



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, August 8, 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** 4 - Ann Williams; John Street; Joe Hafner and LJ Bryant

**Absent** 2 - Charles Coleman and David McClain

### 3. Approval of minutes

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**MIN-17:087**

Minutes for Finance and Administration Committee Meeting on July 25, 2017

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

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

**Aye:** 3 - Ann Williams; John Street and LJ Bryant

**Absent:** 2 - Charles Coleman and David McClain

### 4. New Business

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#### *ORDINANCES TO BE INTRODUCED*

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**ORD-17:067**

AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 GENERAL FUND BUDGET IN ORDER TO REPLACE THREE CONCESSION STAND ROOFS AND ONE RESTROOM FACILITY AT JOE MACK CAMPBELL PARK

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**Sponsors:** Finance and Parks & Recreation

**Attachments:** [Joe Mack Campbell Park Concessions & Restroom Bldgs-City of Jonesboro](#)

*Building Maintenance Director Ronnie Shaver explained the buildings at Joe Mack have shingle roofs and they are in a wind tunnel. Every time there's a bad storm, he's having to pay to repair the roofs. They are also starting to leak. In order to get the work done he went with TIPS TAPS to get it finished. The repairs will be \$125,000. Mayor Perrin added when you look at them and not just at the wind damage, you can tell it's time to replace them. Mr. Shaver stated the roofs are 19 years old. The life expectancy of shingles is about 20 years at the most. The problems he's having are the water leaks and having to make repairs whenever a good wind comes through.*

*Chairman Hafner questioned whether there may be more coming up that may need to be worked into the 2018 budget. Mr. Shaver answered they are looking into it before next year gets here. He doesn't want to get caught like he did this time. They had discussed the replacements in the past, but he just kept repairing shingles. But now it's gotten to the point they need to replace the roofs.*

**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:** 3 - Ann Williams; John Street and LJ Bryant

**Absent:** 2 - Charles Coleman and David McClain

**ORD-17:068**

AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE THE INFORMATION TECHNOLOGY DEPARTMENT TO PURCHASE SOLE SOURCE FROM RITTER COMMUNICATIONS FOR CLOUD STORAGE, VEEAM BACKUP AND DISASTER RECOVERY SERVICES

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**Sponsors:** Finance and Information Systems

*Information Systems Director Jason Ratliff stated Ritter is the city's internet service provider. All of the traffic will leave the city's internet connection and go right through Ritter's internet infrastructure without hitting the internet. This will allow it to be more secure than other cloud services. Chairman Hafner noted this is a \$3,600 per month savings. Mr. Ratliff agreed. Chairman Hafner then questioned whether there were any security concerns since the information will be stored externally. Mr. Ratliff answered no.*

*Chairman Hafner then asked for clarification regarding why the ordinance states this is an exceptional situation that deems waiving competitive bidding. Mr. Ratliff explained the city's phone server is going out. Those physical servers are no longer made. They need to be virtualized. One of the ways of accomplishing that is using the cloud service with Ritter. It has reached a pretty critical stage and requires them to restart the server almost every day. Mayor Perrin further explained they are having real problems with the phones, which are a major tool coming into city hall particularly for people for services. The server was bought under Brodell's administration, so it's time to upgrade it.*

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:** 3 - Ann Williams;John Street and LJ Bryant

**Absent:** 2 - Charles Coleman and David McClain

*RESOLUTIONS TO BE INTRODUCED*

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**RES-17:114**

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AN AGREEMENT WITH RITTER COMMUNICATIONS TO PROVIDE CLOUD HOSTING SERVICES

[play video](#)

**Sponsors:** Information Systems

**Attachments:** [City of Jonesboro RHS MSA](#)  
[COJ Proposal Quote with 90 day ramp 07182017](#)  
[Ritter Communications Agreement Savings](#)  
[Ritter Agreement - Final\\_08012017.pdf](#)  
[Ritter Agreement - Final\\_08032017.docx](#)  
[City of Jonesboro RHS MSA\\_07202017\\_new\\_08032017.pdf](#)

*Chairman Hafner noted this is related to ORD-17:068.*

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

**Aye:** 3 - Ann Williams;John Street and LJ Bryant

**Absent:** 2 - Charles Coleman and David McClain

**RES-17:115**

A RESOLUTION FOR THE CITY OF JONESBORO TO APPROVE THE 2017-2021 CONSOLIDATED PLAN AND THE 2017 ACTION PLAN THAT INCLUDES THE 2017 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS AND BUDGET.

