would like the Finance Department to make a presentation concerning the reserves and proposal or options to be discussed and passed on to the full Council. He sent them information. He asked them to review the information he sent out between now and the first meeting in May. It is an important subject that comes up all the time. It looks like there's a lot of money being spent out of reserves. There's got to be a point where there's some give and take. Hopefully after the May 9th presentation they can have some better guidelines as to what to recommend.*

*Councilman Dover motioned, seconded by Councilman Street, to add ORD-17:017 to the agenda. All voted aye.*

### **ORD-17:017**

AN ORDINANCE TO WAIVE BIDS AND PURCHASE BRIDGE PANELS FOR THE REPLACEMENT OF WEST COLLEGE BRIDGE BY THE STREET DEPARTMENT, AND DECLARING AN EMERGENCY

**Sponsors:** Streets

*City Engineer Craig Light explained every year they do annual bids for concrete products, such as bridge decking. This year they received no bids on their annual bids for bridge decking. They need to replace the West College bridge this years, so they solicited bids from two manufacturers for bridge panels. They would like to move forward with the purchase of the panels from Forterra so they can replace the bridge. His understanding is this is a procedural thing because they did not re-advertise for additional bids after not receiving bids the first time. Instead, they solicited bids and were unable to get three competitive bids; rather, they only received two bids.*

*Chairman Hafner noted there as some concern as to whether this issue should be presented to this committee or another committee. Mr. Light stated this is a*

*procedural finance issue and not an issue of whether or not the bridge should be replaced. The bridge has been slated to be replaced for several years now. Councilman Street added this is the bridge the city was going to participate in a new technique in with the state, but the bids came back too expensive. Rebuilding the bridge was cheaper than the matching portion of what the city would've been responsible for. Mr. Light noted they have the money in capital funds this year. They budgeted \$250,000 to rehab the Nettleton Avenue bridge. When they put the budget together, they budgeted for the replacement of the bridge just in case. A structural engineer has determined the bridge doesn't need to be replaced. Instead, it can just be patched making the project considerably cheaper than the \$250,000. That will leave plenty of funds to purchase the bridge decks.*

*Councilman Dover asked if this is the only bridge that will require these bids this year. Mr. Light explained there has been some talk of replacing the Hester Street bridge this year, but he doesn't think they have the funds for that this year. But, that would fit under this bid. If something happens and they're able to purchase the bridge decks for that project later this year, then they'll deal with that as it comes up.*

*City Clerk Donna Jackson asked where the funds will be coming from. Mr. Light stated it was budgeted as part of Capital Improvements.*

*City Attorney Carol Duncan stated she is confused about the situation after hearing Mr. Light discuss the bids. She approved the ordinance in Legistar because the ordinance states there's only one source for the panels required and it's unfeasible for bidding. But, now Mr. Light is saying the city didn't get any bids, but then went out and got bids from two companies. The ordinance needs to state that. Mr. Light noted they received bids from Forterra and Scurlock. City Attorney Duncan also noted that the bids are usually attached with the resolution. Ms. Allen stated Purchasing Agent Steve Kent told her they did not receive any bids. Mr. Light explained no bids were received in the annual bid. City Clerk Jackson noted Mr. Kent sent her bids. She added this particular ordinance was a walk on and only added to Legistar earlier today around 1 o'clock. They did some research and found where the project was discussed in 2015, but in 2016 Mayor Perrin indicated they weren't going to do it and would instead work with the county. That's all that has been done. There's no contract and no bids. She also noted this ordinance has to do with streets. And, the ordinance itself doesn't say to waive bidding. She asked if they took bids. Mr. Light answered yes, but they didn't receive it.*

*Councilman Dover stated he thinks the confusion is because when the first bid was sent out it wasn't specifically for this project. It was just a generic bid for panels. No bids were received. Then, they decided to do this project. He questioned whether Mr. Kent re-bid the panels. Mr. Light answered no. That is when they went out and found two suppliers that could provide the bridge panels. Councilman Dover questioned if they were then asked to make a bid. Mr. Light answered yes. Councilman Dover then asked where those bids sheets are. City Clerk Jackson noted they received a bid sheet from Mr. Kent just a little while ago that was just for Scurlock. Councilman Dover stated they have to have the bid sheets.*

*City Attorney Duncan explained she thinks the issue can be solved by flushing out the ordinance. When she sees 'sole source' and 'unfeasible for bidding' she assumes there's only one person and no one else makes it. But, it still needs language stating competitive bidding is going to be waived. City Clerk Jackson agreed, noting the enactment clause does not state anything about waiving the bid. City Attorney Duncan stated if the city received no bids, then went out and got bids, then that needs to be said in the paragraph.*

*Councilman Dover asked if this is an emergency or if it can come back to the next Finance meeting. Mr. Light stated they are in a hurry to get the bridge panels ordered because the company is five weeks out from the date of order. The county is lined up to remove the old bridge and drive the new piles in, so they are trying to coordinate with the company to try and get the panels available.*

*Councilman McClain questioned if someone drives over this bridge in the next few weeks if there will be a problem. Mr. Light answered it is the same wooden structure bridge people having already been driving over. Chairman Hafner stated he would rather wait.*

*City Attorney Duncan asked when the Public Works Committee meets again since the money is already budgeted. Councilman Dover stated he doesn't know which committee it should go to. City Clerk Jackson answered it is Public Works. Councilman Dover asked if a special called Public Works Committee meeting could be called for Tuesday and ask that the ordinance be walked on to Council. City Clerk Jackson answered yes. That was what she has been asking for all this time. Councilman Dover noted that would give the same results and give them time to clean up the ordinance and get the bids attached.*

**A motion was made by Councilman Darrel Dover, seconded by Councilman David McClain, that this matter be Referred to the Public Works Council Committee and that a special called Public Works Committee meeting be held on April 18, 2017, at 5:15 p.m. to address this issue. The motion PASSED with the following vote.**

**Aye:** 4 - Ann Williams;John Street;Darrel Dover and David McClain

**Absent:** 1 - Charles Coleman

## **7. Public Comments**

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## **8. Adjournment**

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**A motion was made by Councilman Darrel Dover, seconded by Councilman David McClain, that this meeting be Adjourned . The motion PASSED with the following vote.**

**Aye:** 4 - Ann Williams;John Street;Darrel Dover and David McClain

**Absent:** 1 - Charles Coleman