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APR 27 2021

LESLI PENNY

COUNTY & PROBATE COURT CLERK

QUORUM COURT MINUTES

April 12, 2021

April 12, 2021 Quorum Court Minutes

13 Justices of the Peace participated. Justice Longmire, Justice Rogers, and Justice Weinstock participated by Zoom. Also present were Lesli Penny and Terry McNatt. Wes Eddington, Candace Edwards, and Hannah Towell participated by Zoom.

Judge Day called the meeting to order at 5:30PM.

Invocation led by Steve Hinkle, Refuge Church, Lake City.

Assembly and Pledge of Allegiance.

First order of business was the approval of Quorum Court minutes from March 22, 2021. A motion to accept was made by Justice Price and seconded by Justice Pasmore. Judge Day took a vote and it passed unanimously.

No old business.

No new business.

Announcements: Judge Day reported that an IRS penalty of \$2,500 had to be paid due to payroll withholdings. If there is over \$100,000 federal tax liability in a pay period, it must be paid the next business day. If the federal tax liability is under \$100,000 in a period, it must be paid within five (5) days. Judge Day said he was unaware of that requirement and processes have been changed to accommodate this in the future.

Public comments:

Roger Kidd of District 13 read his BOR statement.

Candace Edwards, Circuit Clerk, wanted to appeal on behalf of her employees, that the Quorum Court reinstate the 2-line items that were taken away. She said her office is getting further behind and it has been hard on her employees. They are working hard and cannot keep up.

A motion was made to adjourn to committees by Justice Couch and seconded by Justice Williams. The motion passed.

The meeting ended at 5:41 p.m.

ROAD COMMITTEE MINUTES

April 12, 2021

Chairman Steve Cline called the committee meeting to order at 5:41 pm.

Present were Justices Terry Couch, David Tennison and Carolyn Lewis. Craighead County Judge Marvin Day and Eugene Neff, Road Superintendent, were also present.

Chairman Cline presented 2 plats for approval from the committee. The first plat, Set the Hook Subdivision Phase II, and the second plat for Mr. Joe Brown, CR 333. Justice Tennison made a motion to approve both plats, seconded by Justice Couch, all were in favor.

Eugene Neff, Road Superintendent, shared updates on the road department projects.

With no other business, Justice Lewis made a motion to adjourn, seconded by Justice Couch.

The meeting adjourned at 5:43 pm.

Finance Committee Minutes April 12, 2021

Chairman Josh Longmire called the Finance Committee meeting to order from Zoom at 5:46 pm. Committee members present were Justices Dan Pasmore, Vince Pearcy, and Darrel Cook. Barbara Weinstock participated by Zoom.

Tax Collector Wes Eddington, shared from Zoom, that \$6.3 million total taxes were collected, which is 1.6% higher than last March. He believes that his office will be able to collect more next month than last April, which was \$20.2 million.

Treasurer McNatt presented the March financial reports. The General fund ended the month with \$5.3 million. Capital fund ended with \$1.9 million. Road fund was \$6.4 million. Sales tax collections were up 16.13% compared to last March, collecting \$1.9 million. Justice Pasmore asked if there was a report that shows the breakdown of internet sales. Treasurer McNatt said he does have a report that shows those amounts.

The 2020 budget is now closed. There was 13.36% of the 2020 budget remaining, leaving \$4.7 million unspent. For month 3 in the 2021 budget, there is 82.2% remaining and \$28.8 million unspent.

Year-to-date comparison through March 2021 for the 2020 budget, the County ended \$3.5 million stronger than in 2019. Year-to-date comparison for the 2021 budget to date shows the county \$239,419.75 stronger than prior year.

Justice Pearcy read the Appropriation Ordinance to add five Blue and You grant funds to the 2021 budget. Justice Cook moved to accept the Ordinance and Justice Pasmore seconded. Justice Pasmore asked if the award amount was enough to cover the cost of each AED? Judge Day said most of it, but not the total cost. All were in favor of sending it on to full court.

Justice Pearcy read the Appropriation Ordinance to add line item 8888-9999 to each fund in the 2021 budget. Justice Pasmore made a motion to accept the Ordinance and Justice Cook seconded. The motion passed unanimously.

Justice Pearcy read the Appropriation Ordinance to add Fund 3599, Local Law Enforcement Block Grant to the 2021 budget to purchase a radar. A motion was made by Justice Cook, seconded by Justice Pasmore. Justice Pasmore asked Sheriff Boyd how many units could be purchased? Sheriff Boyd responded, "one half of one". The motion passed to move on to full court.

