



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, October 11, 2016

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; Todd Burton and Rennell Woods

**Absent** 1 - Charles Coleman

### 3. Approval of minutes

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**MIN-16:124**

Minutes for the Finance & Administration Committee Meeting on September 27, 2016

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**Attachments:** [Minutes 092716](#)

**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:** 4 - Ann Williams; John Street; Todd Burton and Rennell Woods

**Absent:** 1 - Charles Coleman

### 4. New Business

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#### *Ordinances To Be Introduced*

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**ORD-16:073**

AN ORDINANCE TO THE CITY OF JONESBORO, ARKANSAS TO AMEND THE 2016 BUDGET AND ENTER INTO A REAL PROPERTY DONATION AND SALE AGREEMENT FOR PROPERTY LOCATED ON HIGHWAY 63B/DAN AVENUE

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**Attachments:**    [Agreement.pdf](#)  
[Exhibit A.pdf](#)  
[Exhibit B.pdf](#)  
[Exhibit C.pdf](#)  
[Appraisal.pdf](#)

*Councilman Street asked how many total acres is that for. Chief Engineer Craig Light came to the podium to give some information and background on how the agreement came about. He said a few years ago, they looked at how they could correct the drainage issues out at Joe Mack Campbell Park. We had the Corp of Engineers look at it and do some cost estimating and we had a local consultant look at it as well. The cost they were looking at to provide very little protection for the structures out there was pushing \$3 million and we weren't providing much protection to the facilities at all with the expenditure of that amount of money. We started looking at different ideas of how do we operate out of here and keep our facilities dry so we started looking at a little bit of higher ground. We thought if we could acquire some property behind the Acme Brick Company and move the building that flooded, the Maintenance Facility to higher ground, that would be a win for us. We could probably do it much cheaper than the \$3 million and not have the flooding problem.*

*Parks Director Wixson Huffstetler started talks with the property owners, the Lacy Family, about the possibility of acquiring some of their property and it grew into a much larger piece. It is just shy of 73 acres, but they are willing to donate half the property to us if we purchase the other portion of it. The appraised value is just over \$1.1 million and they are offering to sell us that 72 plus acres for a little over \$542,000.*

*Councilman Street stated he read that we have to build a road in there to gain access. Mr. Light said they are going to dedicate a right-of-way to go to the new traffic signal at Henson Road so we would have a 60 ft ROW with the agreement that we are agreeing to build that roadway into the facility within 3 years which is a doable task. Councilman Street asked what the cost of the road would be. Mr. Light stated that we will probably end up with having several hundred thousand dollars in that road, but we will have a development plan for that property by that point to know exactly what we are going to use that facility for. We will come forward with a funding package at that time for those improvements. Chairman Dover asked if that money will come out of Capital Improvements. Chief Financial Officer said that it would come out of reserves. Councilman Street stated he thought it was a good deal.*

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

**Aye:** 4 - Ann Williams;John Street;Todd Burton and Rennell Woods

**Absent:** 1 - Charles Coleman

#### *Resolutions To Be Introduced*

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**RES-16:135**

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO PARTNER WITH THE ARKANSAS STATE HIGHWAY AND

TRANSPORTATION DEPARTMENT FOR THE FOLLOWING PROJECT: JOB 100872, HWY 18/MAIN ST. HIGHLAND DR. INTERSECTION IMPROVEMENTS

[play video](#)

**Attachments:** [AHTD Hwy 18 Intersection.pdf](#)

*Councilman Burton asked if City Engineer Craig Light could explain the plans for the area since there doesn't seem like there is a lot of space. Mr. Light stated there isn't a lot of space, but it would be redesigned to allow two through lanes turning left from Main onto Highland and left from Highland onto Main. They will continue to have the dual lanes that are left bound from Highland onto Southwest Drive. The scope of the project is to add three lanes of traffic to the intersection. It is not a large project, but it does cost money and this resolution is agreeing to participate in the funds that were encumbered a few weeks ago for the STIP projects.*

*Chairman Dover asked when this project is projected to begin. Mr. Light stated that it is currently under design and construction is scheduled for 2018, but we are hoping to get it moved up to the Fall of 2017. Councilman Woods stated he is trying to get a vision on how that would flow. Mr. Light said it would be a similar intersection to what is there now, but you would have an additional lane going North through the intersection, an additional lane that will turn left onto Highland Drive from Main Street. The Highland Drive part will not be a free flow movement. It will have a separate signal head.*

*Councilman Burton stated the intersection already looks much better with all of the work that has been done down there. He wanted to know about the billboard that is at that intersection. Mr. Light said it is a privately owned property and it is yet to be seen if the property may be required to do these improvements. It is a good likelihood that the property will need to be acquired to add that additional lane so at that point, that sign would come down.*

