



**BENTON COUNTY**  
**BENTONVILLE, ARKANSAS**

**BENTON COUNTY QUORUM COURT**  
**AGENDA**

**WHEN:**     **October 24, 2019**  
**TIME:**     **6:00 p.m.**  
**PLACE:**    **Benton County Administration Building**  
              **Quorum Court Meeting Room – Third Floor**  
              **215 East Central, Suite 324**  
              **Bentonville, AR 72712**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance to the Flag
4. Prayer
5. Changes to the Agenda
6. Disposition of the Minutes of the September 26, 2019 Quorum Court Meeting
7. Elected Officials' Reports
8. County Judge's Report/County Property Disposal Report
9. Committee Reports
10. Public Comments
11. Old Business
  - A. Third and Final Reading of Proposed Ordinance Adopting a Travel Expense Policy by Reference; Sponsor: JP Shirley Sandlin

**12. New Business**

- A.** Proposed Resolution Authorizing A Property Tax Levy for Benton County General Fund, Benton County Road Fund, And Ambulance Service Improvement District for the Year 2019 To Be Collected in The Year 2020; Sponsor: JP Susan Anglin
- B.** Proposed Appropriation Ordinance Amending Appropriation Ordinance No. O-2018-57 (2019 Benton County Budget) Appropriating Additional Funds and Authorizing Additional Expenditures in Department 0521, Public Safety Services, Fund 1000; Sponsor: JP Pat Adams

**13. Other Business**

- Changing dates of November 28, 2019 and December 26, 2019 Quorum Court meetings due to conflict with holidays

**14. Announcements**

**15. Adjournment**

Respectfully submitted,



Betsy Harrell  
County Clerk

## October 2019 Disposal Report

Description of County Property	Asset #	Department	Amt Rec'd	Date	Reason of Disposal	Court Order #
Cisco Switch Catalyst 3750	050706	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Rack Server Poweredge R510	050877	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch Cisco 2800	061180	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch c3560g-Stack	061194	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
HP Printer CB503A	061219	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch Catalyst 3560G	061735	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch Catalyst 3560G	061755	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch Cisco 5510	061757	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch Catalyst 3560G	061759	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch c2960S-Stack	061998	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch c2960S-Stack	070520	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch Cisco 2900	070579	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Visio TV M550SV	070610	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch c3560x-Stack	070880	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Laptop Latitude E6440	070968	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Laptop E6440	070984	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Laptop Latitude E6440	071334	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Laptop Latitude E6440	071335	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Laptop Latitude E6440	071336	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Laptop Latitude E6330	071460	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 3020	071474	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 3020	071483	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 3020	071488	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 3020	071494	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 3020	071495	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 3020	071497	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Laptop Latitude E6440	071613	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 3020	071614	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 3020	071615	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 3050	071807	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch Cisco 2900	071853	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 3020	071871	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 3020	071877	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 3020	071879	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 3020	071898	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
3COM Switch Baseline 48	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
APC UPC T3A031	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
APC UPS BE350G	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
APC UPS BE350G	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
APC UPS R3A031	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
APC UPS SUA1000RM2U	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
APC UPS T3A031	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
API UPS ES 350	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Phone CP-8841	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Server C210	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch c3560g-Stack	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch c3560g-Stack	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch c3560g-Stack	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch c3560x-Stack	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch c3750x-Stack	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch c3750x-Stack	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch c3750x-Stack	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch c3750x-Stack	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch C3KX-NM-1G	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch Catalyst 3750	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch Cisco 2811	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch Cisco 2811	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco Switch Cisco 2811	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354

October 2019 Disposal Report

Cisco Switch CISCO 2951	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Cisco WAP Air-CAP27021-A-K9	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Laptop Latitude E6440	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Laptop Latitude E6440	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Monitor 1704FPVs	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Monitor 1704FPVs	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Monitor 2406WFPb	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Monitor E1709WF	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Monitor E2211HC	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell UPS SUA1500RMSU	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 3020	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 3040	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 3040	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 3040	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 380	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 380	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 7010	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 7010	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell Workstation Optiplex 7010	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Hitachi Projector CP-x250	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
HP External Print Server J3258B	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
HP Laptop Battery HSTNN-LB2R	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
HP Printer LaserJet P1505n	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
HP Printer LaserJet Pro 400 MFP	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
HP Printer LaserJet Pro M452dw	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Lexmark Printer m04-001	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
MISC Server Rack Brackets MISC	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
N/A Server Rack Brackets N/A	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Nortel Networks Desk Phone NT8B27JAAA	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Nortel Networks Desk Phone NT8B27JAAA	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Schneider Network Management Card AP9630	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Seagate HDD Cheetah 10k.7	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Siemon Rack Box N/A	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Superior Modular Products Rack Equipment Danger Laser Light	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Syn-Tech Systems USB Smartcard Encoder 941D0119-10	N/A	IT	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell PC OptiPlex 3020	71925	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell PC OptiPlex 7010	N/A	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell PC OptiPlex 7010	N/A	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell PC OptiPlex 7010	N/A	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell PC OptiPlex 7010	N/A	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell PC OptiPlex 7010	N/A	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell PC OptiPlex 580	N/A	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell PC OptiPlex 580	N/A	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell PC OptiPlex gx520	N/A	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell PC OptiPlex 3020	71927	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell PC OptiPlex 3020	71926	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell PC OptiPlex 3020	71941	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell PC OptiPlex 780	70498	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell PC OptiPlex 3020	71954	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Dell PC OptiPlex 745	22607	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
HP Color jet 3600n	N/A	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
HP Color Jet 3600n	N/A	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
HP Laser Jet 1320n	N/A	Circuit Clerk	\$ -	10/02/19	Scrapped using eSCO	C2019-354
Bizhub C253 Copier	70647	JDC	\$ -	10/02/19	Old/Outdated Equipment	C2019-354
Ingenico ICT220 Credit Card Machine	N/A	Collector	\$ -	10/02/19	Old/Outdated Equipment	C2019-354

