



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, January 31, 2017

4:00 PM

Municipal Center

1. Call To Order

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2. Roll Call by City Clerk Donna Jackson

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Present 6 - Ann Williams; John Street; Darrel Dover; Charles Coleman; Joe Hafner and David McClain

3. Approval of minutes

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MIN-17:005

Minutes for the Finance & Administration Committee Meeting on January 10, 2017

[play video](#)

Attachments: [Minutes](#)

A motion was made by Councilman Darrel Dover, seconded by Councilman Charles Coleman, that this matter be Passed . The motion PASSED with the following vote.

Aye: 5 - Ann Williams; John Street; Darrel Dover; Charles Coleman and David McClain

4. New Business

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Ordinances To Be Introduced

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ORD-17:001

AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 CAPITAL IMPROVEMENT FUND TO ADD \$35,404 FOR ROOF REPAIRS TO THE ENTIRE FACILITY OF THE OLD JUSTICE COMPLEX, 410 W. WASHINGTON.

[play video](#)

Attachments: [old justice roof repair](#)

Mayor Perrin stated that this is the Justice Complex where the courts are. He said they have had Building Maintenance Director Ronnie Shaver go up at look at the roof along with some other people. Mayor Perrin said it needs to be repaired because we have some stuff on the inside on the ceilings particularly on the side with collections. He said there is no need repairing that or the windows until we get the roof fixed. Councilman Coleman asked if that was a metal roof or a regular roof. Councilman John Street stated that it is a metal roof. He said he spoke with Ronnie Shaver last week and they had the annual Engineering inspection. The roof has held up. It has not moved since it was stabilized years ago, but the roof needs screws and pieces replaced that hold will it to the ceiling.

Chairman Hafner asked if this was put out to bid. Mayor Perrin said that it was on the TIPS/TAPS Program so it was not required to be put out to bid. Councilman Street said they have preapproved vendors through the State of Arkansas. Chairman Hafner asked if this was a preapproved vendor. Mayor Perrin stated that it was a preapproved vendor through the TIPS/TAPS Program.

Councilman David McClain asked what a preapproved vendor meant. Councilman Dover stated it means that you do not have to take bids. Councilman McClain asked if it was the best price. CFO Suzanne Allen stated that these vendors submit to the State of Arkansas and they are approved through the TIPS/TAPS Program. The ability to bid on stuff is improved. Ms. Allen said that she would find out some more information on the TIPS/ TAPS Program and forward it to you so you will have it. The TIPS/TAPS Program's purpose is to provide substantial savings and best value for participating members through cooperative purchasing practices.

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: 5 - Ann Williams;John Street;Darrel Dover;Charles Coleman and David McClain

ORD-17:002

AN ORDINANCE AUTHORIZING THE MODIFICATION OF A GENERAL REVENUE PROMISSORY NOTE (MIRACLE LEAGUE PARK PROJECT REFUNDING), SERIES 2016; PROVIDING FOR THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON THE NOTE; DECLARING AN EMERGENCY; AND PRESCRIBING OTHER MATTERS RELATING THERETO.

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Sponsors: Finance and Parks & Recreation

Attachments: [2017-1-13 Miracle League Note modification](#)

Councilman Street asked if this was extending the maturity date of the note. Mayor Perrin stated that was correct. He said that it is extending the note's maturity date with First Security Bank on the Miracle League in the amount of \$400,000. The year before last, we paid some principal down and paid interest this year. With the funds that have come in, we are just paying the interest on the note. We hope that this year we will have some good donations and contributions because of the Wounded Warriors and some other big events that are going to come in and we will be able to knock that down. Mayor Perrin said this note has to be paid off in either four or five years. He said when they built the Miracle League, he said he didn't want any of the city's money put in there with the exception of the \$100,000 from CDBG. He said that

is exactly where we are at, but we built a lot more than we had planned on doing particularly with the autistic room, making the field larger, and some other things. We had some major contributors, but they put their own stuff in there like when Ritter gave us \$100,000 for the jumbo Tron. It is taking some time to get this note paid back.

