



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, May 9, 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

*Councilmember David McClain entered Council Chambers at 4:02 p.m. and was not present for Roll Call and MIN-23:044, but he was in attendance starting with ORD-23:021 through the remainder of the meeting.*

**Present** 6 - Joe Hafner; Charles Coleman; John Street; David McClain; Brian Emison and Anthony Coleman

**Absent** 1 - Ann Williams

### 3. Approval of minutes

[MIN-23:044](#)

Minutes for the Finance Committee Meeting on April 25, 2023

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

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

**Aye:** 4 - Charles Coleman; John Street; Brian Emison and Anthony Coleman

**Absent:** 2 - Ann Williams and David McClain

### 4. New Business

#### ORDINANCES TO BE INTRODUCED

[ORD-23:021](#)

AN ORDINANCE TO UPDATE CITY OF JONESBORO PURCHASING GUIDELINES TO REFLECT AMENDMENT TO STATE OF ARKANSAS LEGISLATIVE PURCHASING PROCEDURES

**Sponsors:** Finance

**Attachments:** [ACT435 2021](#)

*Chairman Joe Hafner said, before I open up the floor to the committee for questions, I did have a few questions regarding this change. I don't know if Steve wants to come up to the podium. Just before we get into discussion about this, I just had a few questions. I'll give them to you, and you can address them as you see fit. One of my*

*first questions is the reason for the change other than to get in line with the state. What challenges do the purchasing guidelines as we have them nowadays present? Will these changes allow us to operate more efficiently? Will checks and balances still be in place to protect the city? Will any other ordinances be impacted by these changes such as our professional services guidelines?*

*Director of Finance Steve Purtee approached the podium and said, those are all really good questions. Just to kind of give a little background on this, the state of Arkansas updated this in mid '21 through their regular legislative session. Our current ordinance has been on the books since 2011. That is twelve years ago since these have been updated. So we thought we would take this opportunity to kind of look at this and think about some of the benefits and some of the concerns regarding this. I think there is a really important point to make here that this does not impact funding. This is only contractual purchasing and those types of things. Funding, budgeting, or appropriating is a process that we handle with the passage of our budget and also through any other amendments to the budget, that type of thing. So this does not open the door up for anything other than addressing the approval level relative to a purchase or issuing a contract in that. I think that was really important to point out.*

*Some of the benefits of this, in a sense, we're taking the low end of the spectrum and we are increasing that from 1000 to 2000. Obviously that will provide our managers the ability to move more efficiently in their departments for purchases on the small side of the window there. It should facilitate ongoing purchasing that is occurring currently through local vendors, and we hope to promote that further to keep that in a local. Currently, a manager will go through the process of identifying competitive bids or telephone bids in most cases for those small purchases. This will just allow them to move further on through that process and keep that locally as well. Some of those are internet bids as well, so we think that it will assist in that regard. Relative to ongoing maintenance of equipment, you can see we specifically identified that in this ordinance. That is a new part to this ordinance. It was not in the original. Again, with the thinking that whenever sanitation maintenance worker performs just an ongoing brake job on a maintenance truck or street equipment, those types of things, those expenditures are well over a thousand dollars at this point in time. It requires them to stop their process to go through the action of securing the pricing support and then submitting that to city hall for the purchasing agent to work through that, get the mayor's approval and go on through that process. So we are hopeful that it will expedite that process as well. Obviously that should allow us to be quicker on addressing our equipment needs, getting those back on the road, back in service, those types of things. When you start looking at some of the details of this on that low end of the spectrum, that 1000 to 2000 level, and also the ongoing maintenance, that represents about 180 purchase orders that we issued in 2022 of our 650 total. So that represents about 30% of our volume; but when you look at the dollar volume, it's only about \$360,000, which is about one and a half percent of our total PO's issued. We issued \$28 million in PO's last year. So we are saying that there is a very small window there that we are doing a lot of manpower, a lot of work on trying to control that. The other part of that is of that 180 PO's, about 75% of those are in the \$1000 range. So we're saying that there would be considerable manpower savings in that regard. You know, we are spending a lot of time on a very small percentage of that. Anything over \$2000 is not going to change relative to its approval authority. It's still going to go through the purchasing agent. It's still going to go to the mayor's office. His office will provide their approval on it as well. Then it comes back to the finance department for review by my position. Then through the payment process or accounts payable clerk will look at that as well. Our finance manager looks at it also, so it still gets quite a few sets of eyes relative to that.*