*Councilman Street asked about the curving lane in front of Walgreens. Mr. Light said the plans are still under development. The current proposal is to bring the traffic on Highland to the signalized intersection and have them make a right turn. It will be much safer and you will not be able to cut across lanes. It gives us more room on that intersection to add pedestrian sidewalks and allows us to not have to take part of Walgreens parking lot.*

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

**Aye:** 4 - Ann Williams;John Street;Todd Burton and Rennell Woods

**Absent:** 1 - Charles Coleman

## **5. Pending Items**

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*Chief Financial Officer Suzanne Allen came to the podium to give an update on the Salary Plans. She stated she has met with City Attorney Carol Duncan this week, both Chiefs and anyone else who wanted to meet with her. She said we have been discussing the plans. The Police didn't have an actual plan to go through with their numbers so we have discussed about proposing one resolution and maybe even changing the Police Step Plan to add a step every year to be consistent with the Fire*

and Non-Uniform. Everything they have been discussing has to do with consistency and legalities. Ms. Allen said that the Johanson Group is coming in on Thursday, October 13, 2016. She said they have put a message out to all Department Heads to look at their positions to see if they need to be re-graded or they need changes. She said that Dewayne Douglas in HR is leading that.

## **6. Other Business**

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### **ORD-16:074**

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

**Attachments:** [Riggs CAT Catepillar Excavator.pdf](#)

*Councilman Street motioned and Councilman Burton seconded to waive the rules and walk on ORD-16:074. All voted aye.*

*Street Superintendent Steve Tippitt stated this was for the purchase of another excavator to clean the ditches. The John Deere excavator that got approved did not have all the attachments and it was pulled from the Council agenda. When the company added the equipment, it made it \$1,900 higher than this excavator that is being walked on tonight. Chairman Dover asked if this excavator would be the one that will be extensively be in the ditches. Mr. Tippitt stated yes.*

#### **Recommended to Council**

**Aye:** 4 - Ann Williams;John Street;Todd Burton and Rennell Woods

**Absent:** 1 - Charles Coleman

### **RES-16:138**

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO LEVY A 2 MILL TAX ON ALL REAL AND PERSONAL PROPERTY FOR THE PUBLIC LIBRARY TAX

*Councilman Street motioned and Councilwoman Williams seconded to waive the rules and walk on RES-16:138. All voted aye.*

#### **Recommended to Council**

**Aye:** 4 - Ann Williams;John Street;Todd Burton and Rennell Woods

**Absent:** 1 - Charles Coleman

### **RES-16:139**

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS LEVY A ONE- HALF (.5) MILL TAX ON ALL REAL AND PERSONAL PROPERTY FOR THE JONESBORO POLICE PENSION PLANS

*Councilman Street motioned and Councilwoman Williams seconded to waive the rules and walk on RES-16:139. All voted aye.*

**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:** 4 - Ann Williams;John Street;Todd Burton and Rennell Woods

**Absent:** 1 - Charles Coleman

**RES-16:140**

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO LEVY A ONE-HALF (.5) MILL TAX ON ALL REAL AND PERSONAL PROPERTY FOR THE LOCAL FIREMENS PENSION PLANS

*Councilman Street motioned and Councilwoman Williams seconded to waive the rules and walk on RES-16:140. All voted aye.*

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

**Aye:** 4 - Ann Williams;John Street;Todd Burton and Rennell Woods

**Absent:** 1 - Charles Coleman

**ORD-16:075**

AN ORDINANCE TO AMEND THE 2016 ANNUAL BUDGET FOR THE CITY OF JONESBORO TO ADD ONE ADDITIONAL POSITION OF CAPTAIN TO THE FIRE DEPARTMENT AND MAKE ONE PART-TIME RECORDS CLERK FULL-TIME IN THE POLICE DEPARTMENT.

*Councilman Street motioned and Councilman Burton seconded to waive the rules and walk on ORD-16:075. All voted aye.*

*Police Chief Elliott stated they need a full-time records clerk in the Police Department for the Washington building to do data entry so that would free up the Police Officer to concentrate on his other duties. He said they would not fill the part-time position, only move the part-time records clerk to a full-time position. Fire Chief Kevin Miller stated they are looking to add one additional position of Captain to the Fire Department's Marshall's staff without having to reduce staff on their existing units. This would create another Fire Marshall position and we would be able to move someone over to that position and hire in someone to fill the vacancy. Chairman Dover asked if it was all Civil Service. Chief Miller stated yes that it all has to go through Civil Service. Chairman Dover asked Chief Financial Officer if the ordinance was for two positions. She stated yes, one for the Police Department and one for the Fire Department.*

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

**Aye:** 4 - Ann Williams;John Street;Todd Burton and Rennell Woods

**Absent:** 1 - Charles Coleman

**7. Public Comments**

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**8. Adjournment**

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

**Aye:** 4 - Ann Williams;John Street;Todd Burton and Rennell Woods

**Absent:** 1 - Charles Coleman