



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Public Works Council Committee

Tuesday, May 7, 2019

5:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Mayor Harold Perrin was in attendance.

Present 5 - Gene Vance; Mitch Johnson; John Street; Charles Coleman and Ann Williams

Absent 2 - Chris Moore and LJ Bryant

3. Approval of minutes

[MIN-19:032](#)

Minutes for the Public Works Committee meeting on April 2, 2019

Attachments: [Minutes 040219](#)

A motion was made by Councilperson Mitch Johnson, seconded by Councilperson Gene Vance, that this matter be Passed . The motion PASSED with the following vote.

Aye: 4 - Gene Vance; Mitch Johnson; Charles Coleman and Ann Williams

Absent: 2 - Chris Moore and LJ Bryant

[MIN-19:040](#)

Minutes for the Special Called Public Works Committee meeting on April 23, 2019

Attachments: [Minutes 042319](#)

A motion was made by Councilperson Mitch Johnson, seconded by Councilperson Gene Vance, that this matter be Passed . The motion PASSED with the following vote.

Aye: 4 - Gene Vance; Mitch Johnson; Charles Coleman and Ann Williams

Absent: 2 - Chris Moore and LJ Bryant

[MIN-19:042](#)

Minutes for the Public Works Council Committee meeting on April 30, 2019

Attachments: [Minutes 043019](#)

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

Aye: 4 - Gene Vance; Mitch Johnson; Charles Coleman and Ann Williams

Absent: 2 - Chris Moore and LJ Bryant

4. New Business

RESOLUTIONS TO BE INTRODUCED

[RES-19:036](#)

A RESOLUTION TO THE CITY COUNCIL OF JONESBORO, ARKANSAS AUTHORIZING THE OFFER AND ACCEPTANCE TO PURCHASE ADDITIONAL RIGHT-OF-WAY LOCATED AT 703 N PATRICK STREET (TRACT 6), JONESBORO, ARKANSAS FOR THE PURPOSE OF THE CONSTRUCTING AND MAINTAINING A CITY SIDEWALK

Attachments: [Offer and Acceptance - Tract 6](#)

A motion was made by Councilperson Mitch Johnson, seconded by Councilperson Gene Vance, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Gene Vance; Mitch Johnson; Charles Coleman and Ann Williams

Absent: 2 - Chris Moore and LJ Bryant

[RES-19:039](#)

A RESOLUTION TO THE CITY COUNCIL OF JONESBORO, ARKANSAS AUTHORIZING THE OFFER AND ACCEPTANCE TO PURCHASE ADDITIONAL RIGHT-OF-WAY LOCATED AT 605 N PATRICK STREET (TRACT 5), JONESBORO, ARKANSAS FOR THE PURPOSE OF THE CONSTRUCTING AND MAINTAINING A CITY SIDEWALK

Attachments: [Offer and Acceptance - Tract 5](#)

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

Aye: 4 - Gene Vance; Mitch Johnson; Charles Coleman and Ann Williams

Absent: 2 - Chris Moore and LJ Bryant

[RES-19:040](#)

A RESOLUTION TO THE CITY COUNCIL OF JONESBORO, ARKANSAS AUTHORIZING THE OFFER AND ACCEPTANCE TO PURCHASE ADDITIONAL RIGHT-OF-WAY LOCATED AT 601 N PATRICK STREET (TRACT 4), JONESBORO, ARKANSAS FOR THE PURPOSE OF THE CONSTRUCTING AND MAINTAINING A CITY SIDEWALK

Attachments: [Offer and Acceptance - Tract 4](#)

A motion was made by Councilperson Mitch Johnson, seconded by Councilperson Gene Vance, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Gene Vance; Mitch Johnson; Charles Coleman and Ann Williams

Absent: 2 - Chris Moore and LJ Bryant

[RES-19:041](#) RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS REQUESTING FREE UTILITY SERVICES FROM CITY WATER AND LIGHT FOR CITY OWNED PROPERTY

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

Aye: 4 - Gene Vance;Mitch Johnson;Charles Coleman and Ann Williams

Absent: 2 - Chris Moore and LJ Bryant

[RES-19:051](#) A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE LOW BID AND ENTER INTO A CONTRACT WITH GILLIS, INC. FOR THE BOWLING LANE AND HILL DRIVE STREET IMPROVEMENTS PROJECT (2019:21)

Attachments: [Bid Tab](#)
[Contract Documents 2019 21](#)

Mayor Harold Perrin asked, Mr. Chairman, I need, if I could, to get this walked on tonight because we are trying to get in there. This weather is killing us. We need to get that equipment moved in on this job as soon as possible. We are trying to get this road done before school starts in August.

