



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, November 30, 2021

4:00 PM

Municipal Center, 300 S. Church

1. Call To Order

2. Roll Call by City Clerk April Leggett

Mayor Harold Copenhaver was in attendance.

Present 7 - Charles Coleman; Ann Williams; John Street; David McClain; LJ Bryant; Joe Hafner and Brian Emison

3. Approval of minutes

[MIN-21:100](#)

Minutes for the Finance Committee meeting on November 09, 2021

Attachments: [Minutes](#)

A motion was made by Councilperson John Street, seconded by Councilperson Brian Emison, that this matter be Passed . The motion PASSED with the following vote.

Aye: 6 - Charles Coleman; Ann Williams; John Street; David McClain; LJ Bryant and Brian Emison

4. New Business

RESOLUTIONS TO BE INTRODUCED

[RES-21:275](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO APPLY FOR THE CONTINUUM OF CARE (COC) GRANT THROUGH THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

Chairman Joe Hafner asked if C Beverages Company was correct. Parks Director Danny Kapales said, that was an error. It should be Pepsi Beverages Company.

Councilmember David McClain said, I have a couple of questions for Danny. The only reason why I am asking is that it seems kind of odd to me that we have this contract and the next one. I know there are quite a few different facilities. Is there a reason why we don't just use one company instead of the two?

Parks Director Danny Kapales said, in the past, we have used Pepsi for quite a few years with our facilities. And, we put back out to both companies for contract and this was prior to the Shooting Complex being opened up. And, when we put everything out for them, Pepsi had the better options for this contract. Well, when the Shooting

Complex was coming open, the same opportunity went out to both companies. Coke came back with a better contract for the Shooting Complex. So, we just went with the companies that had the better contracts, better opportunities for us. And, at that point, it gives an opportunity to work with two companies that are providing services to our city. Councilmember McClain said, okay. How long have we had that contract with Pepsi? I feel like they have been around awhile. Mr. Kapales said, honestly, I have been here for 20 years and I think Pepsi has pretty well had the contract for that time. Councilmember McClain asked, for 20 years? Mr. Kapales said, yes. Now, Coke has had a few things throughout that time period. I think that they have had some machines out at Craighead Forest at one point. I think there is a scoreboard at the Earl Bell Community Center that is a Coca-Cola scoreboard, but Pepsi has had the predominant contract. Councilmember McClain said, okay.

A motion was made by Councilperson John Street, seconded by Councilperson David McClain, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 6 - Charles Coleman;Ann Williams;John Street;David McClain;LJ Bryant and Brian Emison

[RES-21:285](#)

A RESOLUTION TO CONTRACT WITH PEPSI BEVERAGES COMPANY FOR SPONSORSHIP OF FIELDS AND EXCLUSIVE POURING RIGHTS AT JOE MACK CAMPBELL PARK, SOUTHSIDE SOFTBALL COMPLEX, JONESBORO MIRACLE LEAGUE, JONESBORO POOL CENTER, ALLEN PARK COMMUNITY CENTER, PARKER PARK COMMUNITY CENTER AND EARL BELL COMMUNITY CENTER

Attachments: [Pepsi Beverage Sales Agreement](#)

A motion was made by Councilperson John Street, seconded by Councilperson Charles Coleman, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 6 - Charles Coleman;Ann Williams;John Street;David McClain;LJ Bryant and Brian Emison

[RES-21:286](#)

A RESOLUTION TO CONTRACT WITH CORINTH COCA-COLA BOTTLING COMPANY, INC. FOR EXCLUSIVE POURING RIGHTS AT THE JONESBORO SHOOTING SPORTS COMPLEX

Attachments: [Coca-Cola Jonesboro Shooting Sports Complex Contract](#)

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 6 - Charles Coleman;Ann Williams;John Street;David McClain;LJ Bryant and Brian Emison

[RES-21:288](#)

RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR FEDERAL TRANSIT ADMINISTRATION'S BUS AND BUS FACILITIES COMPETITIVE GRANT FOR FY21.

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 6 - Charles Coleman;Ann Williams;John Street;David McClain;LJ Bryant and Brian Emison

[RES-21:289](#)

A RESOLUTION TO CONTRACT WITH RITTER COMMUNICATIONS TO INSTALL FIBER CONNECTIVITY AT THE INTERSECTION OF MLK/HIGHLAND FOR TRAFFIC ANALYTICS AND TO EXPAND WI-FI CAPABILITIES AT THE E. BOONE WATSON COMMUNITY CENTER

Attachments: [Quote City of Jonesboro Traffic Light MLK and Highland 11 16 21](#)
[Quote City of Jonesboro 1005 Logan Fiber Optic Internet 50x15 11 16 21](#)

Chairman Joe Hafner while reading RES-21:289, asked, is there something missing there? Is there a word missing? Is it increased connectivity to the fiber network to the city? City Clerk April Leggett asked Information Systems Director Jason Ratliff if he knew what word was missing in the resolution. Chairman Hafner said, if you look at number one, there is something missing. It says to provide increased to the fiber network to the city. Mr. Ratliff said, increased bandwidth.