*When you think about the other end of the spectrum, going from 20,000 to 35,000, and that is basically where we are today. In 2022, we issued \$1.5 million in purchase orders between 20,000 and 35,000. So again, one and a half million is about 5% of that total we issued last year. Again, the city council, even after the passage of this ordinance, will still approve over 85% of all our purchase orders or contracts, purchasing in that regard. A key point again is it has nothing to do with budgeting. That budgeting process happens absent and separate from this process as well. That is some of the overview. It's a lot of numbers, but I am trying to address any questions that you might have.*

*Councilmember John Street asked, on those under 2000, will supervisors still have to approve that? Director Steve Purtee said, yes, sir. The department manager approves that through their office as well, and then it will come over to the accounts payable department. Our accounts payable specialist looks at it, sets it up for presentment through the AP process. It's also reviewed by our finance manager as well. So it still gets three sets of eyes before anything. Councilmember John Street said, yes, I just wanted to make sure it wasn't just the guy working on the truck ordering a part. Thank you.*

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

**Aye:** 5 - Charles Coleman;John Street;David McClain;Brian Emison and Anthony Coleman

**Absent:** 1 - Ann Williams

#### RESOLUTIONS TO BE INTRODUCED

[RES-23:079](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO APPLY FOR THE FY2023 COPS (COMMUNITY ORIENTED POLICING SERVICES) HIRING PROGRAM THROUGH THE U.S. DEPARTMENT OF JUSTICE

**Sponsors:** Grants and Police Department

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

**Aye:** 5 - Charles Coleman;John Street;David McClain;Brian Emison and Anthony Coleman

**Absent:** 1 - Ann Williams

[RES-23:084](#)

A RESOLUTION BY THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE LOW BID AND ENTER INTO A CONTRACT WITH BAILEY CONTRACTORS, INC.FOR THE RESTROOM AND CONCESSION STAND FOR JOE MACK CAMPBELL PARK (2023:11)

**Sponsors:** Engineering and Parks & Recreation

**Attachments:** [Bid Tab](#)  
[Contract Documents 2023 11](#)

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

**Aye:** 5 - Charles Coleman;John Street;David McClain;Brian Emison and Anthony Coleman

**Absent:** 1 - Ann Williams

[RES-23:085](#)

A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF JONESBORO, ARKANSAS TO UTILIZE FEDERAL-AID RECREATIONAL TRAIL PROGRAM (RTP) FUNDS; AND, AUTHORIZING THE CITY OF JONESBORO GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE FY23 RECREATIONAL TRAIL PROGRAM (RTP) THROUGH THE ARKANSAS DEPARTMENT OF TRANSPORTATION

**Sponsors:** Grants, Parks & Recreation and Finance

**Attachments:** [RES-23.085 Budget Attachment1](#)  
[RES-23.085 Budget Attachment2](#)

*Councilmember Dr. Anthony Coleman said, I have a question. So, I've never heard of Lacy Park, and I was trying to figure out where that is. Chairman Joe Hafner said, I asked that question yesterday of Mr. Kapales. It's the 72 acres next to Joe Mack. That would be like if you're going down Dan Avenue before you get to Joe Mack, where there is a stoplight and a partial road, that's where the Lacy Park is. I asked for a picture too. Councilmember Dr. Anthony Coleman said, this has not been developed? Chairman Joe Hafner said no. Councilmember Dr. Anthony Coleman said, and they are trying to develop it into this trail? Chairman Joe Hafner said right. Councilmember Dr. Anthony Coleman said, that was all I had. Chairman Joe Hafner said, and the reason it's called Lacy Park is, I believe the land was purchased from the Lacy's. Councilmember David McClain said, so this is just a trail around the park itself. Chairman Joe Hafner said, yes. This is just a soft surface trail. I don't know if Craig or Tony can talk more about that. Councilmember David McClain said, so I'm confused. We've got a street coming into it, but we're going to have a trail that crosses it? Chairman Joe Hafner said, it's kind of like a Shelby Farms type trail. Councilmember David McClain said, but you've got a street coming into it. So am I going to be able to drive into it, or am I going to go to Craighead Forest?*

*Engineering Director Craig Light approached the podium and said, it's at Joe Mack Campbell Park. Councilmember David McClain said, not Craighead Forest. That's what I meant. Director Craig Light said, you will park in the parking lot at the soccer fields and walk over to it or park at the maintenance shop. But it is currently used by cross country teams. So the idea is it's going to be a cross country track for local schools to hold cross country events. So they are currently using the property for that, but this will upgrade that trail system. Two laps around will be a 5k race for them. There is a low area that will be a boardwalk that they will run across, so there are some improvements to make it more usable and more competitive and to be able to host cross country events for the schools. Then, of course, the general public can go out there and do trail runs as well. But it's a twelve foot wide soft surface trail. 1.55 miles, I think is the loop if I remember correctly.*