Councilman Dover asked if the city could at some point put some money into it as much as it is used by our citizens. Mayor Perrin said that he and CFO Suzanne Allen have talked about that. What he wants to do is to go another year or two before we reach that goal in five years. If we see that needs to be done, Mayor Perrin said that he would come back to the council and see what their opinion is on the matter. Councilman Dover stated he thought it is a good idea to spend city money on it. Mayor Perrin said he agreed that it was a good idea. Chairman Hafner asked if donations were actively pursued. Mayor Perrin said there are several groups that have fundraisers every year for it. Councilman Street asked if we are still looking for someone to buy the naming rights to it. Mayor Perrin said that was correct. He said that he is going to take Parks Director Wixon Huffstetler over to Memphis to speak with the owners of the local McDonald's about donations. Mayor Perrin stated that if in a year or two if this thing is not paid off, we need to make a decision if we want to go ahead and pay it off. Chairman Hafner stated that he thought a year or two would be appropriate.

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

Aye: 5 - Ann Williams;John Street;Darrel Dover;Charles Coleman and David McClain

[ORD-17:004](#)

AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 ANNUAL BUDGET FOR THE FIRE DEPARTMENT

[play video](#)

Sponsors: Fire Department and Finance

Attachments: [Bid 2017-02 Fire Pumper Truck Tabulation](#)

Chairman Hafner stated that it was for a Fire Pumper Truck Tabulation. Mayor Perrin stated that was correct and the cost is around \$489,021. We are going to prepay and that is going to save us around \$22,000. Mayor Perrin stated that hopefully CWL will pay that back to the city on that truck and that will be in 2018. He said that it will take that long to order it and get it in. Councilman Street stated the estimated delivery time is 330–360 days. Mayor Perrin said this year CWL will make a payment and that will balance out the \$1,000,000 ladder truck that we bought. They gave us \$500,000 last year and will give us \$500,000 this year.

Chairman Hafner asked if this was in the 2017 budget at all. He asked if we are amending a previous number or are we are adding it. Councilman Dover asked if this would come out of the 2017 or 2018 budget. Mayor Perrin said that it would be the 2017 budget. Councilman Dover stated it says the city will save \$22,000 if we prepay. Councilman McClain asked how much CWL would repay the city. Mayor Perrin stated that CWL would repay the city \$489,000. He said they will pay the whole cost and we are saving \$22,000 by prepaying. Chairman Hafner said the original bid was a little over \$576,333. He said we are saving \$22,312 by paying on order and then we are trading in a 2006 model where we get \$65,000 on the trade-in.

Fire Chief Kevin Miller said that by the trade-in, the negotiations we've got, and by

prepaying, we are saving \$22,000. Chairman Hafner asked if it would come out of city funds now and CWL would reimburse the city later. Mayor Perrin stated it would come out of reserves and capital improvement. He said that Chief Miller was able to negotiate another \$5,000 off of that. Councilman McClain asked how often the city needed to replace firetrucks. Chief Miller said he could use one every year, but realistically, with the age of their fleet, they are in a manageable range. The issue that he will be looking at over the next three years is phasing in new firetrucks for the aging firetrucks. He anticipates phasing in at least 2 engines over the next 2-3 years. He said that everything runs a year behind. We won't get this truck until 2018. We started the process on the ladder truck that is coming up back in January 2016. Councilman McClain asked when we would get the truck. Chief Miller said he anticipates it within the next 45 days. It is supposed to be delivered around March so we are nearing the completion date on it.

Mayor Perrin stated that the life expectancy of each piece of equipment is considered every year when preparing the budget. For instance, we bought 10 police cars one year and four another year which tells us that we are going to have to buy close to 10 again in 2018. Chief Miller stated they bought five trucks in one year. Councilman Street stated that they had someone manufacturing parts because some of the trucks were so outdated. Councilman Dover stated that we went through a period of time in the city where we just didn't buy anything. Chief Miller said that we were trying to stretch our resources and that we are trying not to get in that same boat. He said that it was 12 years ago when this process started. Councilman Street said it took a long time for the city to get a Class 1 ISO Rating. Chief Miller said we are heading in a good direction right now.

Councilman McClain asked what kind of maintenance plan the city has. Chief Miller said we have a preventative maintenance plan. We have 3 firefighters who are certified mechanics so we do a lot of our own in-house maintenance. We do as much in-house maintenance as we can such as oil changes, brake checks, etc. and that is part of the preventive maintenance program we have for our units.

