

**PLANNING & DEVELOPMENT MEETING
AUGUST 14, 2019 11:00 A.M. ANNEX BUILDING**

ATTENDANCE: Chairman, Justice Bill Nelson; Justice, Neil Burge; Justice, Michael White; Justice, Fred Fleeman; Economic Development, Clif Chitwood; Treasurer, Peggy Meatte; Finance, Kelli Jones; NEA Town Courier, Joseph Fondren.

1. Meeting was called to order by Justice, Bill Nelson. Justice Nelson stated Mr. Chitwood would be discussing an amendment to an Ordinance. Meeting was turned over to Clif Chitwood.

2. Mr. Chitwood stated the original grant for Arkansas Steel Processing was for 41 jobs @ \$10,000.00 a job to be used for hiring people from the workforce training program. ASP has hired about 34 or 35 people all from Mississippi County. Arkansas Steel would like to amend the grant to guarantee 30 jobs for two years in exchange for \$300,000.00 to use for capital investments. Justice White asked if you are wanting to reduce the appropriated amount of \$410,000.00 to \$300,000.00. Mr. Chitwood stated we could leave the appropriation at \$410,000.00 and add language to allow them to use up to \$300,000.00 on capital expenditure. Justice Burge moved to amend O-2017-10 for \$410,000.00 for Arkansas Steel Processing to \$300,000.00 to be used for capital investments and the remaining \$110,000.00 to be used for workforce training. Second was made by Justice, Fred Fleeman. Motion passed and will go to Finance Committee.

3. Mr. Chitwood gave an update on the study TADZO is doing. We have had some really great sessions. Every major industry in Mississippi County was represented. In September an insights meeting will be held. They will be discussing possible solutions and how to implement them.

4. Justice Nelson stated the Judge and Clif were speaking with Mr. Rainwater and he believes we need to add a paragraph to our contract that the equipment will remain the property of the County and be leased for \$1.00 per year. Discussion was held. Justice Burge suggested we put a lien on the equipment until requirements were met. The contract states that if the company cannot provide the amount of people from Mississippi County or the Bootheel of Missouri and keep them for 2 years they would refund the money.

5. Justice White stated we need some direction in Accounts Payable. The money we have committed to A & J Construction for the building at the Manila Airport. We have received several letters from TBS Capital Funding. The letters state we cannot give A & J any money but give them the money. The letters are not from a legal firm. Mr. Chitwood stated A & J said this did not include the project they are working on. We will have our attorney look at the letters. Justice Nelson also stated the letters were not a legal document. We will continue to do business as usual with A & J Construction.

6. Meeting adjourned.

Minutes submitted by: Cindy George

Finance Meeting
August 19, 2019
Blytheville Annex @ 1:30pm

Attendance: Quorum Court members: Justice Michael White, Justice Molly Jackson, Justice Bill Nelson, Justice Howard Norvell, Justice Rick Ash, Justice Alvin Clay, Justice Jo Anne Henton, Justice Betty Hepler. Joseph Fondren – NEA Town Courier, Leslie Mason – Circuit Clerk, Ashley McGuirt – Circuit Clerk’s Office, Daryl Turner – Juvenile, Susan McCormick – Collector, John David Nelson – County Judge’s Office, Peggy Meatte – Treasurer, Matt Perrin – Blytheville City Council, JT Harris – Chief Strategist, Steven Savage – Public Affairs, John Alan Nelson – County Judge, Angie Nelson – County Judge’s Office, Kelli Jones – Finance Director.

Justice Michael White called the meeting to order at 1:30pm.

Order of Business:

- Mental Health Grant – Federal pass through grant that will be used by Mid-South Health Systems in coordination with Circuit Judge Alexander, Prosecuting Attorneys, etc... to help inmates address their mental health issues in hopes to cut down on jail time. The grant is \$300,000 and needs to be appropriated and expended through the county. Justice Bill Nelson made a motion to appropriate the funds. Justice Jackson 2nd the motion. All were in favor. Peggy Meatte will establish the fund and Kelli Jones will get the numbers together before the QC meeting next week.
- Nucor Steel Hickman Economic Development Incentive – There was an ordinance passed in 2016 – O-2016-15 – which established \$1.8 million in incentive money for Nucor Steel. In 2017, Cliff Chitwood said that the incentive amount should be lowered to \$500,000 because Nucor felt that they would not be able to meet the entire number of jobs that were agreed upon in the contract. The 2019 budget for that line item was set at \$500,000. Nucor finished out the contract agreement meeting several more jobs than expected and are actually owed \$1,017,000. Justice Nelson made a motion to appropriate the remaining \$517,000 and Justice Jackson 2nd the motion. All were in favor.
- Elected Officials Changing Employee Hours – Sheriff Cook had 3 employees who he recently changed from working 2184 annual hours to 2080 annual hours. The annual salary stayed the same but, the hourly rate changed. Kelli Jones wanted to let the committee know about the change.
- Road Graders – In July, the Road Dept. returned 2 road graders whose lease was expired and received 2 new road graders. The monthly payments went from \$1,594.00 per month per grader to \$1,900.00 per month per grader. Justice Jackson made a motion to appropriate \$3,672.00 to pay the payments for the remainder of the year. Justice Nelson 2nd the motion. All were in favor.
- Budget Meetings – Budget meetings will begin on September 9, 2019 at 1:30 pm at the Annex. The first meeting will focus on Revenues.