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

**Aye:** 5 - Charles Coleman;John Street;David McClain;Brian Emison and Anthony Coleman

**Absent:** 1 - Ann Williams

[RES-23:086](#)

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 FY2020 SECTION 5339, FTA FORMULA GRANT, FOR THE JONESBORO ECONOMICAL TRANSIT SYSTEM (JET)

**Sponsors:** Grants, Finance and JETS

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

**Aye:** 5 - Charles Coleman;John Street;David McClain;Brian Emison and Anthony Coleman

**Absent:** 1 - Ann Williams

[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)

**Sponsors:** Grants, Finance and JETS

*Councilmember Dr. Anthony Coleman said, yes sir, I have a question, Chairman. Is this a typo under the first whereas? The amount of \$214,189 and then the second one remaining \$214,198? Chairman Joe Hafner said, it looks like it's a 50% match; so with the \$214,198 plus the \$214,198 equal the \$428,378. Is that right? Councilmember Dr. Anthony Coleman said, it says the remaining funds of \$214,189. Chief Operating Officer Tony Thomas said, it appears two numbers have been transposed in that first whereas. That \$214,189 should be 198 throughout the document. Chairman Joe Hafner said, hold on one second. You're saying it should be \$214,198? Mr. Thomas said yes. Chairman Joe Hafner said, \$428,396 is what I come up with instead of \$428,378. I'll give you a minute to look at your notes. Mr. Thomas said, we will have to get the grant application and confirm the exact number. Chairman Joe Hafner said, so do we need to postpone until the next finance meeting? Mr. Thomas said, we can do that.*

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

**Aye:** 5 - Charles Coleman;John Street;David McClain;Brian Emison and Anthony Coleman

**Absent:** 1 - Ann Williams

[RES-23:088](#)

A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF JONESBORO, ARKANSAS TO UTILIZE FEDERAL-AID TRANSPORTATION ALTERNATIVES PROGRAM FUNDS; AND, AUTHORIZING THE CITY OF JONESBORO GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE FY23 TRANSPORTATION ALTERNATIVES PROGRAM (TAP) THROUGH THE ARKANSAS DEPARTMENT OF TRANSPORTATION

**Sponsors:** Grants, Finance, Engineering and Parks & Recreation

**Attachments:** [RES-23.088 Project-Cost-Estimate-Sheet1](#)  
[RES-23.088 Project-Cost-Estimate-Sheet2](#)

*Councilmember John Street said, the remaining \$1,146,320.42 from other funds, where exactly is that scheduled to come from? And over what period of time, I guess?*

Director of Grants Regina Burkett approached the podium and said, it's going to take a little while to get the grant executed if we receive it, the agreement, and the environmental. So what we will do is we will continue to apply for other grants to go along with this one to make up the difference, and then we will look for other forms of funding also. Councilmember John Street said, okay, now if you accept this grant you have to do the project. Is that correct? Director Regina Burkett said, if you accept it, but if we have problems, we can always turn it back. Councilmember John Street said, okay. Well, this is the first I've heard of this; and I mean actually on the ground to go to the park. Have we approved this project? Or is doing this approving it? Is applying for this TAP grant approval, or have we approved it already? And if we did, when did we approve it? Ms. Burkett said, well, that's going to be a Craig question, so let me ask him. Craig, has this project been approved already by city council? Or are we approving this project now?

Director of Engineering Craig Light approached the podium and said, I don't know that there has been a specific ask of city council to approve a project along South Culberhouse, but it is included as a side path in our master street plan. So the trail on there is included in the master street plan, which has been approved by city council. Councilmember John Street said, so it has been approved short of funding, is what you are saying? Mr. Light said, right. The concept itself has been approved, but it has not been developed into a funded project. This would be the first ask for funding for a trail along South Culberhouse south of the interstate. Chairman Joe Hafner said, and Craig, didn't the one Jonesboro plan also include a link along Culberhouse? Mr. Light said, the one Jonesboro plan has a trail along the drainage way by Home Depot up through Kensington and Dunwoody up through that area. Chairman Joe Hafner said, this is just kind of an alternative route. Mr. Light said, the master street plan has arterial roadways and collector roadways, side path designations for those major classifications divide bicycle facilities; and so it is included in the master street plan to have a bicycle facility along this roadway at some point. With the new trail that is coming through Southern Hills Mall that will go from Highway 49 to South Culberhouse, we felt like it was time to start looking for funding to at least get it from that point south to Craighead Forest Park. So there is a bicycle trail, a side path, through the Southern Hills Mall that will come out just on the north end of this path. Chairman Joe Hafner said, this part of 226 is going to become city property too, right? Is that correct? Mr. Light said, this is actually 141.