[play video](#)

**Sponsors:** CDBG Citizen Advisory Committee, Community Development and Grants

**Attachments:** [Jonesboro 2017-2021 Consolidated Plan and 2017 Action Plan](#)  
[SF424\\_2\\_1-V2.1](#)  
[SF424B-V1.1](#)  
[SFLLL\\_1\\_2-V1.2](#)  
[The jonesboro Sun HUD Five Year Plan and Action Plan](#)  
[Approved AFH Plan](#)

*Grants Administrator Kimberly Marshall explained the city is required every five years to put in a new 5-year plan detailing how the city will use the CDBG funds. This is the first year they've had to use an electronic system, so there's a lot more to it. When the*

city had to do the Assessment of Fair Housing, they had to put those goals in the consolidation plan which is why there's a lot of goals the city has never had before. The action plan covers homelessness, street improvements (sidewalks for Brazos and Fairview), rehab, first time homebuyers and planning.

Chairman Hafner expressed concern that the city held three public hearings regarding CDBG funding and only had 18 participants. Over 1,300 surveys were sent out with only 251 returned. He asked if there were any ideas about how to increase participation. Ms. Marshall explained the surveys came from the Housing Authority. They used the surveys for their participants in the Housing Section 8 and home choice vouchers. That was for the Assessment of Fair Housing. When the city does public hearings, they are required by law to publish notices in the paper, but they also publicize it on websites and email it to do everything they can to get people to attend. They usually do two meetings, but they decided to add three so they could visit targeted neighborhoods. That was not successful. During the first meeting, only three people showed up.

Chairman Hafner stated he knows a lot of organizations participated in the process, but when there's \$584,000 available for people to use you would hope they show up and state their cases. Ms. Marshall noted they do their due diligence and make sure everyone has a voice since it's a community driven program. Councilman Street noted this is also a problem with the MPO and just about any other program that requires community input. It's hard to get people to attend. The MPO director has implemented different ways to get people to voice their opinion, but it's a hard job.

Ms. Marshall noted they have to put out a public comment period. Typically it is 30 days, but since it was so late with their allocation they were only required to do a 14 day period. In all the years Jonesboro has been receiving CDBG funding, only once or twice has the city received a comment. People don't typically comment.

Councilman Street asked who wrote the document. Ms. Marshall answered her and Community Services Manager Emma Agnew wrote it. Councilman Street stated he has questions that he will address with her later regarding some of the responses he really took objection to. He thinks they need to be changed if they can be, but he will discuss it with her.

Mayor Perrin stated he thinks the committee did a good job with the plan. On the front page you can see every dollar of the total. Jonesboro is receiving only \$5,000 less than last year. They thought it would be more because of the presidential administration. When you look at how many people are going to be touched by the services, you can see they spread the money out instead of just picking four or five places to put the money. He is very pleased with that. Chairman Hafner agreed. Further discussion was held concerning the funding recipients.

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

**Aye:** 3 - Ann Williams; John Street and LJ Bryant

**Absent:** 2 - Charles Coleman and David McClain

[RES-17:119](#)

A RESOLUTION FOR THE CITY OF JONESBORO, ARKANSAS TO ISSUE A PURCHASE ORDER TO CIVIL ENGINEERING ASSOCIATES, LLC TO PERFORM PROFESSIONAL ENGINEERING SERVICES

[play video](#)