Councilmember David McClain asked, does this give E. Boone Watson phone lines and all of that kind of stuff? Mr. Ratliff said, it will put them on the same phone system that we have got here. It will provide wi-fi for that center.

A motion was made by Councilperson John Street, seconded by Councilperson Brian Emison, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 6 - Charles Coleman;Ann Williams;John Street;David McClain;LJ Bryant and Brian Emison

[RES-21:290](#)

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS TO ESTABLISH A CAPITAL IMPROVEMENT CARRYOVER FUND FOR BUDGETED PROJECTS REMAINING IN PROCESS AT YEAREND 2021

Attachments: [Capital Improvement Carryover Fund](#)

Councilmember Dr. Charles Coleman asked, Mayor, is that part of the right-turn lane? Is any of that part of the budget for the right turn lanes that we have in Jonesboro? Mayor Harold Copenhaver asked, which portion? Which project are you referring to? Councilmember Coleman said, well, the CARES act. Mayor Copenhaver asked, is it the CARES Act, the \$5 million. Councilmember Coleman said, well yes, I am looking at that. Mayor Copenhaver said, these were and the reason for this, the Finance Department and I, the last three months have been working on concepts for, this was already approved, that you all approved in 2021 and in the budget. Instead of having to reallocate or having to do it again in this year's coming budget, we are putting it over into a carry forward budget. It is the same projects that we had last year that were not completed for some reason. Councilmember Coleman said, I just wanted to make sure that something wasn't added into that I am looking at. Mayor Copenhaver said, no, they are identical to the projects that have not been completed. Thus, you all do not have to reallocate that funding again out of next year's budget for that. Councilmember Coleman said, that is fine.

Councilmember David McClain said, I have a couple of questions. So, the downtown to ASTATE and the University Heights Trail, does that start the project or what or is that the right of way acquisition. What part does that start? Chairman Hafner said, I know some of the right of way acquisitions have already come through. We approved all of those contracts for the land on Creath. Mayor Copenhaver said, that is a continuation of that project. It has just not been finalized on what you all initially approved the funding for. These are projects that have not yet been completed from last year's

budget. Councilmember McClain said, okay. Chairman Hafner said, I think Mr. McClain was referring to what that \$420, 250, is it for right of way? Is it for plan design? Councilmember McClain said, yes. I guess what part of project are we at? What phase of the project are we at with those? Mayor Copenhaver said, we can get you all of that. Councilmember McClain said, that is perfect. If someone could shoot me an email. Is that the same with the Airport overpass? Are we still at Phase one? Mayor Copenhaver said, yes, we are in Phase one of that. Councilmember McClain said, okay, thank you.

Councilmember LJ Bryant said, Parks Director Danny Kapales and I just visited about this. I know that Danny and Engineering Director Craig Light have worked on this already but we need to be mindful about lighting. I know we are already working on that. We have talked about that already, but I just think that is something to check on while we are at it because safety is important. I know that CWL has been a good partner with us. That has got to be especially important for them with their headquarters right there. Hopefully, they will continue to be really good partners. Hopefully, we can get it right from the very beginning.

Chairman Hafner said, if this carryover fund gets approved by council, this almost \$5.6 million can only be used for the projects listed here right? Mayor Copenhaver said, that is correct. Chairman Hafner said, okay.

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 6 - Charles Coleman;Ann Williams;John Street;David McClain;LJ Bryant and Brian Emison

5. Pending Items

6. Other Business

Chairman Joe Hafner said, I believe everyone has been given a copy of RES-21:291 (This should be ORD-21:052 and has been corrected to reflect the change.) It was not on our agenda, but we have been asked to consider walking it on.

Councilmember John Street motioned, seconded by Councilmember LJ Bryant, to suspend the rules and walk on ORD-21:052. All voted aye.

[ORD-21:052](#)

AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE PURCHASE OF FIVE GRIDSMART SINGLE VIDEO DETECTION SYSTEMS FROM PINKLEY SALES COMPANY FOR THE ENGINEERING DEPARTMENT AND DECLARING AN EMERGENCY

Attachments: [Jonesboro - Gridsmart Quote 11-6-21](#)
[Sole & Exclusive - Jonesboro](#)

Councilmember John Street motioned, seconded by Councilmember LJ Bryant, to suspend the rules and walk on ORD-21:052. All voted aye.