Justice Pearcy read the Appropriation Ordinance to add funds to the Circuit Clerk's, Dept 422 budget to contract security personnel at the Courthouse and Annex doors. Justice Cook moved to accept Ordinance, seconded by Justice Pasmore. Justice Pasmore asked if there was a need for the metal detectors? Sheriff Boyd said his

bailiffs find approximately 5-6 weapons per week with the metal detectors. Sheriff Boyd mentioned that the Court Security Committee met today and recommend that the Ordinance pass. Judge Skip Mooney, Circuit Judge, also spoke to the need for more security, as circuit judges are concerned. Judge Day explained that the bid would be advertised by Al Haines, Purchasing Agent and then he and Sheriff Boyd would choose which company to provide security. Sheriff Boyd mentioned that in the future, there may need to be a court complex, which would help with the number of bailiffs needed for court. The motion passed unanimously.

With no other business, Justice Cook made the motion to adjourn, seconded by Justice Pasmore. All were in favor. The Finance Committee adjourned at 6:32 pm.

Addendum A

BE IT ENACTED BY THE QUORUM COURT OF CRAIGHEAD COUNTY, ARKANSAS; AN ORDINANCE TO BE ENTITLED:

An Ordinance amending the 2021 Annual Operating Budget to add Funds 3542, Dept 0101, 3543, Dept 0414, 3544, Dept 0108, 3545, Dept 0417, 3546, Dept 0200, Blue & You Foundation Mini-Grant Funds, to include Grant monies that have become available to the County Clerk, Juvenile Department, Maintenance Department, Public Defender, and the County Road Department and should be incorporated into the 2021 Craighead County Annual Operating Budget and processed according to grant requirements for receiving and dispersing of these grant funds.

SECTION 1. That Arkansas Blue Cross Grant monies have become available through the Blue & You Foundation for a Healthier Arkansas in amount of \$1,000.00 for each office and department listed that can be used to purchase a portable Automatic External Defibrillator (AED) to be placed near listed offices.

SECTION 2. That these funds are considered to be special revenue and Funds 3542, 3543, 3544, 3545, and 3546 will be created in the 2021 Annual Operating Budget to allow for accurate tracking, disbursing, and accounting of these funds and will include budget totals as described below.

		<u>3</u>	<u>2</u>	<u>1</u>
		<u>New</u>	<u>Change</u>	<u>Old</u>
	Special Revenue Projections	\$1,000.00	\$1,000.00	\$0.00
Fund 3542	Blue & You Foundation Mini-Grant	<u>New</u>	<u>Change</u>	<u>Old</u>
Dept 0101	County Clerk Blue & You Grant Funds(Special Rev)	\$1,000.00	\$1,000.00	\$0.00
<u>Acct. #</u>	<u>Description</u>			
2002	Small Equipment	\$1,000.00	\$1,000.00	\$0.00
	Total Amount Budgeted		\$1,000.00	
	Special Revenue Projections	\$1,000.00	\$1,000.00	\$0.00
Fund 3543	Blue & You Foundation Mini-Grant	<u>New</u>	<u>Change</u>	<u>Old</u>
Dept 0414	Juvenile Dept Blue & You Grant Funds(Special Rev)	\$1,000.00	\$1,000.00	\$0.00
<u>Acct. #</u>	<u>Description</u>			
2002	Small Equipment	\$1,000.00	\$1,000.00	\$0.00
	Total Amount Budgeted		\$1,000.00	
	Special Revenue Projections	\$1,000.00	\$1,000.00	\$0.00
Fund 3544	Blue & You Foundation Mini-Grant	<u>New</u>	<u>Change</u>	<u>Old</u>
Dept 0108	Maintenance Dept Blue & You Grant Funds(Special Rev)	\$1,000.00	\$1,000.00	\$0.00
<u>Acct. #</u>	<u>Description</u>			
2002	Small Equipment	\$1,000.00	\$1,000.00	\$0.00
	Total Amount Budgeted		\$1,000.00	

		<u>3</u>	<u>2</u>	<u>1</u>
		<u>New</u>	<u>Change</u>	<u>Old</u>
	Special Revenue Projections	\$1,000.00	\$1,000.00	\$0.00
Fund 3545	Blue & You Foundation Mini-Grant	<u>New</u>	<u>Change</u>	<u>Old</u>
Dept 0417	Public Defender Blue & You Grant Funds(Special Rev)	\$1,000.00	\$1,000.00	\$0.00
<u>Acct. #</u>	<u>Description</u>			
2002	Small Equipment	\$1,000.00	\$1,000.00	\$0.00
Total Amount Budgeted			\$1,000.00	