**Sponsors:** Finance

**Attachments:** [Jonesboro Bike Pedestrian Plan Jonesboro062317](#)

*Parks Director Wixson Huffstetler explained this is for the bicycle and pedestrian master plan. This plan will get them everything they need to connect the main parts of Jonesboro to downtown. It will have an in depth look at the areas along the paths of the trails. Chairman Hafner noted the response indicates it will be pretty involved and will have 270 days for completion. Mr. Huffstetler added they will have several hearings for the public as well. Chairman Hafner stated this plan is necessary if the city wants any funding through federal grants or the Highway Department. Mayor Perrin agreed. This was sent to the Highway Department. AHTD has just adopted their new guidelines and this does go along with that. The Highway Department signed off on it. It includes the things the Highway Department will require, which will also basically include the federal highway administration. If they call on the federal government or Highway Department for funding for the project, the city won't get it without this plan.*

*Mayor Perrin added he had previously thought the MPO could help pay for some of the cost, but after further consideration and research it's best if the city pays for it itself since federal funds are used to fund the MPO and the city has more in it. Councilman Street agreed, adding the city will be ahead of the curve by getting this in place. This will put the city at the fore front for grant funding. It is cheaper than they originally thought it would be.*

*Mayor Perrin stated the city has different groups of bicyclists and he wants to be sure to get input from all those groups on the plan. Mr. Huffstetler explained they expect a big turnout since the plan is for bike and pedestrian. They chose Civil Engineering because ever since he's been parks director that's who has done the design work for what they have had. They do an outstanding job and do great at the public hearings. They also work well with the contractors. One of the partners who helped design it is the same person who helped design a plan for all of northwest Arkansas' with the Waltons. Chairman Hafner noted the person overseeing the project is named Jason McDonald. That's eerie considering the bicyclist who was killed last year was named Jason McDonald. Hopefully this plan will prevent other similar incidents from happening the future.*

**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:** 3 - Ann Williams; John Street and LJ Bryant

**Absent:** 2 - Charles Coleman and David McClain

**RES-17:120**

A RESOLUTION AUTHORIZING CITY OF JONESBORO TO SUBMIT FOR THE FY 2018 OUTDOOR RECREATION MATCHING GRANT

[play video](#)

**Sponsors:** Grants and Parks & Recreation

**Attachments:** [SF424 - Jonesboro Parks and Recreation Assurances - 424D](#)  
[Certifications Regarding Debarment DI 2010](#)  
[2016CivilRightsAssurance](#)  
[2016EnvironmentalAssessment](#)  
[2016FloodHazardCertification02](#)  
[2016RecreationPriorities](#)  
[2016ProjectBudget](#)  
[2016ProjectFundSourceAssurance](#)  
[CFP Pumptrack - Site Design](#)  
[Site map for Pump Track](#)  
[June 21, 2017 Meeting minutes 06222017 rev1](#)  
[17 Project Narrative](#)  
[Bike ramp designs](#)

*Mr. Huffstetler explained a bike track/skills track is a new things to parks and rec, as it only came out about two years ago. In their public hearings, this was asked for. It's for all ages of kids for bicycle, skateboards and scooters. The skills track is for bicyclists to be able to do skills. He sees it as a big attraction. His ultimate goal is to light it up in a few years so people can come out after school and work. It'll be the first one in this part of the country. He's already spoken with the company and they are hopeful Jonesboro gets the great because they haven't come this far east and south yet. Chairman Hafner stated he thinks this improvement, along with the others, will make Craighead Forest more attractive to a lot of people from across the state and country. He's seen several states represented at the campground. The city has a great thing at Craighead, but accessibility needs to be worked on and improvements like this one need to be made.*

*Councilwoman Williams stated she hears comments about accessibility. She asked what the city is doing to make those improvements to better accommodate accessibility by bike and otherwise. Mr. Huffstetler answered they are working on the plans for Phase 3, which will come out at the back side of the park and go to Harrisburg Road. In the master plan, it will show connectivity from there to downtown Jonesboro which is his goal. Chairman Hafner noted he thought one of the grants the city applied for showed a bike or pedestrian trail from the fire station on Harrisburg to Craighead Forest. Mr. Huffstetler answered yes, it will come to Harrisburg Road. In the widening project on Harrisburg Road, there's a little bit of trail that will be built in front of Central Baptist Church and go towards the fire station with the next phase. The city got the funding for the part of the trail going from the back of the park to Harrisburg Road.*