October 2019 Disposal Report

Ingenico ICT220 Credit Card Machine	N/A	Collector	\$ -	10/02/19	Old/Outdated Equipment	C2019-354
Ingenico ICT220 Credit Card Machine	N/A	Collector	\$ -	10/02/19	Old/Outdated Equipment	C2019-354
Ingenico ICT220 Credit Card Machine	N/A	Collector	\$ -	10/02/19	Old/Outdated Equipment	C2019-354
Ingenico ICT220 Credit Card Machine	N/A	Collector	\$ -	10/02/19	Old/Outdated Equipment	C2019-354
Ingenico ICT220 Credit Card Machine	N/A	Collector	\$ -	10/02/19	Old/Outdated Equipment	C2019-354
Ingenico ICT220 Credit Card Machine	N/A	Collector	\$ -	10/02/19	Old/Outdated Equipment	C2019-354
Ingenico ICT220 Credit Card Machine	N/A	Collector	\$ -	10/02/19	Old/Outdated Equipment	C2019-354
Ingenico ICT220 Credit Card Machine	N/A	Collector	\$ -	10/02/19	Old/Outdated Equipment	C2019-354
Ingenico ICT220 Credit Card Machine	N/A	Collector	\$ -	10/02/19	Old/Outdated Equipment	C2019-354
Ingenico ICT220 Credit Card Machine	N/A	Collector	\$ -	10/02/19	Old/Outdated Equipment	C2019-354
Ingenico ICT220 Credit Card Machine	N/A	Collector	\$ -	10/02/19	Old/Outdated Equipment	C2019-354
Ingenico ICT220 Credit Card Machine	N/A	Collector	\$ -	10/02/19	Old/Outdated Equipment	C2019-354
Ingenico ICT220 Credit Card Machine	N/A	Collector	\$ -	10/02/19	Old/Outdated Equipment	C2019-354
Ingenico ICT220 Credit Card Machine	N/A	Collector	\$ -	10/02/19	Old/Outdated Equipment	C2019-354
Ingenico ICT220 Credit Card Machine	N/A	Collector	\$ -	10/02/19	Old/Outdated Equipment	C2019-354
Ingenico ICT220 Credit Card Machine	N/A	Collector	\$ -	10/02/19	Old/Outdated Equipment	C2019-354
2012 Dodge Ram 550 Vin 0021	51429	Road	\$ 27,000.00	10/04/19	Traded-in on Asset 51721	C2019-367
2004 Freightliner Dump Truck Vin 9506	50291	Road	\$ 44,500.00	10/07/19	PurpleWave Auction	C2019-368
Broce Broom Serial 88648	11790	Road	\$ 2,350.00	10/07/19	PurpleWave Auction	C2019-368
		<b>Total</b>	\$ 73,850.00			