Councilmember Mitch Johnson motioned, seconded by Councilmember Ann Williams, to forward to full council and to walk on to tonight's council agenda. All voted aye.

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

Aye: 4 - Gene Vance;Mitch Johnson;Charles Coleman and Ann Williams

Absent: 2 - Chris Moore and LJ Bryant

[RES-19:055](#) A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO APPROVE CHANGE ORDER NO. 1 FOR THE CROWLEY'S RIDGE PARKWAY: CRAIGHEAD FOREST PARK TRAIL - PHASE III (ARDOT NO. 100919) (2018:31)

Attachments: [Change Order No 1](#)

Chairman John Street asked, Mayor, could you explain this like you did at the Finance meeting the other day? Mayor Perrin said, I would be happy to. If you will all remember, ARDot notified us that they didn't want the bike trail on Highway 1. So, rather than taking it out the backside of Craighead Forest all the way to Highway 1, we redesigned this with this change order to stop at the apartment complex. This would take care of all of the apartment complex where they can ride their bikes from there into there. We anticipate having about \$80,000 left over on this that we will ask you all to transfer to the Arkansas State the downtown connectivity. So, we have already got close to \$1 million there now and we will have some more coming over to that. Chairman Street said, thank you Mayor.

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

Aye: 4 - Gene Vance;Mitch Johnson;Charles Coleman and Ann Williams

Absent: 2 - Chris Moore and LJ Bryant

5. Pending Items

Councilmember Gene Vance motioned, seconded by Councilmember Mitch Johnson to suspend the rules and walk on ORD-19:025. All voted aye.

[ORD-19:025](#)

AN ORDINANCE TO ADOPT BY REFERENCE THE GUIDELINES FOR THE SELECTION OF PROFESSIONAL SERVICES AND AWARDING OF CONTRACTS FOR THE CITY OF JONESBORO

Attachments: [Construction revision 5-1-19-clean.docx](#)
 [Other prof. services 5-1-19.docx](#)

Chairman John Street said, we had tabled the professional services ordinance. I would ask that we walk ORD-19:025 onto tonight's Public Works agenda. Councilmember Gene Vance asked, are we taking it off the table? Chairman Street said, yes.

Councilmember Gene Vance motioned, seconded by Councilmember Mitch Johnson to place ORD-19:025 on to the Public Works agenda. All voted aye.

Chairman Street said, before we get started on it, I would like to point out two items that we need to amend. Section 5 says, "As to general contractors: All contracts covered by this resolution..." That needs to be changed to, "...ordinance shall be submitted to the City Council accompanied by the following information." And, then in Number 6, under Section 5, it is not a complete sentence. I am not exactly sure what that is. I know there is just something left off of that. Do you know how to complete that Roy? City Attorney Carol Duncan said, that was from one of your previous ones so I don't know. I don't think that was something that I changed. I think that was something that was included in the previous document. Interim Chief of Staff Roy Ockert said, that has not been changed. None of those are complete sentences actually, I don't think. Chairman Street said, I don't understand that one at all. Councilmember Gene Vance said, which one are you talking about John? Chairman Street said, Number 6, under Section 5. Mr. Ockert said, Section 5, Number 6. City Clerk Donna Jackson said, it would be on the one that was handed out by Mr. Ockert. Ms. Duncan said, I think it may mean a detailed description is going to be given to council. Councilmember Vance said, right, right. It says up at the top that everything under it is going to be provided to the council. Ms. Duncan said, right. So, it is going to be a detailed description provided. Councilmember Vance said, right. It is going to be a detailed description of the negotiations will come to the council. All the way to the top of Section 5, all contracts covered by this resolution shall be submitted to the city council accompanied by the following information. In number six is a detailed description of the negotiations. Chairman Street said, ok. It just didn't make sense when I read it.

Councilmember Vance said, it didn't if you read it by itself. This is basically talking about the bidding process after the design by the design professional that is going to be chosen in our new procedure. Chairman Street said, ok. Councilmember Vance said, I guess it needs to be there. Chairman Street said, I guess if you and everybody understands it then that is fine. Mayor Perrin said, it says if the specific bid is not accepted, then further negotiations. Again, it goes back to what Councilmember Vance said, it is going to come back to the council, but you have to have all of the details of that negotiation.

Chairman Street said, on Section 5 under that first sentence, I would ask that to be

amended to change it from resolution to ordinance. Mayor Perrin asked, which one was your first one you had? Chairman Street said, it is the first sentence of Section 5. Yeah, it is back to resolution again. Mayor Perrin said, ok, all contracts covered by this. It should be ordinance. Chairman Street said, yes, it should be ordinance. Mayor Perrin said, ok.

