



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, May 30, 2023

4:00 PM

Municipal Center, 300 S. Church

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### 1. Call To Order

### 2. Roll Call by City Clerk April Leggett

**Present** 6 - Charles Coleman; Ann Williams; John Street; David McClain; Brian Emison and Anthony Coleman

**Absent** 1 - Joe Hafner

### 3. Approval of minutes

[MIN-23:048](#)

Minutes for the Finance Committee Meeting on May 9, 2023

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

**A motion was made by Brian Emison, seconded by Anthony Coleman, that this matter be Passed . The motion PASSED with the following vote.**

**Aye:** 5 - Charles Coleman; Ann Williams; David McClain; Brian Emison and Anthony Coleman

### 4. New Business

#### *RESOLUTIONS TO BE INTRODUCED*

[RES-23:096](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE FY2023 AMERICORPS VISTA PROGRAM GRANT FROM THE NATIONAL CORPORATION OF COMMUNITY SERVICE

*Councilmember Dr. Charles Coleman said, the only question that I have is how many people will AmeriCorps hire this year? The only reason I am asking is because of all the finance things that they are doing, so are we going to be able to hire more people? Director of Grants Regina Burkett approached the podium and said, usually we hire three. Right now, that is what we asked for. But since covid, we've had a hard time getting people to apply. That's kind of been an issue. I've had one that has applied, but they do not live near Arkansas, so I don't think that is going to work.*

*Councilmember Dr. Charles Coleman said, I still think we need to plan. That's good. I just thought they would hire more this year. Ms. Burkett said, well, if we can get three, I'll be happy. We had one, which turned out great because she is now the CDBG Coordinator in our office and she's done an excellent job. So I'm very happy that we*

*had her come in as a Vista worker because she is a wonderful employee. Councilmember Dr. Charles Coleman said, I appreciate you.*

*Councilmember Dr. Anthony Coleman said, I don't have a question, but I was a part of Vista and it just reminded me years ago; and I think it's an excellent program. I just appreciate to know that our city is supporting it.*

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

**Aye:** 5 - Charles Coleman;Ann Williams;David McClain;Brian Emison and Anthony Coleman

[RES-23:097](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE FY2024 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) FROM THE ARKANSAS STATE POLICE

*Chairman John Street said, the only thing I would like to add is I would like to see us enforce texting and distracted driving. I don't think we do that quite a lot; and everywhere I go, I see people texting on their cell phones. Chief, I do wish we could do something about it. Even if they won't enforce it, I think we ought to be enforcing it as the police department; and if the judge throws it out, well that's just the judge throwing it out. I still believe we need to enforce it. That's dangerous. There are more wrecks in town caused by that, I think, than about anything.*

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

**Aye:** 5 - Charles Coleman;Ann Williams;David McClain;Brian Emison and Anthony Coleman

[RES-23:098](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ACCEPT AND TO ENTER INTO AN AGREEMENT WITH THE U.S. DEPARTMENT OF TRANSPORTATION, FEDERAL TRANSIT ADMINISTRATION (FTA) FOR THE EXECUTION OF THE FY2018 SECTION 5307, FTA FORMULA GRANT, FOR THE JONESBORO ECONOMICAL TRANSIT SYSTEM (JET)

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

**Aye:** 5 - Charles Coleman;Ann Williams;David McClain;Brian Emison and Anthony Coleman

[RES-23:099](#)

A RESOLUTION FOR THE CITY OF JONESBORO TO APPROVE THE 2023-2024 CDBG ACTION PLAN THAT INCLUDES THE 2023-2024 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS, ACTIVITIES AND BUDGET

*Councilmember Dr. Anthony Coleman said, I have a question. I'm not sure who to address this. Regina, I guess. So the actual budget itself, just wanted to know where the figures came from for the different allocations. Director of Grants Regina Burkett approached the podium and said, okay, we went by our old budget is what we did, and we broke it down. We can only use 15% of that allocated amount for the first time home buyers and the public service. For the public service, our citizens advisory committee met, and that is how it is determined on the public who receives the public service awards on that. Then on the other, we just know what we've done in the past*

and where it is needed. Like the rehabs, we know that is needed. Public improvements, we know that we need things in our city to help people. We put so much into infrastructure, which is parks; and the demolition and clearance, we know that a lot of people can't pay for that throughout the city, so we put that in there. We are seeing an uptick of the sewer connection problems, and so we did add that. We did work with City Water & Light last year on a project with that. We've had some emergency funding. We did have someone out of Inspections come to our office and ask if we had any funding, because there was sewer that was running by a bus stop. So we did pull some money out of that to help the community, because kids were having to walk through it, and we didn't want that to happen. So what we normally do is we take what is said in the public comment and we take what we've used in the past and we just continue, because we know those are the needs of the community.

Councilmember Dr. Anthony Coleman said, great, I ask because there are two or three that obviously are close to my vest and CASA is one. Homelessness I am looking at as well; and then looking at that and then seeing those in comparison to \$130,000 for administration. It just makes me question. Ms. Burkett said, you know, it's a little expensive to run this program, because you have someone who runs it. You have their salary, and then all the supplies that we need like today alone, we probably went through a box of paper plus no telling how much toner for the copier because we have to get ready for audits, and they have to have training. We do have someone new. We are trying to plan a training for her. I think it is in San Antonio or Fort Worth in July. She is new. She is going to have to be trained on environmental and several other things, so it is going to take money for that administrative salary there for her, which is \$130,000 for that program.