# Judge's Report

## October 24, 2019





# October 21, 2019 Storm





# Monday Morning 911 Calls

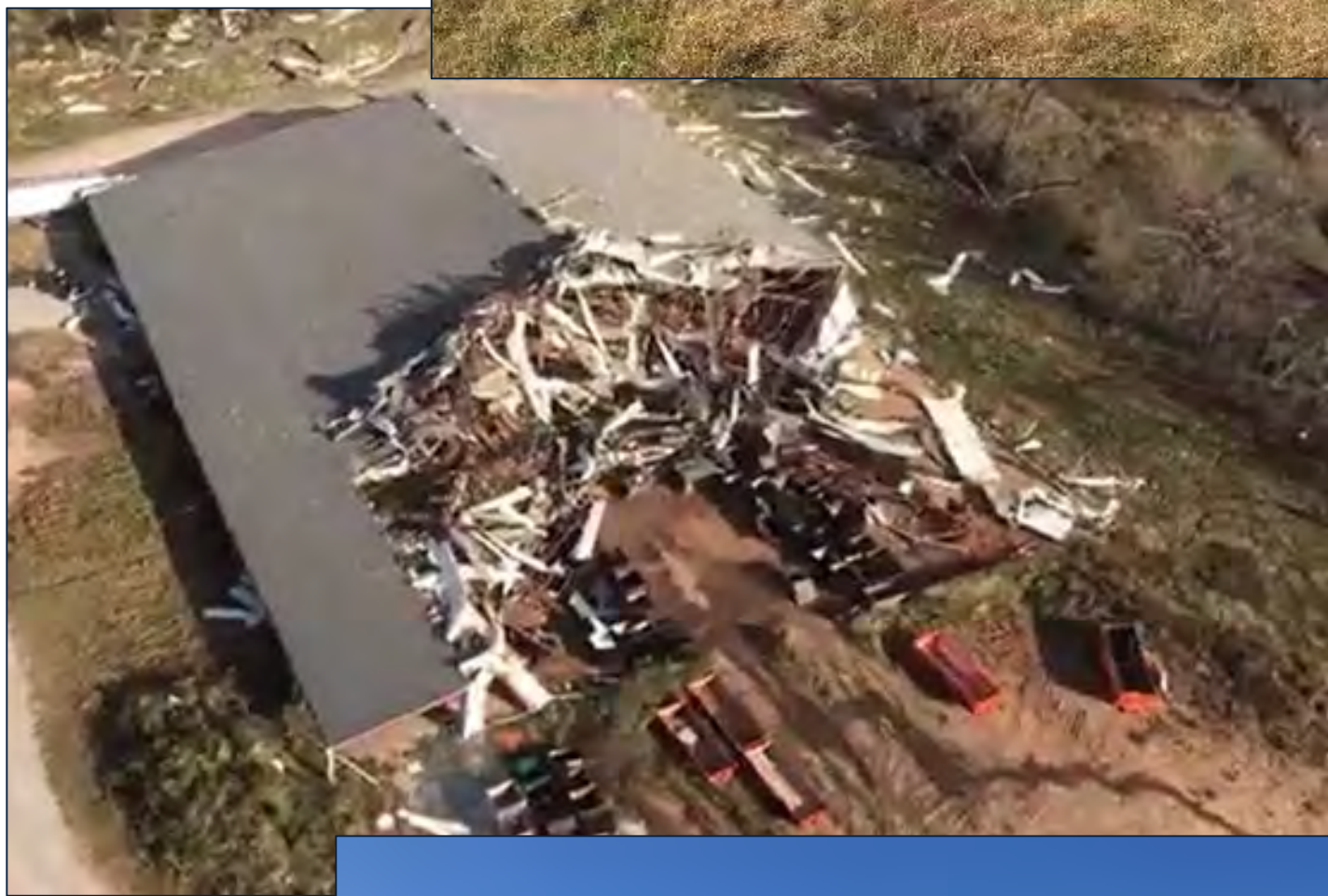
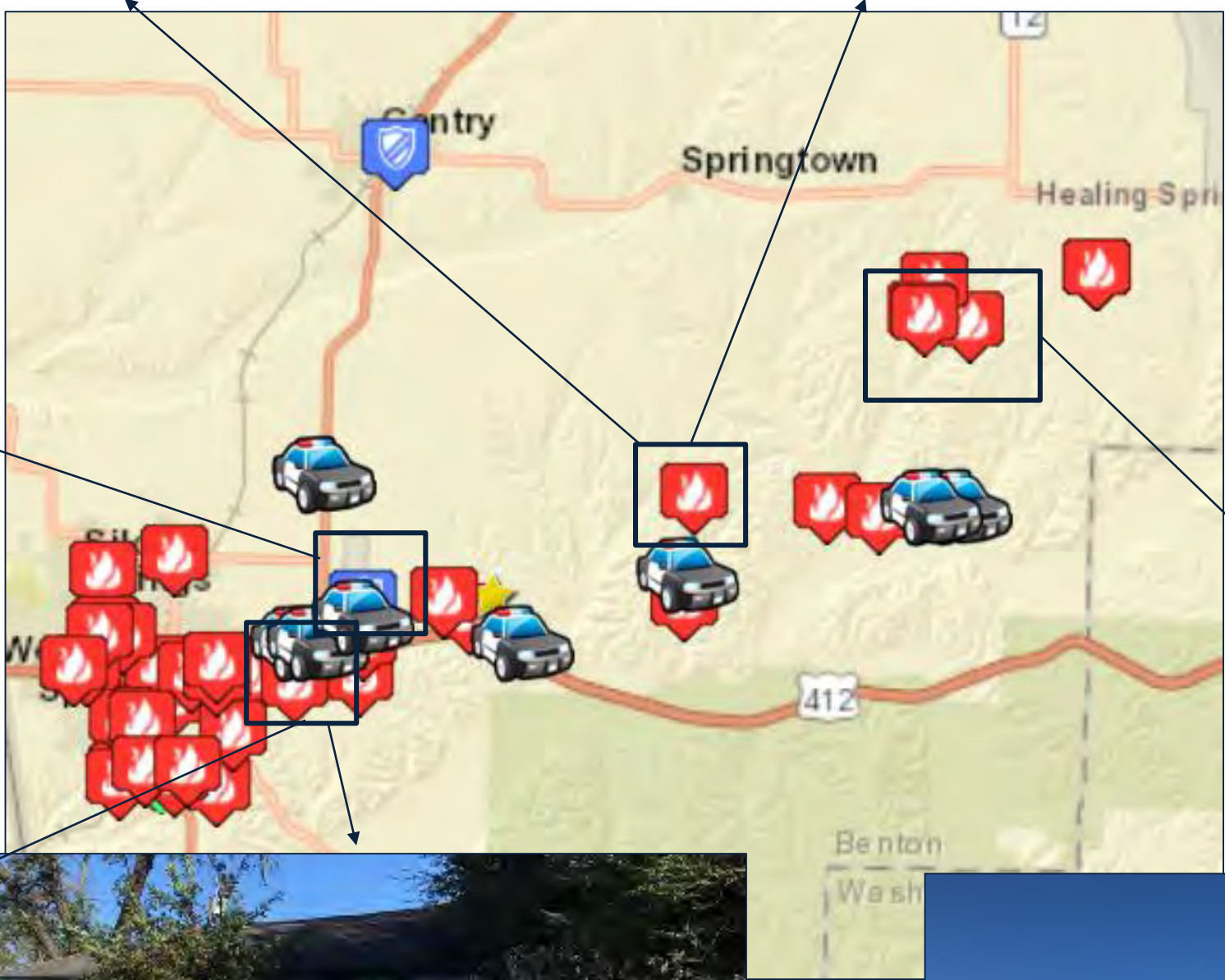