*Mayor Perrin noted the road work being done at Craighead Forest should be finished at the end of September. The other grant the city received will allow them to do some work for the ATV riders at the park. It should be completed this year.*

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

**Aye:** 3 - Ann Williams; John Street and LJ Bryant

**Absent:** 2 - Charles Coleman and David McClain

## 5. Pending Items

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### ORD-17:059

AN ORDINANCE DECLARING AN EXCEPTIONAL SITUATION AND WAIVING THE REQUIREMENTS OF COMPETITIVE BIDDING FOR OVERHEAD DOOR REPLACEMENT FOR THE PUBLIC WORKS BUILDING AT 2603 DAN AVENUE.

[play video](#)

**Sponsors:** Finance

**Attachments:** [Overhead Door estimates](#)  
[Updated overhead door information](#)

*Chairman Hafner stated this is the situation where the city experienced some wind damage to a city shop. Three bids were received, but the city wasn't able to publish it in the paper due to the timing of when the repairs needed to be done. He was confused as to the purpose of the ordinance, if it was just for audit purposes. Purchasing Agent Steve Kent stated in 32 years this is the second or third one that's had to be done because of the emergency of taking care of the buildings. He explained they did not have time to formally bid, so they got their estimates and ordered because it would be a three or four week lead time just to get the doors in. This is basically just a cleanup ordinance and has to be done in the fiscal year of the disaster. Mayor Perrin noted it goes back to the audit and will be a trail showing what the city did.*

*Councilman Street added the city did end up taking the lowest bid, but there was confusion because the low bid wasn't included in the previous information given to the committee. Mayor Perrin agreed the city went with the low bid meeting specs. Mr. Kent clarified that he accidentally omitted the low bid when he put together the information.*

*Chairman Hafner explained part of his confusion was due to it being an event from four months ago. He stated he wasn't sure if in the future the city should do this closer to the event taking place. Mr. Kent stated he thought he had done the ordinance already when, in fact, he hadn't.*

**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:** 3 - Ann Williams; John Street and LJ Bryant

**Absent:** 2 - Charles Coleman and David McClain

## 6. Other Business

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### COM-17:055

Discussion concerning elected officials salaries

**Sponsors:** Finance

**Attachments:** [Elected Salaries Information](#)

Chairman Hafner read from an email he received from Chief Financial Officer Suzanne Allen yesterday requesting the elected official's salaries be reviewed. The email contained an attachment showing the elected official's salary history. The last time all four elected positions received a raise was January, 2015. He had made previous statements that, based on the salary survey that was done, he thought the positions were being paid fairly. But, after reviewing this information and being on the Council, they want to do the fair thing concerning yearly increases if warranted. He asked, with the committee's support, if Ms. Allen and Human Resources Director Dewayne Douglas could come up with a recommendation for the next Finance meeting. They will recommend what they think the adjustment should be. It's his understanding the city employees have a 2% increase built into their plan right now. He has his own ideas that he can share.

Councilman Street asked if they would be contacting Johanson to see what they have done. Ms. Allen answered their recommendations were included in her email to Chairman Hafner. Chairman Hafner noted he did not print those out for the committee members. But, the salary survey was handed out in March. Ms. Allen noted that's the only time they stated a recommendation. When they were here, they were not looking at elected officials. Councilman Bryant clarified then the survey doesn't include a comparison between elected officials in Jonesboro and other places such as Fayetteville. Ms. Allen stated she does have that information and will forward it to the committee members.

Chairman Hafner explained he did some homework as well and has his own recommendation. He took the salary survey he received at the Municipal League meeting and saw how Jonesboro compared to other cities. He still thinks they compare favorably, but thinks there still needs to be some sort of adjustment based upon the fact that there hasn't been anything since January, 2015. They'll have a recommendation at the next meeting and if the committee agrees then they can move it on to the City Council.

**This item was Read.**

## **7. Public Comments**

[play video](#)

## **8. Adjournment**

[play video](#)

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

**Aye:** 3 - Ann Williams; John Street and LJ Bryant

**Absent:** 2 - Charles Coleman and David McClain