



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, March 28, 2017

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Present 4 - John Street; Darrel Dover; Joe Hafner and David McClain

Absent 2 - Ann Williams and Charles Coleman

3. Approval of minutes

MIN-17:025

Minutes for the Finance Committee meeting on February 28, 2017

Attachments: [Minutes](#)

A motion was made by Councilman John Street, seconded by Councilman David McClain, that this matter be Passed . The motion PASSED with the following vote.

Aye: 4 - John Street; Darrel Dover; Joe Hafner and David McClain

Absent: 2 - Ann Williams and Charles Coleman

MIN-17:031

Minutes for the special called Finance & Administration Committee Meeting on March 14, 2017

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: 4 - John Street; Darrel Dover; Joe Hafner and David McClain

Absent: 2 - Ann Williams and Charles Coleman

4. New Business

Resolutions To Be Introduced

RES-17:031

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO APPLY FOR THE 2017 GENERAL IMPROVEMENT FUNDS (GIF) THROUGH EAST ARKANSAS

PLANNING AND DEVELOPMENT DISTRICT (EAPDD)

Attachments: [Opticom GIF Application Request - 03152016](#)

Brenda Hall, CDBG Supervisor, stated they are requesting to submit an application for installation of traffic control systems to assist our first-responders, fire and ambulance, to quickly reach a scene of an accident with minimal delay because of heavy traffic on certain streets, such as Johnson Avenue at Arkansas Highway 351, Highland at Harrisburg Road, and Highland and Main. Chairman Hafner asked if this was for three systems. Ms. Hall said yes. Chairman Hafner said we already have 28 installed. Ms. Hall stated that she thought that was correct. She said that this is for \$20,201.

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

Aye: 4 - John Street;Darrel Dover;Joe Hafner and David McClain

Absent: 2 - Ann Williams and Charles Coleman

RES-17:034

A RESOLUTION TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH WHOLE YOUTH SERVICES, INC DBA AT-RISK AMERICAN MALE EDUCATION NETWORK (AAMEN) IN ORDER TO PROVIDE ECONOMIC OPPORTUNITIES THROUGH WORKFORCE DEVELOPMENT ACTIVITIES IN CONJUNCTION WITH THE 2016 CDBG ACTION PLAN

Attachments: [MOU Agreement 03152017](#)

Emma Agnew, CDBG Community Services Manager, said that this was a request to enter into a Memorandum of Understanding with Whole Youth Services. We have worked with Whole Youth Services in the past. This is under the Workforce Development part of CDBG which provides job training and placements to low-income and at-risk males. This is a separate resolution for 2016 funds. It was not submitted with the others because of a potential conflict of interest that had to be cleared through HUD.

Chairman Hafner asked if there was anyone here from Whole Youth Services. He said he has some questions regarding the application and the program. He said he would like to ask those before the committee makes a decision.

Councilman Dover asked if this was something new or if this is an extension of what we did earlier. We asked for money to help at-youth risk and placed them in different areas. Did we follow through with that grant where the city was going to hire some interns? Ms. Agnew stated that this was probably something different. She said she wasn't real clear on what Councilman Dover was talking about. Councilman Dover said that Suzanne Allen, CFO, was involved in that. Ms. Agnew said that this was something different. She said there might be some of the same young men involved. Councilman Dover asked if it was different funding. Ms. Agnew said yes.

Chairman Hafner asked if there was anyone here from Whole Youth Services. Ms. Agnew said no. Chairman Hafner said he was concerned with the conflict of interest. There are times when city officials and their businesses become intertwined with city business. In order to protect the city and the people involved, we have to be really careful on these types of arrangements. With my accounting background, we call this an arm's length transaction. Before we make a move on this, I would like to have a chance to talk with a representative from Whole Youth Services at a Finance meeting and ask questions in regards to items in the application. Since they are not here, I

don't have the opportunity to do that.

Councilman McClain said that they also have another issue that he has already spoken with Carol Duncan, City Attorney regarding one of the things that are required by CDBG is to not participate in a vote for these funds. Mr. Woods voted on these funds. Councilman McClain motioned to pull this RES-17:034 from the agenda and place it on the agenda for the next Finance meeting. Ms. Agnew asked if Mr. Woods voted in 2016. Councilman McClain said yes. Councilman Dover asked if Mr. Woods voted on the council floor or he voted in their organization. Councilman McClain said that Mr. Woods voted on the council floor. Councilman Dover stated he should have abstained. Councilman McClain said yes.

Ms. Duncan, City Attorney, stated that is one of the things that HUD requires us to send them is the fact that we did the ordinance acknowledging that a council member is doing business with the city. Councilman Dover said we did that. Ms. Duncan said that was correct. She said that it also requires the council member to abstain from voting. Sometimes when both organizations, but definitely on the council floor. Councilman Dover said we need to send them a letter. Ms. Duncan said we need to figure out what we need to do. Councilman Dover said we need to find out what proper protocol is. Ms. Duncan agreed and said we need to find out what consequences if any stem from that.