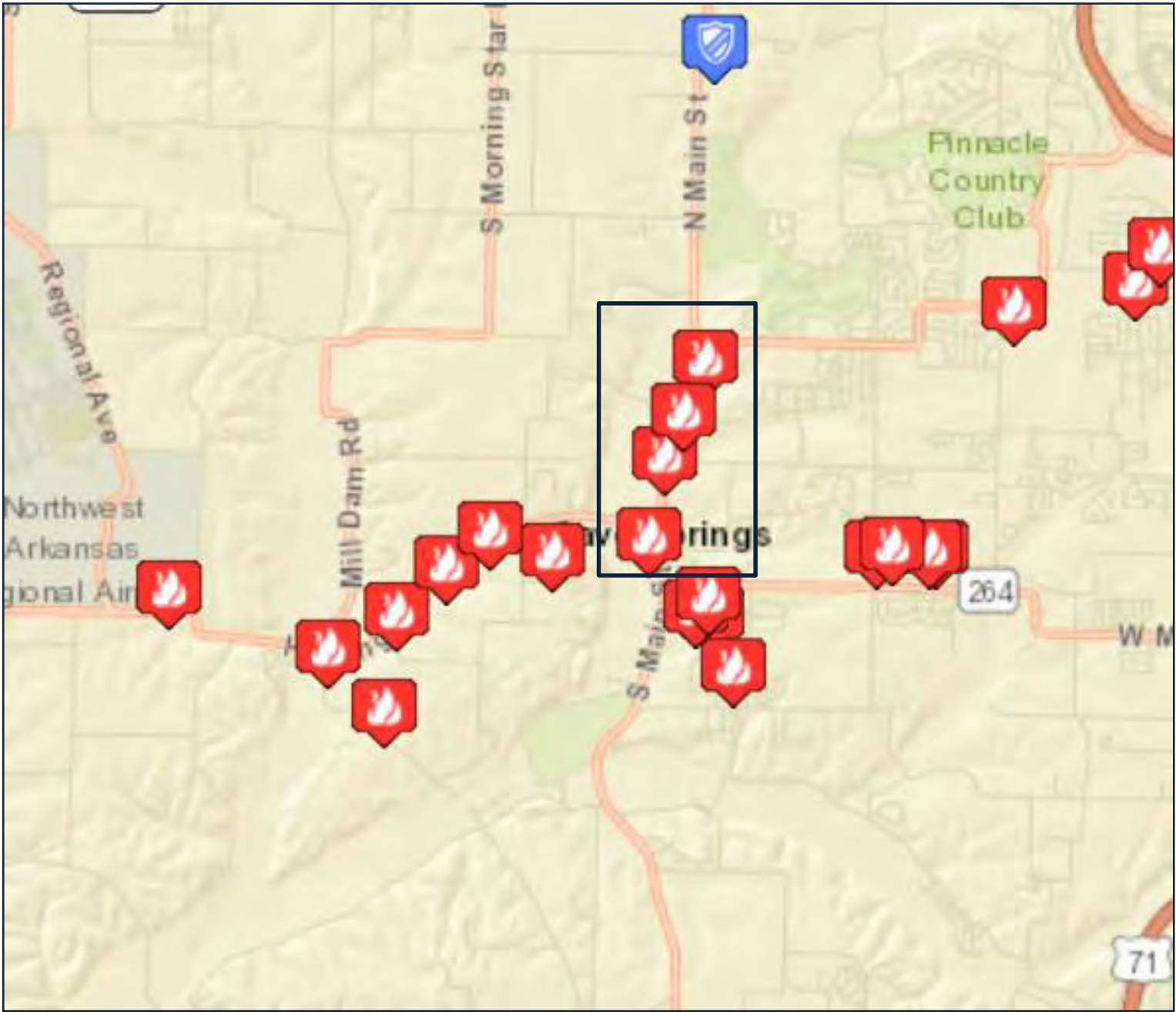
# NWS Tulsa Initial Estimate



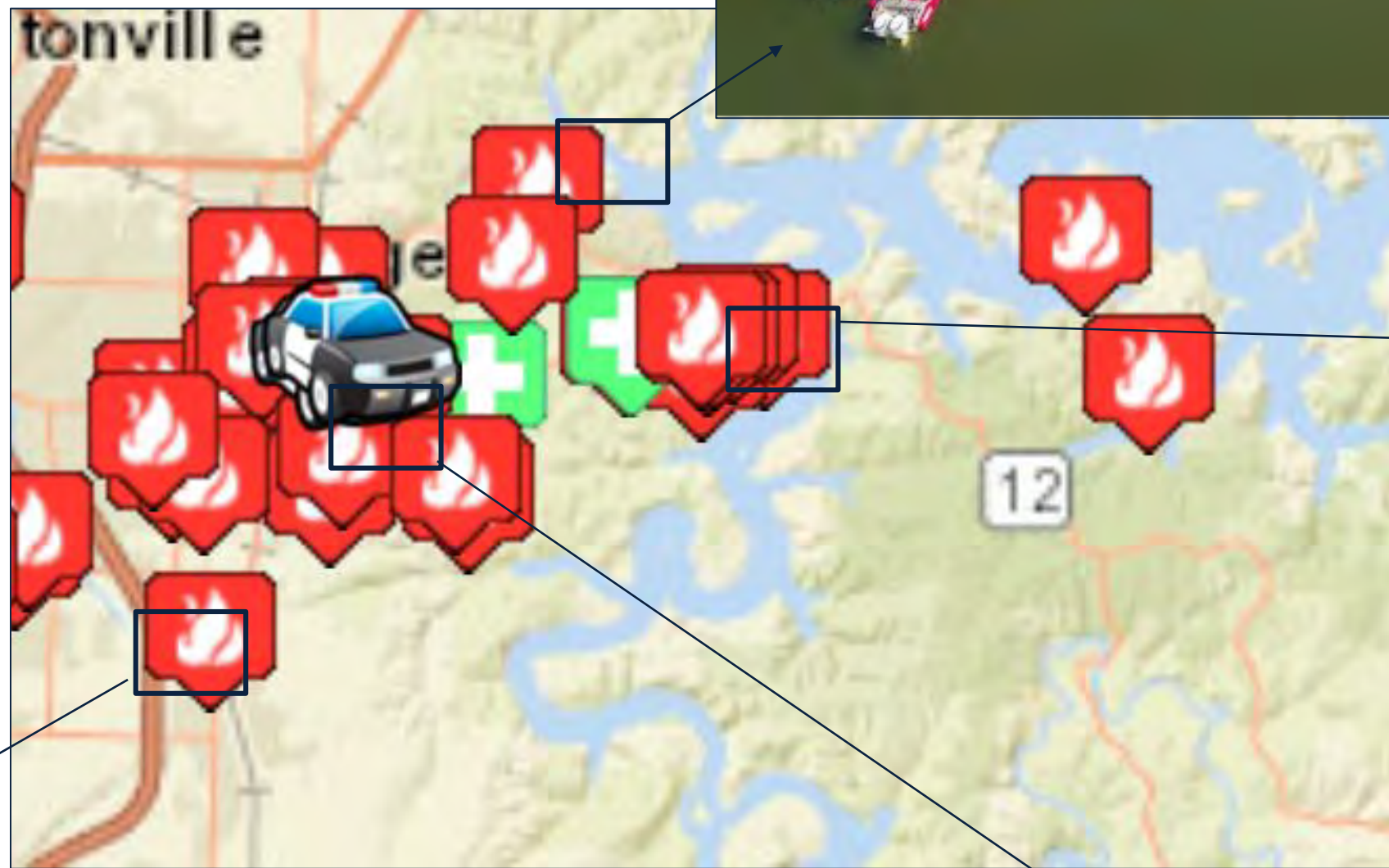








