



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, August 30, 2022

4:00 PM

Municipal Center, 300 S. Church

1. Call To Order

2. Roll Call by City Clerk April Leggett

3. Approval of minutes

[MIN-22:070](#) Minutes for the Finance Committee meeting on August 09, 2022

Attachments: [Minutes](#)

4. New Business

RESOLUTIONS TO BE INTRODUCED

[RES-22:148](#) A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE ARKANSAS STATE HIGHWAY COMMISSION, AN AGENCY OF THE STATE OF ARKANSAS TO SELL PROPERTY LOCATED IN THE CITY LIMITS OF JONESBORO

Sponsors: Engineering and Finance

Attachments: [100657 Tract 85S Contract to Sell](#)
[Job 100657 Tract 85S Compensation Estimate](#)

[RES-22:150](#) RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF JONESBORO TO SUBMIT AN APPLICATION TO THE U.S. DEPARTMENT OF TRANSPORTATION FOR THE FY22 SAFE STREETS AND ROADS FOR ALL GRANT (SS4A)

Sponsors: Grants

[RES-22:153](#) RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO ENTER INTO AN AGREEMENT WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION AND ACCEPT THE FY22 LOW-NO EMISSIONS GRANT

Sponsors: Grants, JETS and Finance

5. Pending Items

6. Other Business

7. Public Comments

8. Adjournment



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: MIN-22:070

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Minutes

Minutes for the Finance Committee meeting on August 09, 2022



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, August 9, 2022

4:00 PM

Municipal Center, 300 S. Church

1. Call To Order

2. Roll Call by City Clerk April Leggett

Present 6 - Charles Coleman; Ann Williams; David McClain; LJ Bryant; Joe Hafner and Brian Emison

Absent 1 - John Street

3. Approval of minutes

[MIN-22:066](#)

Minutes for the Finance Committee meeting on July 26, 2022

Attachments: [Minutes](#)

A motion was made by Councilperson David McClain, seconded by Councilperson Ann Williams, that this matter be Passed . The motion PASSED with the following vote.

Aye: 5 - Charles Coleman; Ann Williams; David McClain; LJ Bryant and Brian Emison

Absent: 1 - John Street

4. New Business

RESOLUTIONS TO BE INTRODUCED

[RES-22:133](#)

A RESOLUTION TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE APPROPRIATION OF FUNDING FOR ASSESSMENT SERVICES FOR THE POLICE DEPARTMENT PROMOTIONAL PROGRAM

Sponsors: Mayor's Office, Police Department, Human Resources and Finance

Councilmember David McClain said, "The consulting group will help us develop a promotional plan, is that what I am understanding?" Chief Administrative Officer, Brian Richardson, approached the podium, "This is for the group that comes in and actually does the testing and reviewing for promotions. They come up with the testing criteria and do an independent grading of people that have applied for promotions." Chairman Joe Hafner said, "I think its cause it's better to have a third party to administer and test those instead of your own department." Brian said, "It helps remove any internal bias. That's what the new police policy is, that promotions and grading's are to be

handled by a third party."

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

Aye: 5 - Charles Coleman;Ann Williams;David McClain;LJ Bryant and Brian Emison

Absent: 1 - John Street

[RES-22:134](#)

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE PURCHASE OF LAW ENFORCEMENT BULLET PROOF VEST SYSTEMS FOR THE POLICE DEPARTMENT

Sponsors: Police Department and Finance

Attachments: [Estimate 2957 Jonesboro PD 7.5.2022](#)
[Sole Source Letter 2957 Jonesboro PD 7.5.2022](#)

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

Aye: 5 - Charles Coleman;Ann Williams;David McClain;LJ Bryant and Brian Emison

Absent: 1 - John Street

[RES-22:135](#)

RESOLUTION AUTHORIZING CITY OF JONESBORO, ARKANSAS TO SUBMIT THE 2023 OUTDOOR RECREATION MATCHING GRANT APPLICATION FROM THE ARKANSAS DEPARTMENT OF PARKS, HERITAGE AND TOURISM

Sponsors: Community Development, Grants and Parks & Recreation

Attachments: [2023 Outdoor Rec Grant Budget](#)