- Job Descriptions – Justice White mentioned to all Elected Officials that it would be a good time to update their employees' job descriptions.
- Circuit Clerk's Storage Rent – There was an appropriation earlier in the year to cover rent for the storage space for the Circuit Clerk. It was appropriated to her automation fund 3006. Circuit Clerk is not supposed to pay rent out of that fund. Leslie Mason has transferred the money from 3006 over to 1000. Justice Nelson made a motion to move the appropriation from 3006 to 1000.0102.3070. Justice Jackson 2nd the motion. All were in favor. The original appropriation was in the amount of \$2,275.00. The appropriation to 1000 only needs to be \$1,950.00 because the storage space was not rented as early as expected.
- Move money around in Roads – Judge Nelson is interested in purchasing 3 new vehicles with lighting packages for the Road Dept. He is also interested in purchasing radios, high visibility uniforms and lighting for job sites. Judge Nelson would like to move money from the Bridges and Steel line item to other line items for these purchases. Judge Nelson does not feel that the Road Dept. will need the entire \$500,000 that was budgeted for bridges. The Finance Committee agreed with the moving of money.
- Salary Split for Assessor/Collector – During the last Finance meeting a raise was approved for the employee who is shared by the Collector and the Assessor. Before the raise, the employee was paid on a split of 90%/10% Assessor/Collector. The raise that was approved was to be paid by the Collector Automation Fund only. So, the percentages of the split have changed to 86.01%/13.99%. Justice Nelson made a motion to change the split in payroll. Justice Jackson 2nd the motion and all were in favor.
- Lease for Extension Office – The Energy & Property Committee met earlier in the month and approved for the Judge to sign a lease for the Extension Office to move to the Mississippi County Conservation District building in Osceola since the current location they are in will be torn down to make room for parking at the Blytheville Courthouse location. The lease will be for \$712.50 per month. The committee discussed appropriating \$4,000 in a rent line item to get through the rest of the year. It was unknown at this time when the Extension Office would be moving and when the rent payments would need to begin. Justice Nelson made a motion to appropriate \$4,000 for rent. Justice Jackson 2nd the motion. All were in favor.
- Arkansas Steel Processing – Justice Nelson's Planning and Development Committee met and discussed amending O-2017-10 for \$410,000 for Arkansas Steel Processing. Ordinance was originally to be used for workforce training and jobs. Justice Nelson made a motion to amend the ordinance so \$300,000 could be used for capital investments and the remaining \$110,000 to be used for workforce training. Justice Jackson 2nd the motion. All were in favor.
- Tax Back Programs – Justice Nelson made a motion to create a resolution for Arkansas Steel Processing and Frigortec to participate in the tax back program. Justice Jackson 2nd the motion. All were in favor.
- Judge Shug Banks Memorial Fund – Judge Nelson would like to incorporate some type of memorial to Judge Shug Banks in the artwork of the new courthouse. He would like for it to be paid for by donations. Peggy Meatte discussed with Mr. Eddie Jones of the

AAC and it was determined that a fund would need to be established by ordinance. All monies donated would be receipted by the County Treasurer. All expenditures would go through the normal accounts payable process. Justice Nelson made a motion to establish the Judge Shug Banks Memorial Fund and Justice Jackson 2nd the motion. All were in favor.

- County Treasurer Computers – Peggy Meatte, County Treasurer, relayed the need for her office to purchase 2 new computers with monitors. The quote she received from H&H Business Machines was for \$3,315.00. Justice Jackson made a motion to appropriate \$3,315.00 out of Treasurer Auto Fund and Justice Nelson 2nd the motion. All were in favor.
- Personnel Committee – The Personnel Committee met earlier in the month and had 2 issues to bring to Finance:
 - The committee approved to create a slot for a Blytheville Courthouse Janitor with a max salary of \$23,834 @ 2080 annual hours. Justice Jackson made a motion to create the slot and Justice Nelson 2nd the motion. All were in favor.
 - JT Harris is currently in a Grader Operator slot. Justice Nelson felt that a new slot needed to be created with the title “Strategic Planner”. The Personnel Committee agreed. Justice Nelson made a motion to create a new slot in the Road Dept. titled Strategic Planner with a max salary of \$29,354 and no set annual hours. Justice Jackson 2nd the motion. All were in favor.

There was no additional business. Meeting was adjourned.

Minutes submitted by Kelli Jones.