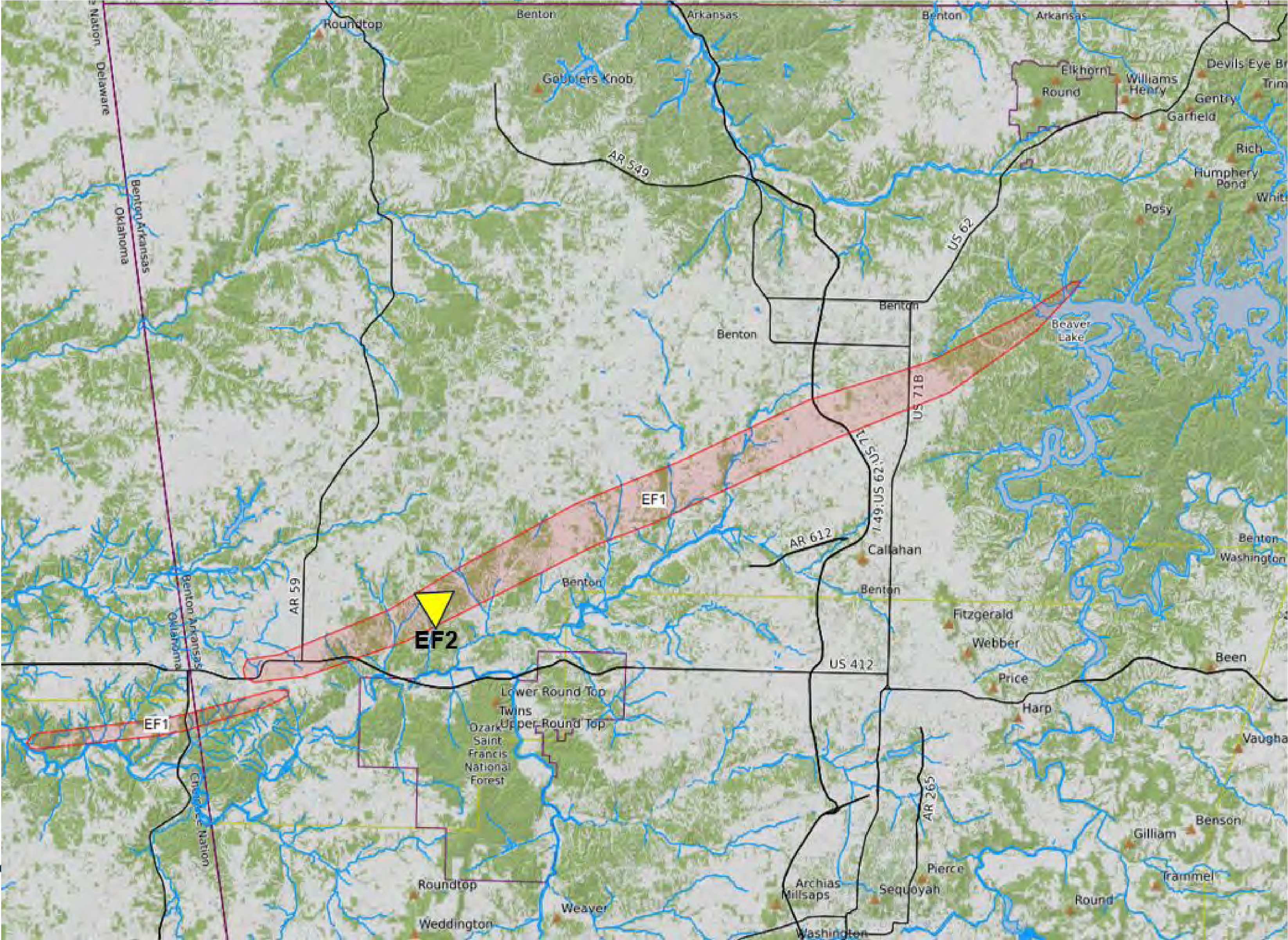




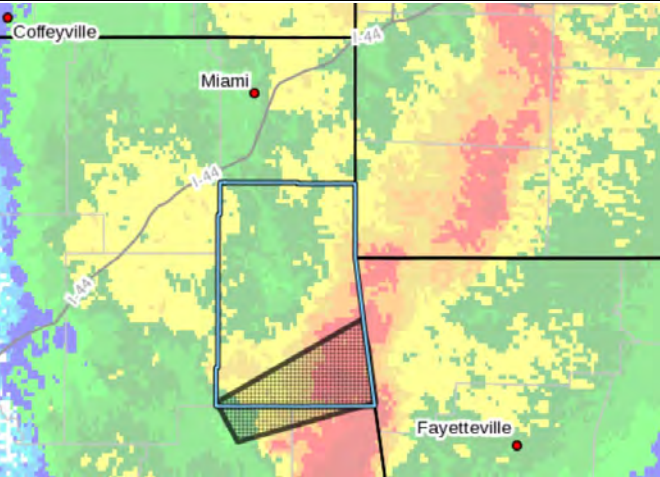