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

Aye: 5 - Charles Coleman;Ann Williams;David McClain;LJ Bryant and Brian Emison

Absent: 1 - John Street

[RES-22:137](#)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO AMEND THE SALARY AND ADMINISTRATION PLAN

Sponsors: City Clerk, Building Maintenance, Human Resources and Mayor's Office

Attachments: [Sr. Deputy Clerk - City Clerk's Office](#)
[Jr. Deputy Clerk - City Clerk's Office](#)
[Electrical Techician Job description](#)

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

Aye: 5 - Charles Coleman;Ann Williams;David McClain;LJ Bryant and Brian Emison

Absent: 1 - John Street

5. Pending Items

6. Other Business

7. Public Comments

8. Adjournment

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

Aye: 5 - Charles Coleman;Ann Williams;David McClain;LJ Bryant and Brian Emison

Absent: 1 - John Street



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-22:148

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE ARKANSAS STATE HIGHWAY COMMISSION, AN AGENCY OF THE STATE OF ARKANSAS TO SELL PROPERTY LOCATED IN THE CITY LIMITS OF JONESBORO

WHEREAS, the City of Jonesboro is owner of certain real property, which is described below:

Part of the Southwest Quarter of the Southwest Quarter of Section 25, Township 14 North, Range 4 East, Craighead County, Arkansas more particularly described as follows:

Commencing at a railroad spike being used as the Section Corner of Sections 25, 26, 35, 36; thence North 89°22'54" East along the South line of the Southwest Quarter of the Southwest Quarter of Section 25 a distance of 22.51 feet to a point on the Easterly right of way line of Arkansas State Highway 18 Spur as established by AHTD Job R00041; thence North 00°20'24" East along said right of way line a distance of 62.64 feet to a point on the Northerly right of way line of C.W. Post Road as established by AHTD Job R00041; thence South 55°43'47" East along said right of way line a distance of 36.06 feet to a point; thence South 00°25'48" West along said right of way line a distance of 0.86 feet to a point; thence North 89°58'31" East along said right of way line a distance of 105.20 feet to the POINT OF BEGINNING; thence North 89°22'53" East a distance of 184.79 feet to a point on the Northerly right of way line of C.W. Post Road as established by ARDOT Job 100657; thence South 85°39'39" East along said right of way line a distance of 20.10 feet to a point on the Northerly right of way line of C.W. Post Road as established by AHTD Job R00041; thence South 89°36'50" West along said right of way line a distance of 61.19 feet to a point; thence South 89°58'31" West along said right of way line a distance of 143.64 feet to the point of beginning and containing 188 square feet more or less as shown on plans prepared by the ARDOT referenced as Job 100657.

WHEREAS, the Arkansas State Highway Commission desires to purchase the above described property;

WHEREAS, the City of Jonesboro has agreed to sell the above described property to the Arkansas State Highway Commission in accordance with the terms set out in the attached "Contract to Sell" for the purchase price of \$125.00.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO OF JONESBORO, ARKANSAS THAT:

Section1. The Mayor and City Clerk are hereby authorized by the City Council for the City of Jonesboro, Arkansas to execute all documents necessary to effectuate this transfer.

JOB NAME: I-555-Hwy.49 (Dr. Martin Luther King Jr. Dr. Extension) JOB
(Jonesboro)(S)

100657
TRACT
FAP
85S

CONTRACT TO SELL
REAL ESTATE FOR HIGHWAY PURPOSES
(A PARTIALLY CONTROLLED ACCESS FACILITY)

Grantor: City of Jonesboro, Arkansas
Address: 300 S Church Street, Jonesboro, AR 72401

Grantee: ARKANSAS STATE HIGHWAY COMMISSION

IN CONSIDERATION of the benefits that will inure to the Grantor(s) and the public, the undersigned does hereby give and grant to the Arkansas State Highway Commission, an agency of the State of Arkansas, upon the terms and conditions hereinafter stated, the right to purchase the following described real estate, save and except such minerals therein and thereunder, as oil, gas, distillate, condensate, salt water and its component parts, and all other hydrocarbons which do not interfere with the surface use for highway purposes, situated in the County of Craighead, State of Arkansas, to wit:

LEGAL DESCRIPTION

Part of the Southwest Quarter of the Southwest Quarter of Section 25, Township 14 North, Range 4 East, Craighead County, Arkansas more particularly described as follows:

Commencing at a railroad spike being used as the Section Corner of Sections 25, 26, 35, 36; thence North 89°22'54" East along the South line of the Southwest Quarter of the Southwest Quarter of Section 25 a distance of 22.51 feet to a point on the Easterly right of way line of Arkansas State Highway 18 Spur as established by AHTD Job R00041; thence North 00°20'24" East along said right of way line a distance of 62.64 feet to a point on the Northerly right of way line of C.W. Post Road as established by AHTD Job R00041; thence South 55°43'47" East along said right of way line a distance of 36.06 feet to a point; thence South 00°25'48" West along said right of way line a distance of 0.86 feet to a point; thence North 89°58'31" East along said right of way line a distance of 105.20 feet to the POINT OF BEGINNING; thence North 89°22'53" East a distance of 184.79 feet to a point on the Northerly right of way line of C.W. Post Road as established by ARDOT Job 100657; thence South 85°39'39" East along said right of way line a distance of 20.10 feet to a point on the Northerly right of way line of C.W. Post Road as established by AHTD Job R00041; thence South 89°36'50" West along said right of way line a distance of 61.19 feet to a point; thence South 89°58'31" West along said right of way line a distance of 143.64 feet to the point of beginning and containing 188 square feet more or less as shown on plans prepared by the ARDOT referenced as Job 100657.

ED 3-10-2022
ED 4-1-2022 Rev
ED 4-12-2022 Rev
ED 4-22-2022 Rev

- Uncontrolled Access
- Partially Controlled Access – Access break from Station _____ to Station _____
- Fully Controlled Access
- Fully Controlled Access with a frontage road
- Maintenance Agreement

PREAUDITED AND ACCEPTED:

Property Manager to Negotiator

By _____ Date _____

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	City of Jonesboro Arkansas	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶ _____ Municipal Government	
	Address (number, street, and apt. or suite no.) P. O. Box 1845 300 S Church Street	Requester's name and address (optional)
City, state, and ZIP code Jonesboro AR 72401		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
Employer identification number									
7	1	-	6	0	1	3	7	4	9

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ <i>Leann Shaw</i>	Date ▶ <i>6-19-22</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

MORTGAGE AUTHORIZATION

Form must be filled out completely, signed and submitted to the Right of Way Division/Administrative Section immediately following first contact.

Job #: _____	Tract#: _____
Property Owner:	_____
Address:	_____

Telephone #:	_____

Mortgage Company:	_____
Address:	_____

Telephone #:	_____
Loan #:	_____
Contact Person:	_____

Due to the construction of the above-mentioned project, we are acquiring property from your mortgagor. It will be necessary to obtain a Partial Release from your company. The mortgagor is aware that some or all the proceeds from this transaction may be required to be applied to the principal balance of the mortgage. The mortgagor is also aware that we will be negotiating only with the mortgagor and that any checks for funds conveyed will be made to the property owner.

If no mortgage exists, write "NONE and sign below where indicated."

This form must be completed and signed by the property owner, whether a mortgage exists or not.

By our signatures we are authorizing the Arkansas Department of Transportation to enter into the process necessary to obtain a Partial Release.

Property Owner / Mortgagor's Signature: _____ Date: _____
_____ Date: _____

**ARKANSAS DEPARTMENT OF TRANSPORTATION
COMPENSATION ESTIMATE**

Arkansas Job Number: 100657 County: Craighead Tract: 85S
Location: I-555 – Hwy. 49, Dr. Martin Luther King Jr. DR. Extension
(Jonesboro) (S)

Fee Owner: City of Jonesboro, Arkansas
Address: 300 S Church Street
Jonesboro, AR 72401
Telephone: 870-932-1052

Area Of The Whole:	180,005±sf	Permanent Easement(s):
Area Of Remainder:	179,817±sf	Temporary Easement(s):
Area Of Acquisition:	188±sf	

ACQUISITION COMPENSATION:

Fee Title: 188±sf @ \$0.59/sf (rnd)	\$	125.00
Temporary Easement(S):	\$	
Permanent Easement(S):	\$	
Improvements Acquired:	\$	
	Subtotal:	\$ 125.00
Cost To Cure Items:	\$	
SIGNS:	\$	

Estimate of Total Compensation \$ 125.00



PREPARED BY Allen Lewis



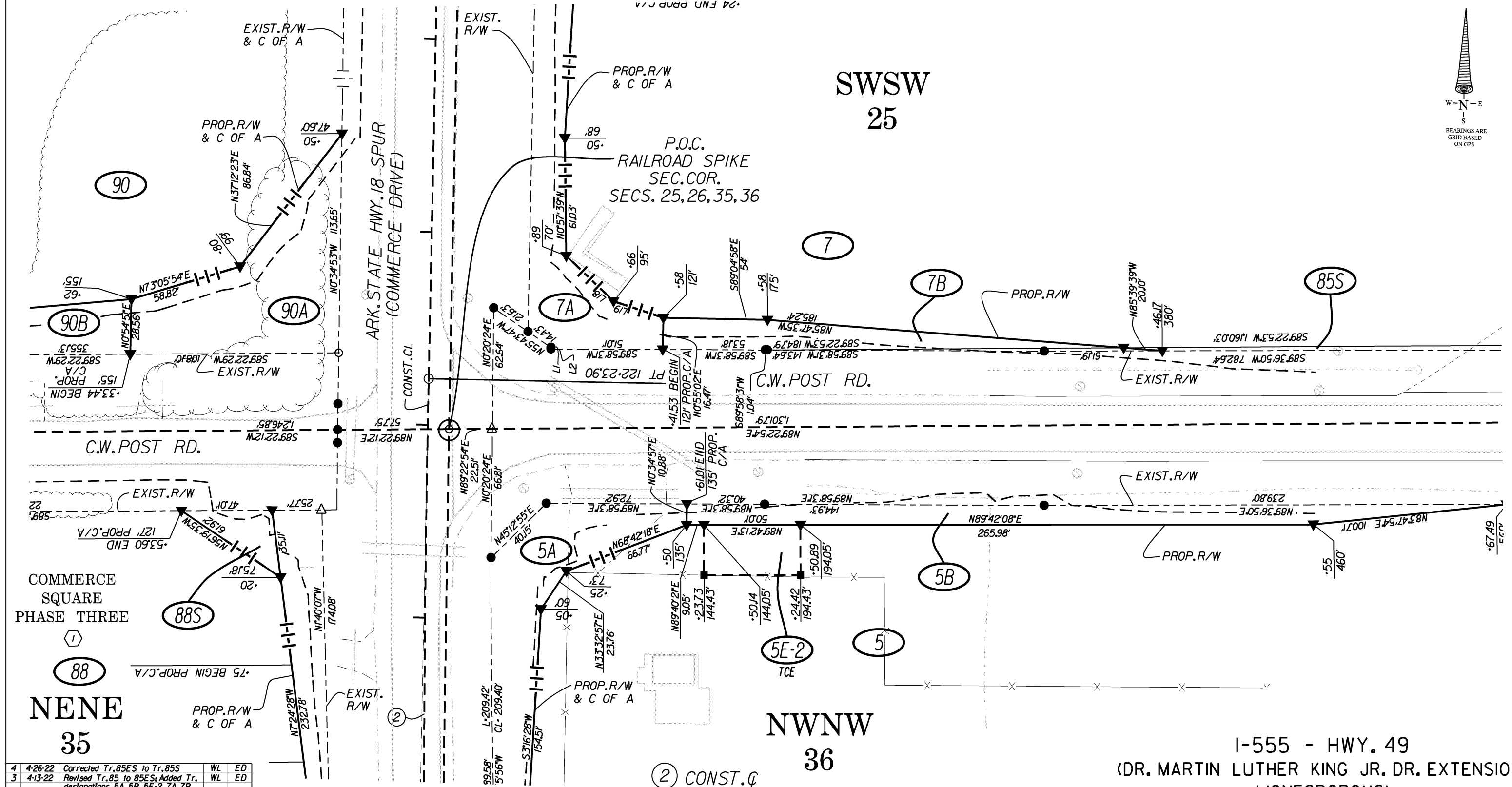
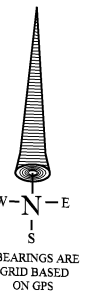
ADMINISTRATIVE APPROVAL