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

Aye: 6 - Charles Coleman;Ann Williams;John Street;David McClain;LJ Bryant and Brian Emison

Chairman Joe Hafner said, I know that budgets have been available for distribution and there has been mention of having a working budget session on Thursday, December 2, 2021 or later this week. Mayor Harold Copenhaver said, if you could do it Thursday at noon, a working session through noon. I have had several members that have said that would be an available time for them. Chairman Hafner said, that will be Thursday, December 2, 2021 at noon. Mayor Copenhaver said, yes sir. Chairman Hafner said, do we want to go ahead and set that time. I guess we need to make sure that the notice is given and everything. So, we will plan on a working budget session at noon on Thursday. City Clerk April Leggett asked, will there be a presentation or anything or is it just the budget? Mayor Copenhaver said, it will be just the budget. Chairman Hafner asked, is that a special Finance meeting? Mrs. Leggett said, it would be a special called meeting. Chairman Hafner asked, do I need to send you something or can I say it now? We will have a special called Finance Meeting on Thursday, December 2, 2021 at 12:00 p.m. noon. Mrs. Leggett asked, is it just the Finance Committee or the entire council? Mayor Copenhaver said, anybody can come. Chairman Hafner said, anybody can come. It will be open to all councilmembers. Nothing will be approved. It will just be a question and answer session basically.

Chairman Hafner said Finance Director Steve Purtee is going to give an update on where we are with the prepared food tax. I know there was some talk at the A&P meeting about steps that Finance are taking. Mr. Purtee said, I would be glad to update the committee on the work done thus far. We had a meeting yesterday on the next steps for that. We have a letter prepared that would go to the business owners along with the remittance form and the instructions relative to what the ordinance sets out, the responsibility for the business owners. All of that is being prepared. Obviously, we still have one item before the council which would be the additional 1% on the tourism tax. So, just as soon as the final action of that ordinance is in place, then we will be prepared to again, get that information on out because at this time we are taking the opportunity to combine the remittance process for prepared foods, alcohol beverage tax, franchise fees, and hotel/motel fees. So, again, taking this opportunity to make all of that as one remittance form since they are all basically on the 20th of the month following the month. Chairman Hafner asked, when you said the letters being addressed to business owners, like, obviously restaurants, convenience stores, grocery stores with deli, is that right? Mr. Purtee said, yes, we have gone through our privilege licenses listings. The obvious one are restaurants and we have captured that group. Currently, we have a listing of 362 businesses that will receive this correspondence. Chairman Hafner said, alright, I appreciate the update.

Councilmember LJ Bryant said, this is a little bit unrelated, but while I have you, I was thinking about permits and such. I know real estate agents get an individual privilege license, right and cosmetologist, I think do, but I am not sure. Do we cross reference any of that with the state or is it just a risk return thing? It wouldn't really be worth our time to cross reference to see if all of those folks are actually paying those. In other words, I am saying let's say real estate agents, do we cross reference with the real estate commission to make sure we actually have everybody? Mr. Purtee said, the process that we undertake is kind of what I call our internal audit work relative to that. We are kind of scouring activities going on in the city. We are scouring FaceBook posts. We are scouring various things like that which might introduce a business name and that type of thing. One of the first things that we will do is, kind of internally, we kind of take a look at that and see that we are licensed to do business in the city.

So, that is one process of that. As far as cross referencing that, we currently have a process in place with the county whereby we assist them in cross referencing with their files and they assist us with cross referencing our files. So, we do that part of the process as well. As far as something going through at the state level, we have not done that at this time. Councilmember Bryant said, not that it would be a huge generator, but it is something.

Chairman Hafner said, one thing that we have talked about some is about how important compliance is and will be with any of our privilege licenses, prepared food taxes, etc. We want to make sure that everyone is paying their fair share. Mr. Purtee said, yeah, and that is one conversation of our meeting yesterday was obviously the implementation of the levy initially, but then, obviously, we expect a back end process that would more or less make sure that compliance is being had with regard to that ordinance and that process that will go there. We fully expect that we will have to have further resources to help us in that regard. So, we expect to be coming back to administration with maybe a plan for that it might be the groundwork for an internal audit development department or something to that effect.

Chairman Hafner said, yeah, I think that is going to be very important and I think, done right, would have obvious payback on that position. One more thing and I apologize that I am kind of hitting you out of left field with some of this stuff and we can talk about some of this stuff beforehand, but as far as like streamlining the form into one for everything, are there plans to, someday, hopefully pretty soon, be able to submit all of that online and just upload attachments for support, etc.? Mr. Purtee said, yes, currently we do have the form in an electronic environment. This initial mailing will be a postal mail simply just to get it into the hands of the business owners. Going forward, there will be, the attempt is to get an electronic communication to the business owners as well with an embedded attachment that would drive them to our city website where they could complete this form online. The next piece of that, of course, is electronic settlement. And, we are working with a vendor currently, you know, we kind of have got the iworks thing in the process as well, but trying to figure out the best avenue that can kind of be that backroom support for our electronic revenue. Chairman Hafner said, I know like atab for the state has made things a lot easier for people who have to file. We are doing electronic with our planning department and that is just kind of the wave of the future. I appreciate all of the updates.

7. Public Comments

8. Adjournment

A motion was made by Councilperson David McClain, seconded by Councilperson Brian Emison, that this meeting be Adjourned . The motion PASSED with the following vote.

Aye: 6 - Charles Coleman;Ann Williams;John Street;David McClain;LJ Bryant and Brian Emison