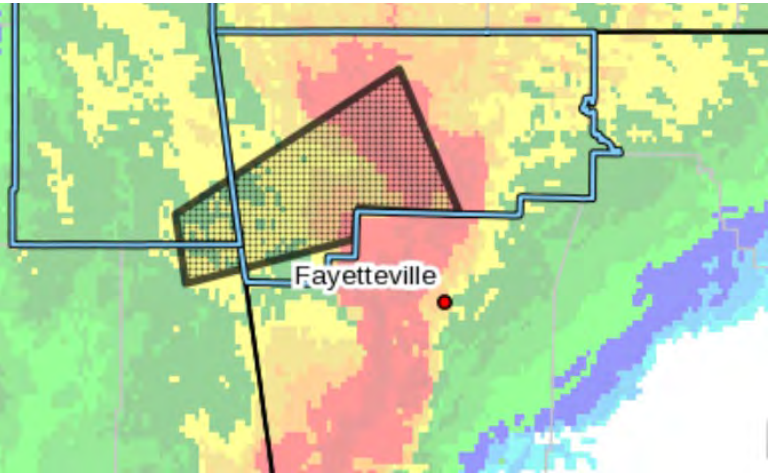
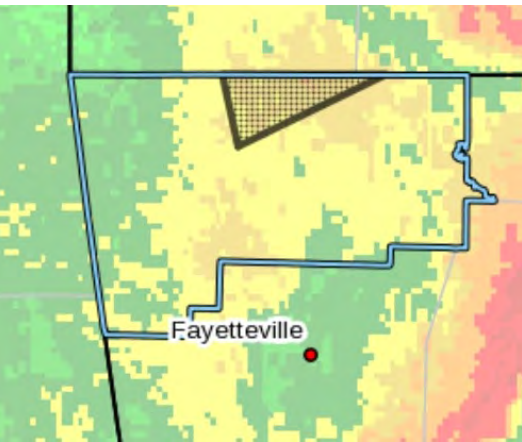