Councilmember Dr. Anthony Coleman said, so you're using this to hire someone. Ms. Burkett said, we have already hired someone, a Vista worker that we had that was in our office. When the lady left that was over this program before, she was interested in it because she had worked with her, and she has just excelled. But we have to put bids out in the newspaper. There are a lot of physical needs that you all are probably not aware of with the program. You are welcome to look at our budget on what we do with the administration part of it any time you would like to. We've got in the office where it is broken down to what all from training to postage to equipment to travel, to all of it. So you are more than welcome to look at it if you would like to.

Councilmember Dr. Anthony Coleman said, absolutely. I appreciate it. I think it's a great idea. I think this is a great thing, and so I may look into those two that I mentioned, CASA and homelessness, just to kind of see what they have asked for and what their needs are and go from there. But thank you. Ms. Burkett said, yes, and you are always welcome to ask questions. You can always come to our office. We will be happy to go over the budget with you. Councilmember Dr. Anthony Coleman said, thank you so much.

Councilmember David McClain said, I have a question too. So the homelessness piece, does that go straight to the Hub? Director Regina Burkett said, no. It is kind of spread out through different things, and if we have someone that comes up, I mean, the Hope House has asked for some funding there. So we will help them. But we have extra, so if there are other things that come up throughout the year, we will have that. If we do not spend any of the money that is allocated right here, and the city council voted on this a long time before I ever came, any money that is not spent automatically rolls back over into the home rehab program, which that also addresses homelessness because it keeps people in their homes, if they need a new roof, they need new windows, HVAC, and that is the kind of problems that we are seeing. But like I said earlier, the sewer is something we are starting to see a rise on, but we have

sewer on here to also fall under the rehabs. We try to help everyone that we can. We are working with some other groups in town, and we are trying to help all we can and spread the money out as thin as we can. Councilmember David McClain said, so the organizations have to in turn present a budget to us, correct? Ms. Burkett said, there is an application that they have to fill out, and it has to be approved by the federal guidelines that we have to go by to approve them. The application has all the questions, and they have to be able to answer all of those with the budget, a plan, a history of where they have been. Usually they have to give us their bank statements from a year back, their W-9s. They have to be up on their 501c3, they have to be in good standing with the state. Councilmember David McClain said, do we have those available where we can see those? Ms. Burkett said, yes. They are in my office. The applications are in my office. Now, the Citizens Advisory Committee, that is who goes over those public service applications; but to qualify, you have to meet all the criteria before they even go before the Citizens Advisory Committee. Councilmember David McClain said, thank you.

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

**Aye:** 5 - Charles Coleman;Ann Williams;David McClain;Brian Emison and Anthony Coleman

[RES-23:100](#)

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE AGREEMENT AND ENTER INTO AN AGREEMENT WITH BRACKETT KENNERICH & ASSOCIATES, P.A. TO PROVIDE ARCHITECTURAL SERVICES

**Attachments:**     [Agreement - Congress Cove Building](#)

Councilmember David McClain said, I was just curious. I know where Congress Cove is, but what were we putting in this facility? Are we just renovating? Chairman John Street said, it's being renovated for police offices, I believe is what it is. Councilmember David McClain said, I couldn't tell. That is why I wanted to make sure. Chief Administrative Officer Brian Richardson said, yes, we currently have some specialty officers that were stationed out at the airport in that building when that was destroyed, and we had to have somewhere to put them. We came across this lease, and leased a purchase property last year sometime. So they are operating out of that facility now, and this would be to allow drawings to go ahead and start being done. So if we exercise that purchase agreement in August, then we would have some drawings to go ahead and get started because we do have to fulfill some FEMA and insurance requests. That money has got to be spent at some point. Right now, it is just sitting in a protected account. It just helps expedite the process once that becomes an actual facility of the city if we go that route. Councilmember David McClain said, thank you.

**A motion was made by Brian Emison, seconded by Charles Coleman, that this matter be Recommended to Council . The motion PASSED with the following vote.**

**Aye:** 5 - Charles Coleman;Ann Williams;David McClain;Brian Emison and Anthony Coleman

[RES-23:101](#)

A RESOLUTION TO WAIVE COMPETITIVE BIDDING AND ACCEPT THE BID AUTHORIZING PURCHASE OF TWO NEW VEHICLE FOR THE TRANSIT DEPARTMENT (JET)

**Attachments:**     [BUS\\_ORDER 05192023](#)

Councilmember Dr. Charles Coleman said, are these going to be electric buses? Are we ever going to that? It seems like we talked about that at one time. Director of JETS Michael Black approached the podium and said, yes. Our Low, No Emission grant is still in the FTA's hands getting all the I's dotted and the T's crossed. This is strictly out of need. I've got four buses right now that are pushing 300,000 miles; and my other two buses, one of them was recently wrecked and one is right at 200,000 miles. Ordering these, we probably won't get them until November. Councilmember Dr. Charles Coleman said, but did we not apply for a grant one time for electrical buses? Director Michael Black said, yes, that is the Low No Emission grant, and that is still being worked on. We've already got everything in line for the buses that is going to replace and going to expand.