		<u>New</u>	<u>Change</u>	<u>Old</u>
	Special Revenue Projections	\$1,000.00	\$1,000.00	\$0.00
Fund 3546	Blue & You Foundation Mini-Grant	<u>New</u>	<u>Change</u>	<u>Old</u>
Dept 0200	Road Dept Blue & You Grant Funds(Special Rev)	\$1,000.00	\$1,000.00	\$0.00
<u>Acct. #</u>	<u>Description</u>			
2002	Small Equipment	\$1,000.00	\$1,000.00	\$0.00
Total Amount Budgeted			\$1,000.00	

There is hereby appropriated \$1,000.00 into Fund 3542, Dept 0101, 3543, Dept 0414, 3544, Dept 0108, 3545, Dept 0417, and 3546, Dept 0200, Blue & You Foundation Mini-Grant Funds to purchase a portable Automatic External Defibrillator (AED) to be placed near listed offices. These funds shall be established in the chart of accounts by the County Treasurer and entered into the accounts payable appropriations journal by the County Clerk as described, upon passage of this appropriation ordinance.

Dated this _____ day of April 2021

Approved: _____

Marvin Day
Craighead County Judge

Attest: _____

Lesli Penny
Craighead County Clerk

Addendum B

BE IT ENACTED BY THE QUORUM COURT OF CRAIGHEAD COUNTY, ARKANSAS; AN ORDINANCE TO BE ENTITLED:

An Ordinance amending the 2021 Annual Operating Budget to add Fund 3599, Dept 0400, Local Law Enforcement Block Grant Fund (LLEBG) to include monies that have become available to Craighead County from a Special Purpose Miri Grant through the Justice Assistance Grant Program (JAG).

SECTION 1. That these monies will be utilized in accordance with the grant guidelines and will be subject to audit procedures and other grant stipulations. Expenditures of these monies will be used to purchase radar equipment that will enhance the highway safety equipment utilized by the Craighead County Sheriff's Department.

SECTION 2. That these monies are considered to be special revenue funds and must be expended for equipment and other purposes as specified in this ordinance.

SECTION 3. That this fund, department, and line item will be created in the 2021 Annual Operating Budget to allow for accurate accounting of incoming monies and expenditures, and listing increases in projected special revenues as described below.

		<u>3</u>	<u>2</u>	<u>1</u>
		<u>New</u>	<u>Change</u>	<u>Old</u>
	Special Revenue Projections	\$2,550.00	\$2,550.00	\$0.00
Fund 3599	Sheriff's Local Law Enforcement Block Grant	<u>New</u>	<u>Change</u>	<u>Old</u>
Dept 0400	Craighead County Sheriff (JAG Program)	\$2,550.00	\$2,550.00	\$0.00
<u>Acct. #</u>	<u>Description</u>	<u>New</u>	<u>Change</u>	<u>Old</u>
2002	Small Equipment	\$2,540.00	\$2,540.00	\$0.00
3100	Other Miscellaneous	\$10.00	\$10.00	\$0.00
Total Amount			\$2,550.00	

There is hereby appropriated \$2,550.00 into Fund 3599, Dept 400, Local Law Enforcement Block Grant Fund for radar equipment and other purposes as described above. These funds shall be established in the chart of accounts by the County Treasurer and entered into the accounts payable appropriations journal by the County Clerk as described, upon passage of this appropriation ordinance.

Dated this _____ day of April, 2021.

Approved: _____

Marvin Day
Craighead County Judge

Attest: _____

Lesli Penny
Craighead County Clerk

BE IT ENACTED BY THE QUORUM COURT OF CRAIGHEAD COUNTY,
 ARKANSAS; AN ORDINANCE TO BE ENTITLED:

Addendum C

An Ordinance amending the 2021 Annual Operating Budget to add additional funds into the Circuit Court's budget, Fund 1000, Department 0422, line 3009, Other Professional Services, in the amount of \$70,000, to add professional services to contract for security personnel to work the single points-of-entry at the Craighead County Courthouse, 511 S. Main and Craighead County Annex, 511 Union, for safety. Craighead County Bailiffs have been covering the doors, but with criminal cases back in session, the Bailiffs will be needed to secure the courtrooms.

SECTION 1. That there are sufficient unappropriated funds in Fund 1000, County General Fund, to fund these services and to provide safety to the Craighead County Courthouse and Annex and supplement the Bailiff's personnel.

