



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, May 12, 2015

4:00 PM

Municipal Center

1. Call To Order

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2. Roll Call by City Clerk Donna Jackson

[play video](#)

Mayor Perrin was also in attendance.

Present 5 - Ann Williams; John Street; Darrel Dover; Todd Burton and Rennell Woods

Absent 1 - Charles Coleman

3. Approval of minutes

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MIN-15:046

Minutes for the Finance Committee meeting on April 28, 2015

[play video](#)

Attachments: [Minutes](#)

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

Aye: 4 - Ann Williams; John Street; Todd Burton and Rennell Woods

Absent: 1 - Charles Coleman

4. New Business

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Resolutions To Be Introduced

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RES-15:060

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 DEPUTY CITY CLERK POSITION TO THE CITY CLERK'S OFFICE

[play video](#)

Sponsors: City Clerk

Attachments: [Job Description](#)

Councilman Street stated that this item needed to be tabled. Mayor Perrin explained he has visited with City Clerk Donna Jackson concerning the Deputy City Clerk position. They would like to do some more work on the position and come back with it to be put in 2016 budget. He asked that the resolution be postponed indefinitely due to the wording of the resolution.

Chairman Dover clarified that the Mayor will be getting back with the City Clerk Jackson to revisit the position. Mayor Perrin answered yes, that he will visit with her concerning the position.

City Clerk Jackson explained personnel was let go earlier this year and the decision was made to promote Office Manager Nikki Nottingham to a deputy city clerk due to her current duties being more than what the office manager title states. They went through the process of evaluating and grading the deputy clerk position, but the salary came back higher than expected. They are going to further review some of the qualifications, such as experience. City Clerk Jackson further explained when they did their research they found that this deputy clerk position is more technical in nature than other cities. She added she would rather have the technology than to have more employees.

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

Aye: 4 - Ann Williams; John Street; Todd Burton and Rennell Woods

Absent: 1 - Charles Coleman

RES-15:076

RESOLUTION AUTHORIZING CITY OF JONESBORO MAYOR TO RELEASE THE LIEN ON PROPERTY AS DESCRIBED: LOT 4 of Beacons and Bridges First Addition to the City of Jonesboro, Craighead County, Arkansas, Replat of Lots 6, 7, and 8 of Watkins Subdivision of a part of the Southeast Quarter of the Southwest Quarter of Section 8, Township 14 North, Range 4 East, as shown by Plat recorded in Plat Cabinet "C" page 193 and subject to easements and rights of way of record.

[play video](#)

Sponsors: Grants

Attachments: [Commitment \(AR\).pdf](#)
[JBcopier@lenderstitle.com_20150422_132008.pdf](#)

Grants Administrator Heather Clark explained this is another house located on Scott Street that is being sold to a low income family. The city needs to release the lien so the home can be closed on.

Mayor Perrin added several years ago the CDBG program gave Beacons & Bridges over \$70,000 for the land that the homes were supposed to be built on. He asked if

there are any empty lots. Mrs. Clark stated yes, there are five lots at the corner of North Church and Pine Street. But, there's only one house in those five lots. That house has already been sold and the lien has been released. There are lots that have homes that were moved to the property. Habitat for Humanity is looking to do construction on those homes in order for low income homeowners to live in.

A motion was made by Councilwoman Ann Williams, seconded by Councilman Rennell Woods, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Ann Williams; John Street; Todd Burton and Rennell Woods

Absent: 1 - Charles Coleman

5. Pending Items

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6. Other Business

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Councilman Street motioned, seconded by Councilwoman Williams, to suspend the rules and place RES-15:083 on the agenda. All voted aye.

RES-15:083

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH ABILITIES UNLIMITED OF JONESBORO, INC. TO PERFORM RECYCLING SERVICES FOR THE RESIDENTS OF THE CITY

Sponsors: Finance

Attachments: [Abilities Unlimited Recycling Contract](#)
[Bid 2015-15 Blue Bag Recycle pickup specs](#)

Chief Financial Officer Ben Barylske explained they have been working with Abilities Unlimited concerning the collection of blue bags. He, along with Mayor Perrin and City Attorney Carol Duncan, put together the contract and requested bids for the service about eight weeks ago. Abilities Unlimited was the only company who submitted a bid to pick up blue bags. The contract will save the city around \$50,000 per year and will give Abilities Unlimited a chance to create more jobs.