Director of Grants Regina Burkett approached the podium and said, we've applied and we were awarded that grant, I think, in 2021. It has taken this long to get it executed. We've also applied again this year for more hybrid buses, so we have that one. It is still pending, and we haven't heard back from that one. We did get an email. We've been trying to hurry up and get this agreement executed because it is going to take a while to get the buses here, because they have to go to manufacturing. They did let us know that they are waiting for their electronic technician person to sign off to be sure that everything we put in the grant is correct, that all of our agreements that we've made with them is correct. I think once we get that, hopefully we will have that agreement within the next few weeks and have it signed and get those buses ordered. Councilmember Dr. Charles Coleman said, next question, and maybe I am getting a little head of myself, but are we probably going to be proactive about having the plugins for those particular buses? Ms. Burkett said, there are grants out there. Right now, there are different agencies I think other than the city that is working on that. The state does have money allocated to put those up, so I am waiting to find out exactly where the state has in mind to place those. Councilmember Dr. Charles Coleman said, thank you.

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

**Aye:** 5 - Charles Coleman;Ann Williams;David McClain;Brian Emison and Anthony Coleman

## **5. Pending Items**

### [RES-23:087](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ACCEPT AND TO ENTER INTO AN AGREEMENT WITH THE U.S. DEPARTMENT OF TRANSPORTATION, FEDERAL TRANSIT ADMINISTRATION (FTA) FOR THE EXECUTION OF THE FY2018 SECTION 5307, FTA FORMULA GRANT, FOR THE JONESBORO ECONOMICAL TRANSIT SYSTEM (JET)

City Clerk April Leggett said, Brian, it was my understanding that this should be postponed indefinitely, that Resolution 23:098 was in place of it. Chief Administrative Officer Brian Richardson approached the podium and said, correct. If you'll notice there was a very similar resolution we just had that passed a few minutes ago, and that replaced this one. So this just needs to be tabled indefinitely instead of trying to correct something that was already on Legistar. It seemed like it was easier to just go ahead and submit a new resolution for that. So I ask that this item be tabled indefinitely. Chairman John Street said, this one here? Mr. Richardson said, yes.

**A motion was made by David McClain, seconded by Ann Williams, that this**

matter be Postponed Indefinitely . The motion PASSED with the following vote.

**Aye:** 5 - Charles Coleman;Ann Williams;David McClain;Brian Emison and Anthony Coleman

## **6. Other Business**

### [RES-23:102](#)

A RESOLUTION TO CONTRACT WITH EAST ARKANSAS BROADCASTERS FOR RENTAL OF JOE MACK CAMPBELL SPORTS COMPLEX

**Attachments:** [JULY 4TH 2023 EAB](#)

*Councilmember Dr. Charles Coleman motioned, seconded by Councilmember Ann Williams, to suspend the rules and walk-on RES-23:102. All voted aye.*

**A motion was made by Brian Emison, seconded by Charles Coleman, that this Resolution be Recommended to Council. The motion PASSED with the following vote:**

**Aye:** 5 - Charles Coleman;Ann Williams;David McClain;Brian Emison and Anthony Coleman

**Absent:** 1 - Joe Hafner

### [RES-23:103](#)

A RESOLUTION TO CONTRACT WITH SAGA COMMUNICATIONS OF ARKANSAS LLC D/B/A JONESBORO RADIO GROUP FOR RENTAL OF SOUTHSIDE SPORTS COMPLEX

**Attachments:** [JULY 4TH 2023 JRG](#)

*Councilmember Dr. Charles Coleman motioned, seconded by Councilmember Ann Williams, to suspend the rules and walk-on RES-23:103. All voted aye.*

*Councilmember Dr. Anthony Coleman said, I do have a question. So, just wondering, it's a \$1000 for these locations and I know our city is growing, which is a great thing. I just wondered if we were able to cove our manpower for cleanup and all of that with only a \$1000 rental. I know it's kind of what we've done, but is it sufficient enough to cover? Director of Parks and Recreation Danny Kapales approached the podium and said, yes, part of that contract is they actually come back out and help clean up, both groups. So that is part of the partnership in the contract. Chairman John Street said, is that true also with Joe Mack? Director Danny Kapales said, both.*

**A motion was made by Brian Emison, seconded by Charles Coleman, that this Resolution be Recommended to Council. The motion PASSED with the following vote:**

**Aye:** 5 - Charles Coleman;Ann Williams;David McClain;Brian Emison and Anthony Coleman

**Absent:** 1 - Joe Hafner

## **7. Public Comments**

## **8. Adjournment**

**A motion was made by Anthony Coleman, seconded by Brian Emison, that this meeting be Adjourned. The motion PASSED with the following vote.**

**Aye:** 5 - Charles Coleman;Ann Williams;David McClain;Brian Emison and Anthony Coleman