Councilmember John Street said, technically right now it does belong to the state, so there can't be anything done until it's turned over to the city after the Martin Luther King project is finished, is that correct? Mr. Light said, no, I don't believe so. ARDOT allows side paths along their state highways now. They changed that position just a few years ago. City Council actually approved an agreement with ARDOT to participate in a side path along 351, and then this section to the south of that coming to Hilltop, ARDOT has indicated that the city could get a permit and build that side path by permit through them. Councilmember John Street said, so are you just accumulating funding as this goes along step by step by step? Mr. Light said, we are hopeful the council will appropriate additional funds for it, but yes. Councilmember John Street said, but what about the money for the overpass over the bypass? Mr. Light said, I believe that is included in the MPO's ask. Councilmember John Street said, is that one that ARDOT would be paying for, or are we going to pay 20% of that? Mr. Light said, I have no idea what the funding for that source would come from at this point. Councilmember John Street said, do you know what the total estimated cost of the project will be when completed including that overpass from start to finish in those dollars when that comes to fruition? Mr. Light said, no, I know that we have an estimate of what a pedestrian overpass over the interstate at South Culberhouse would be. We just recently had an

*estimate done on it. It was somewhere shy of \$9 million. I'm not sure exactly the dollar amount, but between eight and nine million if I remember correctly. Councilmember John Street said, and this is a million two roughly, or when it's done it will be even more. So you're looking at an estimated total of what? Mr. Light said, there is still a section between the end of this and what sort of pedestrian overpass might be over the interstate, but this will connect into the future Red Wolf Way trail, and it's being constructed by the developer through the Southern Hills Mall site. So it will connect to Highway 49. There are other possibilities that pedestrians can get north and south off this trail. It wouldn't be a dead end trail on the north end. If a pedestrian overpass over the interstate was never constructed, this is still a viable trail link to get people north and south to Craighead Forest Park. There are a lot of homes, a lot of people who live in that area that have to get in a car to get to Craighead Forest or try to ride their bikes or walk down Craighead Forest Road, which is very dangerous, very hilly, a lot of blind hills. So to get people to the park, we are either going to have to put them in cars, or we are going to provide pedestrian facilities to get them out there. The master street plan has pedestrian facilities, and that is what this grant would pay for would be for pedestrian facilities, a portion of that.*

*Councilmember John Street said, do you have any kind of estimate on how many people actually utilize that, or would utilize it once it is finished? I mean, we do assessments of roads and what traffic counts are. Do you have any kind of hard figures of how many people utilize this? Director Craig Light said, I don't have any bicycle counts anywhere in the city to share with you. Chairman Joe Hafner said, Mr. Street, as someone who rides a bike, I know people really enjoy going out to Craighead and riding around Craighead, especially not only mountain bikes where the mountain bike trails are being improved, but people enjoy going out there and doing loops on road bikes around Craighead because it's a good route. Councilmember John Street said, I know. I agree. It's a nice place to go. I just think there needs to be a certain return on the cost of these things, and it's an exorbitant amount of money if there are not enough people that it justifies doing it. We spend a ton of money now on bike trails and things that are all great, but we can't have them everywhere all at one time. We need other things in the city. I think the pool at Parker Park was great. I think we need a pool at Allen Park. I think we need a pool at a few other places. I mean, I'd like to see some of the money that we've got go to area parks and pools and things that other segments of the population can use. That is all I am trying to point out.*

*Chairman Joe Hafner said, I will say this too. I just want to remind everybody that I know the purpose of the prepared food tax is to help with the sports complex, but the prepared food tax will, I believe, help with projects such as these. I mean, this is a Parks and Rec project. So I think this is something that could in the future be eligible to get some of the prepared food tax to be used to help finish it. Councilmember John Street said, I was hoping some of that would help fund that flyover that is proposed because that is a very expensive project. Even if we get grants, there is going to be a lot of money in that thing. But it seems like we are trying to do things all over the place instead of concentrating on some of the things that have already been put forward that would be really good to have.*