<u>Fund 1000</u>	<u>Circuit Court</u>	<u>3</u>	<u>2</u>	<u>1</u>
Dept 0422	Total Budget	<u>New</u>	<u>Change</u>	<u>Old</u>
		\$544,419.50	\$70,000.00	\$474,419.50
<u>Acct. #</u>	<u>Description</u>	<u>New</u>	<u>Change</u>	<u>Old</u>
3009	Other Professional Services	\$70,000.00	\$70,000.00	\$0.00

There is hereby appropriated \$70,000 into the Circuit Court operating budget, Fund 1000, Dept 0422, line 3009, Other Professional Services to contract for security personnel to better protect the entrances of the Craighead County Courthouse and Courthouse Annex. These funds shall be established in the chart of accounts by the County Treasurer and entered into the accounts payable appropriations journal by the County Clerk as described, upon passage of this appropriation ordinance.

Dated this _____ day of April 2021.

Approved: _____
 Marvin Day
 Craighead County Judge

Attest: _____
 Lesli Penny
 Craighead County Clerk

BE IT ENACTED BY THE QUORUM COURT OF CRAIGHEAD COUNTY,
 ARKANSAS; AN ORDINANCE TO BE ENTITLED:

Addendum D

An Ordinance amending the 2021 Annual Operating Budget to add Line Item 8888-9999 to each Fund within the 2021 Craighead County Budget to allow the County Clerk's office to correctly record fund to fund transfers for accounting purposes only.

SECTION 1. That Legislative Audit found that fund to fund transfers were not made correctly in the appropriations journal by the County Clerk's office in the 2019 audit year due to the lack of line item 8888-9999 being available in the budget.

SECTION 2. That line item 8888-9999 shall be added to each fund listed in the 2021 Annual Operating Budget to allow for accurate tracking, disbursing and accounting of fund to fund transfers by the County Clerk's office.

		<u>New</u>	<u>Change</u>	<u>Old</u>
To every fund	Line item 8888-9999	\$0.00	\$0.00	\$0.00

There is hereby added into the 2021 Annual Operating Budget for each fund, the line item 8888-9999 to provide the needed information to appropriate for fund to fund transfers by the County Clerk's office. These line items shall be established and entered into the accounts payable appropriations journal by the County Clerk as described upon passage of this appropriations ordinance.

Dated this _____ day of April 2021

Approved: _____

Marvin Day
 Craighead County Judge

Attest: _____

Lesli Penny
 Craighead County Clerk

Addendum E

Craighead County Ordinance No. 2021- _____

Be It Ordained By the Quorum Court of Craighead County, State of Arkansas:

An Ordinance to Establish a Special Revenue Fund to be Called the American Rescue Plan Fund; and to Declare an Emergency.

Article 1. Affirmation. It comes before this Court that there is a need to establish a special revenue fund on the books of the county to track the revenues, expenditures and/or appropriated transfers of federal assistance through the American Rescue Plan Act. This Court recognizes and affirms the need for such a fund to properly account for and control all such revenues received and expenditures made in compliance with all applicable laws and guidance from the U.S. Treasury.

Article 2. Establishment of Fund. There is hereby created on the books of the Craighead County Treasurer and the books of the Craighead County Clerk a special revenue fund to be known as the American Rescue Plan Fund with a fund number of 3046 as assigned by Arkansas Legislative Audit. The revenue code for the federal assistance through the ARP Act, as assigned by Legislative Audit, is 7112 – Federal Coronavirus Relief.

Article 3. Operation of Fund. The American Rescue Plan Fund is subject to all the normal county budgeting, appropriation and expenditure regulations of Arkansas Code Annotated, Title 14 and the County Financial Management System implemented in accordance with § 14-21-101. Funds must be used only in accordance with guidelines issued by the U.S. Treasury concerning the legal expenditures of revenues received pursuant to the American Rescue Plan Act of 2021 (P.L. 11-2), which established the Federal Coronavirus State and Local Fiscal Recovery Fund. Proper records and documentation must be maintained for federal audit purposes.

Article 4. Emergency Clause. It is found by this Court that the deposit of federal assistance funds from the American Rescue Plan Act are imminent, making it necessary to establish the American Rescue Plan Fund to be able to properly track the revenue, appropriated expenditures and/or appropriated transfers. Therefore, an emergency is declared to exist and this ordinance shall be in full force and effect from the date of passage and approval.

Dated: _____

Marvin Day, County Judge

Attest: _____

Lesli Penny, County Clerk