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: 5 - Ann Williams; John Street; Darrel Dover; Charles Coleman and David McClain

Resolutions To Be Introduced

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RES-17:004

RESOLUTION AUTHORIZING THE MAYOR AND CITY ATTORNEY TO CERTIFY FOR THE CITY OF JONESBORO FOR THE 2017 ANNUAL FEDERAL TRANSIT ADMINISTRATION (FTA) CERTIFICATIONS AND ASSURANCES FOR THE JONESBORO ECONOMICAL TRANSPORTATION SYSTEM (JET)

[play video](#)

Sponsors: Grants and JETS

Attachments: [2017 FTA Certs and Assurances](#)

Councilman Dover stated that this is an annual thing that the city does to receive federal funds. Mayor Perrin said that it was something we have to do to get our 5307 money. We have to send this in.

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

Aye: 5 - Ann Williams;John Street;Darrel Dover;Charles Coleman and David McClain

RES-17:006

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS REQUESTING CITY WATER & LIGHT (CWL) PAY FOR THE REMAINDER OF THE PIERCE 107 FOOT AERIAL LADDER TRUCK

[play video](#)

Sponsors: Finance and Fire Department

Councilman John Street abstained from the discussion and voting on this item due to the conflict of him being on the CWL Board of Directors.

Councilman Dover asked Chief Miller if this was something we always do when we get ready to request payment. Chief Miller said yes. Councilman Dover said that it was basically just paperwork. Mayor Perrin stated that the CWL board approved it last week and once we approve this, we send this to them for payment and they in turn send us a check.

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

Aye: 4 - Ann Williams;Darrel Dover;Charles Coleman and David McClain

Abstain: 1 - John Street

RES-17:011

A RESOLUTION TO CONTRACT WITH THE BELFORD GROUP TO PROVIDE AN ONLINE REGISTRATION PROGRAM FOR THE CITY OF JONESBORO PARKS AND RECREATION.

[play video](#)

Sponsors: Parks & Recreation and Finance

Attachments: [Online Signup Agreement-Jonesboro Parks and Recreation Final.pdf](#)

Parks & Recreation Director Wixon Huffstetler stated that this is a company in the State that he met at the State Parks & Recs show. This company does online registration. He said this is something that we desperately need and that we are way behind the times since it is 2017 and we do not do online registrations still. He said we are trying this company out and it is free to us. It costs us nothing. They just charge the online registrant a small fee to sign up online and they in turn send us our money. Councilman Dover asked if this was for camping spots. Mr. Huffstetler said this was strictly for softball, softball tournaments and rec league. Councilman Dover asked if it had anything to do with rental of pavilions or anything. Mr. Huffstetler said no, but that we would eventually get to that.

CFO Suzanne Allen stated that they will send the city a monthly check. She said we have the option to go in daily if we so chose to see who signs up. Chairman Hafner asked about the convenience fee listed in the contract of \$2 plus 3%. He asked if the registrant or parks would be paying for the convenience fee. Mr. Huffstetler said that the registrant would pay the convenience fees. Chairman Hafner asked about the

ongoing maintenance fee of \$25 per event. Mr. Huffstetler stated that the company will do everything for us for free for the first year. After that, they will teach the Parks staff to do it. If we don't feel like the Parks staff can keep up the maintenance of the actual website and change everything, that is when you pay the \$25 and the company goes in and does everything for you monthly. He believes the Parks staff will be able to do it. Right now, they hand enter every sport they have. Chairman Hafner asked if it would cover City Stars. Mr. Huffstetler said eventually, but they are only starting out with softball so they can try the company out. He said right now they are in the basketball season and have hand entered 957 registration forms and it takes weeks to get that done.

Councilman McClain asked if we currently had anything like this and if we could do this in-house and build something like it. Mr. Huffstetler said no. Councilman Dover asked if this would mean that we have to exclusively register online. Mr. Huffstetler said people can still register by paper if they don't have internet, but hopefully, this will do the majority of it for them, especially tournaments. Tournaments are where Parks really get bogged down.

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

Aye: 5 - Ann Williams;John Street;Darrel Dover;Charles Coleman and David McClain

5. Pending Items

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6. Other Business

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7. Public Comments

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8. Adjournment

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

Aye: 5 - Ann Williams;John Street;Darrel Dover;Charles Coleman and David McClain