*Councilmember Dr. Anthony Coleman said, I appreciate you, Councilman Street, because you posed the first question that I was going to ask; but also I am just trying to wrap my mind around this because this is a lot of money for a project. Help me out, because the first whereas, it says that we have to get the funds, pay for this project up front before we can be reimbursed for that section; and then, according to this, it's saying the remaining funds, we'll have to find other funding. So, maybe you can explain*

*it to me, but for me and my understanding, we don't have the funds up front, we've got to find those; and then, yes, we will be reimbursed, but we still can't complete the project because we don't have the other funding. So I tend to agree with Councilman Street. I just need a little bit more information on what this is and why. Chairman Joe Hafner said, Dr. Coleman, are you thinking that we have to spend the money when we get it, but we're not going to be able to finish the trail, so we're going to have a trail that is not complete? I mean, you wouldn't start the project until you had all the funding. Councilmember Dr. Anthony Coleman said, not according to this. Chairman Joe Hafner said, I mean, unless I am reading it wrong, Craig.*

*Director of Engineering Craig Light approached the podium and said, I wouldn't start the project until city council and the administration told me that I had the funds to go to construction. Now, that is up to you guys when you give me those funds to go to construction. I don't have the authorization to start a project without the city council authorizing those funds whether they are grant or an allocation of the budget. All we are doing is asking for is an opportunity to bring in half a million dollars to go towards a project. The remaining part of that can come from other grants, can come from other allocations, can come from all other sources; but until city council allocates those funds, there is no project for me to let to contract. For Creath Street, we got three separate grants to pay for Creath Street. It took a lot of years, but we finally got three separate allocations of close to half a million dollars each, and we are ready to let that thing go to construction. On University Heights, we were able to get one grant towards that project, and then city council made an allocation of another \$1.6 million towards that project. So we have the funding for it. We are at 60%. We are starting with the preparing the right of way acquisition documents and utility relocation agreements; and as soon as those processes are done, we'll let it to construction because we have the funding because city council has allocated those funds. Now this project would proceed the same way. City council will either allocate funds or we will be searching for additional grant funds until we have enough money that we can let it within the amount that's available to us. I can't let it out to construction without city council authorizing the money; but you know if we don't start building, it's get a little bit here, a little bit there until we get enough in the kitty to be able to get to do a project. If we just wait and try to get everything all at once, we're going to not be doing anything because ARDOT's cap at one time is half a million. They are not going to give us 1.5 all in one year. It will be over three years and three different grant applications.*

*Councilmember Dr. Anthony Coleman said, yes sir. I appreciate that, and I think that is a gentleman's response. I'm just with Councilman Street in that there has been certain master plans and other things that have been presented; and this is, from my understanding, unless you all have seen this before, but it's new to me, and I'm assuming this is a new project. It's just my opinion, but these type of things before we say, hey, let's start this other project, how is it going to fit in the current ones that we have? That's just my concern. And that's all I have, just for the record.*

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

**Aye:** 4 - Joe Hafner;Charles Coleman;David McClain and Brian Emison

**Nay:** 2 - John Street and Anthony Coleman

**Absent:** 1 - Ann Williams

COMPETITIVE BIDDING AND AUTHORIZE THE MAYOR TO ENTER INTO AN AGREEMENT WITH AXON GROUP, INC. TO PROVIDE ADDITIONAL EQUIPMENT AND SERVICES

**Sponsors:** Grants, Finance and Police Department

**Attachments:** [Jonesboro 31 BWC & TASER](#)

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

**Aye:** 5 - Charles Coleman;John Street;David McClain;Brian Emison and Anthony Coleman

**Absent:** 1 - Ann Williams

[RES-23:090](#)

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE THE MAYOR TO ENTER INTO AN AGREEMENT WITH AXON GROUP, INC. TO PROVIDE ADDITIONAL EQUIPMENT AND SERVICES

**Sponsors:** Grants, Finance and Police Department

**Attachments:** [Jonesboro Updated Quote - 8BWC](#)

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

**Aye:** 5 - Charles Coleman;John Street;David McClain;Brian Emison and Anthony Coleman

**Absent:** 1 - Ann Williams

## **5. Pending Items**

## **6. Other Business**

## **7. Public Comments**

## **8. Adjournment**

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

**Aye:** 5 - Charles Coleman;John Street;David McClain;Brian Emison and Anthony Coleman

**Absent:** 1 - Ann Williams