



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, July 25, 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** 6 - Ann Williams; John Street; Darrel Dover; Charles Coleman; Joe Hafner and David McClain

### 3. Approval of minutes

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**MIN-17:080**

Minutes for the Finance and Administration Meeting on July 11, 2017

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

**A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, 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-17:059**

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.

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**Sponsors:** Finance

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

Council member Dover asked if those were the doors damaged by the storm. Chairman Hafner said his confusion in this situation is that it talks about waiving bidding which I'm not sure why we are waiving bidding, but there are also bids attached. One of the bids I saw was for Jonesboro Overhead Door for \$32,633, but the bid that is referenced is for Diagnostic Overhead Door, LLC for \$29,380, but I don't see that bid. Council member McClain said you also have a bid attached for Ditta Enterprises. Chairman Hafner said he didn't understand. Council member Street asked Chief Operations Officer Ed Tanner if he knew about this. Chairman Hafner said that he was confused by this.

Chief Operations Officer Ed Tanner said looking at the paperwork he thinks the process was challenged after the work had been done. Council member Dover said we had it installed and someone questioned us and then we went back and did it. Chairman Hafner said in the ordinance, where written bids were requested from local dealers to get estimates and quotes for the City's insurance company as well as expedite securing the City's building and all contents. It says the lower written quote was from Diagnostic Overhead Door, LLC, a fully licensed dealer specializing in overhead door sales and service for the total price of \$29,380. It says said purchase was paid from the insurance recovery monies to be paid by Gallagher's APERMA fund. Chairman Hafner said he was confused by this and he didn't think there was anyone from Finance at the meeting to explain it.

Council member Dover said if the work is already done, I guess we can go ahead and pass it on to full council and then figure it out there can't we? Council member McClain said the problem is that we don't know. Chairman Hafner said his question there is that it would be placed on the consent agenda and we would have to pull it out and pull it back in. Council member Street said not an ordinance. An ordinance doesn't go on the consent agenda. Resolutions do, but not ordinances. Mr. Tanner said it was over \$20,000. Council member Street said it could be at three readings, technically at three readings, but you could waive readings but it would be on a separate item. Council member McClain asked if Mr. Tanner could explain it again. He thinks we have already done this work. Mr. Tanner said that we have already done this work. Council member McClain said since we have already done this work, what is the point of us doing this? Are we are paying somebody else? Mr. Tanner said no, we are asking to waive the requirement for competitive bidding because of the \$20,000 limit. Chairman Hafner asked Mr. Tanner to go to the microphone. Mr. Tanner said without specifically talking to Finance, this is what I think may have happened. Due to the project being over \$20,000 that should have went through a competitive bidding process. But, we took that bid and we used that bid to fix the doors and we are asking now retroactively to waive the bidding process on that project.

Council member Dover asked if the complete costs are covered by insurance. Mr. Tanner said he is fairly confident. Council member McClain asked if this was the company that did the work for us already? Is this what you are telling me or did we do the work ourselves? Mr. Tanner said we hired a company to do the work for us. Councilman McClain asked if this was the company that we hired. Mr. Tanner said right. It was challenged by someone else that we didn't go through the bidding process. Council member Dover said what it looks like is in the timeframe that we had the damage, we contacted the insurance company, they gave us the go ahead to get the work done. They approved the amount. We had the work done by this

company. And, then, some other company probably raised the question that we didn't follow bid procedure. Mr. Tanner said that was correct. Council member Dover said so now we are coming back and asking to waive competitive bidding retroactively. Can you do that? Chairman Hafner said that didn't make any sense to him. How can you retroactively waive bidding just because somebody asked? The horse is already out of the barn. Council member Dover asked if the beef was with the insurance company. Mr. Tanner said no due to the limit and I don't know due to the fact that this is a little bit out of area.

Chairman Hafner said if the work has already been done, we will just hold it and let someone explain it. I can't send this to full council without understanding it myself. Mr. Tanner said fair enough.

**A motion was made by Councilman David McClain, seconded by Councilman Darrel Dover, that this matter be Postponed Temporarily . 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-17:108**

A RESOLUTION FOR THE CITY OF JONESBORO, ARKANSAS TO ADOPT THE TITLE VI AND OTHER CIVIL RIGHTS PROGRAM AS IT PERTAINS TO ALL FEDERALLY FUNDED PROJECTS

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**Sponsors:** Grants and Human Resources

**Attachments:** [COJ Title VI and Other Civil Rights Program](#)

Grants Director Kimberly Marshall said that we have to have a Title VI and other Civil Rights Program for all of our Federal programs. So if a citizen or anyone if we do something with a grant and they feel like their rights were violated, we have to have this process in place. It is required. It is required in all of our audits as well. So, it is just a compliance measure for us as a City. Council member Williams asked if we had done this before or is this an automatic thing that we have done in the past? Ms. Marshall said that JETS has done it before, but the City has not. CDBG and our other programs fall under this. Council member Dover said this is basically stating that the City will follow all of the Federal rules and regulations. Ms. Marshall said that it is a grievance process. Council member Dover said that it will allow anyone who felt like we didn't follow the process to file a grievance. Council member Street said we just did that for MPO because the highway department required it.

Chairman Hafner asked who developed this program, like this manual. Ms. Marshall said that she built the manual using what was existing from Transportation. I made it where it was more citywide and it dealt with all of the federal funding. I want you to notice that Dewayne Douglas is the investigator, Title VI Coordinator investigates and I did place this committee with the oversight because of your legal that's part of your row as this committee. I wanted to make that clear that was set up like that so the process is so we show something to the Feds that we have done what we should have done. Council member Williams said that is a good idea.

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

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