Councilmember Mitch Johnson motioned, seconded by Councilmember Charles Coleman, to amend ORD-19:025 in Section 5 to change resolution to ordinance. All voted aye.

Chairman Street said, Roy if you want to cover this because if there are questions, you can answer them, but I don't think anything has changed. Mr. Ockert said, I kind of feel like this is my second career working on this. Chairman Street said, you are not alone. Mr. Ockert said, I think we have a good ordinance and policies. What we did was we combined the two construction policies into one and we are basically following the procedure for \$2 million plus for everything from \$20,000 and above. That makes it more complicated, but it does give us a lot more information for the selection committees and more transparency in the process. Having served on several selection committees now and not being an engineer, it would be very helpful to me to have more information and to be able to hear from the prospective engineers that we want to hire or architects or whomever. So, I think the idea to combine it is a good one and it provides us with a process that will work better. It will just take longer.

Chairman Street said, you all have this. I think it was sent out yesterday. Do any of you have any questions or recommendations? Councilmember Vance said, I want to clarify one thing that Mr. Ockert has said. It kind of confused me at our last meeting. But, the \$20,000 is professional fees and not the cost of the contract? Mr. Ockert said, that is correct. There is a law that applies to \$2 million plus on the cost of the project so that is where the confusion came from because there is a law that applies to that, but the \$20,000 is the fee. And, we are, at this point in the selection process, we are guessing what the fee is going to be because we really don't know. We can't know that. Councilmember Vance said, but you have got an idea. You have got a budgeted idea of what the project is going to cost. And so a percentage of that, be it 8-10-12 or whatever would be the fee. Mr. Ockert said, anything below \$20,000 can be done by purchase orders so that is why there is that line there.

Chairman Street asked, are there any more questions for Mr. Ockert? If not, we are being asked to adopt this by reference, three copies of this have to be available in the City Clerk's Office and she has to advertise it in the local paper, the Jonesboro Sun, once a week for two consecutive weeks. So, those copies will have to be in her office in the morning so this can be on the next council agenda. Just so everybody knows that and the public knows that. Councilmember Vance asked, we can't walk it on to start the process tonight? It will go at the next meeting in two weeks? Chairman Street said, no it can't be walked on. It will have to go onto the next meeting in two weeks. That is the fastest it could be because it has to comply with A.C.A. 14-55-207.

Harold Carter, 902 Tony Drive, said, I heard most of this once, but I still have not got it quite straight. On these bids, on these bidding committees and these selection committees, just exactly which one of these are going to be open to the public and which ones aren't? Chairman Street said, all of them. Mr. Carter said, ok, good. The other question is, as far as councilmembers being on the selection committees, what was ever decided about that? Chairman Street said, we will appointment someone to serve on each of those committees. As a matter of fact, we have already discussed the South Caraway Road widening project. Councilmember Vance has graciously

agreed to represent the council on that committee. Mr. Carter said, part of the discussion was how many could function together without announcing a city council meeting? Ms. Duncan said, there is only going to be one appointed to that committee. Mr. Carter said, one would be very pleasing and no more. Ms. Duncan said, it will only be one. Chairman Street said, it will be at an open meeting so if you want to come to them, you are welcome to. Mr. Carter said, well, that is good and where would I get all of this information from about the meetings? I have never attended any of these meetings before all of this all came up, but I am going to be highly motivated to be at many of these afterwards. Chairman Street said, I am not sure if they will still be made public or if Mr. Ockert will put something out just like any other meeting announcement. Mr. Carter said, well I don't know, they may have been available before, but I haven't observed them. I am not talking about these. I am talking about whatever we are inventing now. Chairman Street said, no they weren't. Mayor Perrin said, it won't be like all of the meetings, but we will get it on the website so that everybody in the public can mark it on their calendar to be there. We certainly encourage people to be involved in this process. That was the whole deal on this thing from the very beginning. Mr. Carter said, that could be so, but I must have heard wrong on some of the discussion. But, be that as it may, I will reread it. Mayor Perrin said, this is about round six so don't feel bad. Mr. Carter said, I quite understand.

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

Aye: 4 - Gene Vance; Mitch Johnson; Charles Coleman and Ann Williams

Absent: 2 - Chris Moore and LJ Bryant

6. Other Business

7. Public Comments

8. Adjournment

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

Aye: 4 - Gene Vance; Mitch Johnson; Charles Coleman and Ann Williams

Absent: 2 - Chris Moore and LJ Bryant