Chairman Hafner said that we need to clear up the voting issue and he has questions he needs to ask regarding the application and the services provided by AAMEN to make sure that we as a committee know before we forward it to full council. He said that the public needs to be aware of the services that are being provided and what this grant money is being used for.

Councilman Dover asked if there was a deadline for this grant. Ms. Agnew said there wasn't a deadline and these grants were actually back from 2016. Councilman Dover said we are asking for funds for services that have already been rendered. Ms. Agnew said that we are about to go into 2016-2017, and this resolution is for grant funds for 2015-2016. She said they are about to present the 2016-2017 grants. Councilman Dover asked if these people had been paid for this out of city funds. Ms. Agnew said no money has exchanged hands because a Memorandum has not been signed. Councilman Dover asked if no money had been given even though services have been provided. Ms. Agnew said yes.

Councilman Street seconded Councilman McClain's motion. Councilman Dover said we should table it until the next Finance meeting. Ms. Duncan said that it would be to postpone indefinitely and to set the date at the next meeting.

Councilman Dover asked who would be responsible for contacting HUD to make sure we are in compliance. Ms. Duncan said that CDBG Director, Kimberly Marshall, the Mayor, and several others are in Washington, D. C. right now meeting with people. Since Ms. Marshall is over grants, Ms. Duncan said that she would get with her when she gets back. She should be back on Friday. Ms. Duncan said she will get with her to see what we need to do.

A motion was made by Councilman David McClain, seconded by Councilman John Street, that this matter be Postponed Indefinitely . The motion PASSED with the following vote.

Aye: 4 - John Street;Darrel Dover;Joe Hafner and David McClain

Absent: 2 - Ann Williams and Charles Coleman

RES-17:037

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A FULL-TIME POSITION OF SOCIAL MEDIA COORDINATOR IN THE COMMUNICATIONS DEPARTMENT

Attachments: [Social Media Coordinator](#)

Chairman Hafner said the positions have already been approved and this is just amending the salary plan. Ms. Duncan said the funding has been approved. Chairman Hafner said we just need to add it to the salary plan.

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: 4 - John Street;Darrel Dover;Joe Hafner and David McClain

Absent: 2 - Ann Williams and Charles Coleman

RES-17:038

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD THREE (3) FULL-TIME POSITIONS TO THE COURT SERVICES DEPARTMENT

Attachments: [Court Services Officer - 32460](#)
 [Senior Court Services Officer - 32461](#)

Chairman Hafner said the money has already been approved, but we have to add it to the salary plan. Ms. Duncan stated that you approved the budget. Now, you are creating the position.

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 - John Street;Darrel Dover;Joe Hafner and David McClain

Absent: 2 - Ann Williams and Charles Coleman

5. Pending Items

6. Other Business

Councilman Dover said that we want to finalize what we want to require in reserves. He said we have talked about it several times, but we have really never committed to sit down and make that decision. Until we make that decision, I think it is going to be very difficult to go forward asking for more money when we as a council have not sat down and stated we want this amount set aside in reserves and make that decision and make that public. Then, we go forward with how much we think we need for whatever process or programs that we are going to do.

Chairman Hafner stated that Suzanne Allen, Chief Financial Officer, had sent him some information on the reserve recommendations and stuff from other guidelines and information sources. He said I will get that in your hands. He hasn't looked at it yet. He thinks that is something they definitely have to look at. Councilman Dover said he thinks that is a council responsibility to determine what we feel comfortable with setting aside and then we will know exactly how much money we have to work with on a day-to-day basis. Then, that will tell us other sources of revenue and how

much we may need to fulfill the obligations we want to do. It is very difficult to ask for more money when you have a considerable amount set aside. Chairman Hafner stated that we have several things that we want to do and a lot of things we need to do, but we also have to find ways to pay for it. It is easy to come up with a list of stuff. We have to come up with a good way to fund it.

Chairman Hafner said they changed the date of the first May Finance meeting a few weeks ago because he thought he would be out of town. He said I am not going out of town on business at that time, and I would like, if possible, to move the meeting back to the original date and time. May 9th will be the date. Otherwise, we have meetings back to back. This will give us our regular two week interval to address new issues. Councilman

Dover asked if that needed to be made by motion. Donna Jackson, City Clerk, said it wouldn't hurt to make it a motion.

Councilman Dover motioned, seconded by Councilman Street to move the May 2nd Finance meeting back to the original scheduled meeting date of May 9, 2017. All voted aye.

7. Public Comments

Harold Carter, 902 Tony, said he had questions about the three employees for court services. He asked who they would be working for and who would be their direct supervisor? Chairman Hafner said they would be in the Police Department. Mr. Carter said he didn't think they would be court employees. He asked for a brief description of what their jobs are going to be. Ms. Duncan said they would report to the Jonesboro Police Department. She said they will be handling Probation Services. They will meet with people who are placed on probation, offer classes. Ms. Duncan said they will be handling people with public service work or probation and they will be dealing with the court system and appearing in court. Councilman Dover said they will be civilian positions. Ms. Duncan said all three will be civilian positions.

8. Adjournment

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: 4 - John Street;Darrel Dover;Joe Hafner and David McClain

Absent: 2 - Ann Williams and Charles Coleman