Councilman Street asked if the amount of recyclables will be increased. Mr. Barylske answered yes, they plan on picking up other things such as cardboard as well as getting recycling from commercial businesses.

Councilman Woods asked if they will be working with the Sanitation Department. Mr. Barylske answered yes, Abilities Unlimited will still pick up recyclables the same day as Sanitation picks up trash. Mayor Perrin further explained there are 2-1/2 employees in the Sanitation Department who currently pick up recycling. But, they will not lose their jobs; rather, they will just be reassigned to other duties within Sanitation. He noted Abilities Unlimited is already doing the sorting, so the city will just be getting out of the collection business.

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

Aye: 4 - Ann Williams; John Street; Todd Burton and Rennell Woods

Absent: 1 - Charles Coleman

Discussion concerning paint sprayer

Mr. Barylske explained in the 2015 budget the city purchased a new paint sprayer for the Street Department. The county would like to have the old paint sprayer. He stated the city is allowed to give the property to the county, but he needs the Council's approval. He further explained he got some quotes and found the old paint sprayer is valued between \$10,000 and \$20,000. Due to the value of the paint sprayer, he needs the Council's approval before they can transfer the property to the county.

Chairman Dover asked if this would have to be done in the form of a resolution. Mr. Barylske answered no, they just have to have the Council's approval. By ordinance the Mayor can dispose of goods under \$10,000 in value, but since the paint sprayer is over \$10,000 the city will need the Council's approval before transferring the property. He added the law does not specify that the request has to be in writing; rather, it just says the Council has to approve it. He noted the decision would have to be made by the full Council, not just the Finance Committee.

City Clerk Jackson recommended presenting a resolution to the Council transferring the property because if they ever need to research it in the future it will be easy to find the approval for the transfer. Mayor Perrin stated they will put together a resolution.

COM-15:032

Discussion concerning new parking lot at Joe Mack Campbell Park

Sponsors: Parks & Recreation

Attachments: [Parking Addition Plan](#)

Mr. Barylske stated they would like to make a new parking lot at Joe Mack Campbell Park to add about 260 spaces. The attendance at the park has grown drastically since the city took on soccer, so there is a need for more parking. They have already drawn up the plans and estimate the cost to be just under \$250,000. They will have to amend the budget in order to build the parking lot because it was not in the 2015 budget, but they would like to start on it quickly so the parking lot can be completed before the World Series starts in August. He noted the city has the funds in Capital Improvements, so he's asking the committee to allow the city to start work and bring the ordinance later.

Mayor Perrin added City Water and Light is going to donate seven lights to put at the parking lot.

Further discussion was held concerning the plans for the parking lot.

This item was Filed.

Other discussions

Chairman Dover stated the Longevity Committee is going to be meeting next Wednesday to start their work.

Mayor Perrin explained they are currently looking at the infrastructure of the city.

They have been working with the Highway Department to look at areas that need improvement. There is about \$258 million worth of work that needs to be done. In recent talks with the Highway Department, it was indicated that projects where cities are going to be matching funds will be more likely to get state funding. They are also looking at a bond issue to fund the projects that need to be completed. Mayor Perrin added they are meeting with various people and groups to put information together and will present the information to the Council once it's complete.

Councilman Street asked when the mosquito services will start. Mayor Perrin stated he thinks Vector will do their first flyover on Friday.

City Clerk Jackson reminded the committee that the Council will be meeting tomorrow at 4:00 p.m. to review the Council policies and procedures.

7. Public Comments

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8. Adjournment

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A motion was made by Councilman John Street, seconded by Councilman Rennell Woods, that this meeting be Adjourned . The motion PASSED with the following vote.

Aye: 4 - Ann Williams; John Street; Todd Burton and Rennell Woods

Absent: 1 - Charles Coleman