Date: 6/6/2022

Date: June 6, 2022

QC: BM

COMMENTS:



4	4-26-22	Corrected Tr. 85E to Tr. 85S	WL	ED
3	4-13-22	Revised Tr. 85 to 85E; Added Tr. designations 5A, 5B, 5E-2, 7A, 7B, 90A & 90B; Rev. C/A Breaks from 121-54.54(LT) to 121-53.60(LT), 121-60.29(RT) to 121-61.01(RT), 122-40.69(RT) to 122-41.53(RT), 122-80.00(LT) to 122-33.44(LT)	WL	ED
2	3/30/2022	Corrected B & D's on Tr. 85	WL	ED
1	01/26/22	Added TCE 5E-2; Added Trs 88S & 90; Rev. ATA Tr. 7; Rev. ATA Tr. 85; Rev. Tr. 85E to 85	JM	ED
NO.	DATE	DESCRIPTION	BY	CK'D
DATE:	04/2020	REVISIONS		
DESIGNED:	J. Murray	REVIEWED:	E. Dixon	

② CONST. CL
 Δ = 02°18'54" Right
 D = 00°30'00"
 T = 231.53'
 L = 463.00'
 R = 11,459.16'

Name	Line Length	Direction
L1	0.86'	N 00°25'48" E
L2	6.96'	S 89°58'31" W
L18	33.97'	S 46°28'08" E
L19	27.73'	S 71°58'49" E

I-555 - HWY. 49
 (DR. MARTIN LUTHER KING JR. DR. EXTENSION)
 (JONESBORO)(S)
 ARKANSAS STATE HIGHWAY COMMISSION
 RIGHT OF WAY MAP
 JOB 100657 CRAIGHEAD COUNTY
 SCALE: 1" = 50'



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-22:150

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF JONESBORO TO SUBMIT AN APPLICATION TO THE U.S. DEPARTMENT OF TRANSPORTATION FOR THE FY22 SAFE STREETS AND ROADS FOR ALL GRANT (SS4A)

WHEREAS, the U.S. Department of Transportation is now accepting proposals for the FY22 Safe Streets and Roads for All grant, referenced as SS4A; and

WHEREAS, the City of Jonesboro is requesting \$2,260,000 in Federal funds, with a 20% local match of \$565,000 for the construction of new lighting on Johnson Avenue, between Main Street and North Caraway Avenue, for a total project cost of \$2,825,000; and,

WHEREAS, this city corridor has witnessed a substantial number of crash incidents and deaths from heavy local and commercial traffic and the City of Jonesboro seeks to upgrade area lighting to provide better visibility for vehicles and pedestrians; and

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The Jonesboro City Council supports the submission of the FY22 SS4A grant application to the U.S. Department of Transportation for the construction of new lighting on Johnson Avenue, between Main Street and North Caraway Avenue; and,

SECTION 2: The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro to execute all necessary documents to effectuate the application; and

SECTION 3: The Grants and Community Development Department is hereby authorized by the City Council for the City of Jonesboro to submit all necessary documents for this Federal grant program.



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-22:153

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO ENTER INTO AN AGREEMENT WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION AND ACCEPT THE FY22 LOW-NO EMISSIONS GRANT

WHEREAS, the City of Jonesboro, Arkansas was awarded the FY22 Low-No Emissions Grant from the U.S. Department of Transportation in the amount of \$878,584; and,

WHEREAS, the City of Jonesboro will provide a 15% local match of \$155,044 for the total project cost of \$1,033,628.

WHEREAS, the FY22 Low-No Emissions Grant will be used for the purchase of five hybrid gas/electric trolley style buses.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The City of Jonesboro, Arkansas will enter into agreement with the U.S. Department of Transportation to accept the FY22 Low-No Emissions grant for five hybrid gas/electric trolley style buses.

SECTION 2: The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro, Arkansas to execute all documents necessary to effectuate this contractual agreement.