# Tornado Path (as of 10/23/19) via NWS Tulsa

Storm Cell Speed ~60 mph w/ windspeeds of 80 to >110 mph





ALERT TYPE	AREA MENTIONED	DATE/TIME	# RECEIVED	MISC
Tornado Watch	Benton County (Entire)	Oct 20 - 20:28:53	9431	
Severe Thunderstorm Warning	NORTHWESTERN BENTON COUNTY IN NORTHWESTERN ARKANSAS	Oct 20 - 23:35:39	153	
	LOCATIONS IN OR NEAR THE PATH INCLUDE... SILOAM SPRINGS... JAY... LOCUST GROVE... SALINA... WEST SILOAM SPRINGS...			
	COLCORD... KANSAS... OAKS... MAYSVILLE... PEGGS... ROSE... LEACH... SCRAPER... TWIN OAKS... LAKE EUCHA STATE PARK...			
	LOST CITY... CHEROKEE CITY... NATURAL FALLS STATE PARK...			
Tornado Warning	TORNADO WARNING FOR... SOUTHERN DELAWARE COUNTY IN NORTHEASTERN OKLAHOMA... NORTHWESTERN ADAIR	Oct 20 - 23:42:47	27	
	COUNTY IN NORTHEASTERN OKLAHOMA... NORTHEASTERN CHEROKEE COUNTY IN EAST CENTRAL OKLAHOMA...			
Tornado Warning	TORNADO WARNING FOR... WESTERN BENTON COUNTY IN NORTHWESTERN ARKANSAS... SOUTHEASTERN DELAWARE	Oct 21 - 00:03:13	36294	
	COUNTY IN NORTHEASTERN OKLAHOMA... NORTH CENTRAL ADAIR COUNTY IN NORTHEASTERN OKLAHOMA...			
	* LOCATIONS IN OR NEAR THE PATH INCLUDE... SPRINGDALE... ROGERS... BENTONVILLE... SILOAM SPRINGS... LOWELL...			
	GENTRY... BETHEL HEIGHTS... CAVE SPRINGS... DECATUR... WEST SILOAM SPRINGS... HIGHFILL... SPRINGTOWN... NORTHWEST			
	ARKANSAS REGIONAL AIR... MILLER... CENTERTON... LAKE FRANCIS... FAIRMOUNT... VAUGHN... HEALING SPRINGS... GALLITIN			
Severe Thunderstorm Warning	LOCATIONS IN OR NEAR THE PATH INCLUDE... FORT SMITH... FAYETTEVILLE... SPRINGDALE... ROGERS... BENTONVILLE... VAN	Oct 21 - 00:05:41	8456	
	BUREN... SILOAM SPRINGS... SALLISAW... STILWELL... HUNTSVILLE... EUREKA SPRINGS... CEDARVILLE... MOUNTAINBURG...			
	NATURAL DAM... BELLA VISTA... LOWELL... FARMINGTON... ALMA... PEA RIDGE... PRAIRIE GROVE...			
Tornado Warning	TORNADO WARNING FOR... NORTHEASTERN BENTON COUNTY IN NORTHWESTERN ARKANSAS	Oct 21 - 00:27:05	60231	
	LOCATIONS IN OR NEAR THE PATH INCLUDE... ROGERS... BENTONVILLE... EUREKA SPRINGS... BELLA VISTA... LOWELL... PEA			
	RIDGE... CAVE SPRINGS... HIGHFILL... GATEWAY... BEAVER... NORTHWEST ARKANSAS REGIONAL AIR... MILLER... CENTERTON...			
	AVOCA... HILL TOP... BEAVER LAKE... WALNUT HILL... VAUGHN... MONTE NE... LARUE...			
Tornado Warning	TORNADO WARNING FOR... NORTH CENTRAL BENTON COUNTY IN NORTHWESTERN ARKANSAS...	Oct 21 - 00:30:39	8952	
	AT 1229 AM CDT, A SEVERE SQUALL LINE CAPABLE OF PRODUCING TORNADOES THAT MAY NOT BE VISIBLE DUE TO HEAVY			
	RAIN WAS LOCATED OVER BELLA VISTA, MOVING NORTHEAST AT 50 MPH.			
	* LOCATIONS IN OR NEAR THE PATH INCLUDE... BELLA VISTA... PEA RIDGE... MILLER...			
Severe Thunderstorm Warning	SEVERE THUNDERSTORM WARNING FOR... BENTON COUNTY IN NORTHWESTERN ARKANSAS	Oct 21 - 00:42:52	7996	
	LOCATIONS IN OR NEAR THE PATH INCLUDE... FORT SMITH... FAYETTEVILLE... SPRINGDALE... ROGERS... BENTONVILLE... VAN			
	BUREN... SALLISAW... BERRYVILLE... OZARK... HUNTSVILLE... EUREKA SPRINGS... CEDARVILLE... MOUNTAINBURG... NATURAL			
	DAM... BELLA VISTA... LOWELL... FARMINGTON... ALMA... PEA RIDGE... PRAIRIE GROVE..			
Cancelled Tornado Watch	Benton County (Entire)	Oct 21 - 01:00:00		





# Storm Debris

***October 21, 2019***

- Emergency Disaster Declaration allows County & cities to request assistance from ADEM/uninsured public sector damages attributed to the storm/repair structures to pre-disaster conditions
- Nearly 80 roads closed on Monday due to powerlines/debris. County Road Department, BCSO assisted in debris clean up and re-opening roads
- Rogers residents may drop off yard debris next to the Recycling Center at 2300 N Arkansas St. The city has opened the gate for drop off today.
- Bentonville residents can drop off at the City Composting Facility at 2000 NW A St. Check the city's website for details..
- If you live in an UNINCORPORATED area: If you have an area appropriate for burning the material, you **MUST** call Benton County **BEFORE** burning at 479-273-5530.
- Benton County Solid Waste District accepts yard waste material for \$20.00 per cubic yard at the Brookside Rd location in Bentonville/Centerton area.





# Trail of Tears Sign Installation Ceremony

***Tuesday, October 22<sup>nd</sup>***

North Old Wire Road

- Benton County installed 11 signs along Old Wire Road
- Bethel Heights, Avoca, Rogers & Springdale to install 10 markers
- Total of 21 signs installed along historic route





*ITEM “11-A”*

**ORDINANCE NO. O-2019-\_\_\_\_\_**

BE IT ORDAINED BY THE QUORUM COURT OF THE COUNTY OF BENTON, STATE OF ARKANSAS AN ORDINANCE ENTITLED:

**AN ORDINANCE ADOPTING A TRAVEL EXPENSE POLICY BY REFERENCE**

WHEREAS, the Quorum Court has reviewed a proposed travel expense policy prepared by County employees and dated August 20, 2019 (the date of its approval by the Committee of the Whole) which it has determined to adopt by reference, and

WHEREAS, at least one (1) copy of said policy is on file with the County Clerk and has been on file since the day of the first reading of this ordinance for public use, inspection, and examination, and

WHEREAS, the County Clerk has published notice of the Quorum Court’s intent to adopt this policy by reference after the second reading of this ordinance and before consideration of its final adoption at third reading of this ordinance, and the policy was on file with the County Clerk for at least thirty days before its final adoption.

NOW THEREFORE, the Quorum Court of Benton County, Arkansas, ordains that it approves the “Benton County Travel Expense Policy” prepared by Benton County employees and dated August 20, 2019, on file with the County Clerk for Benton County and its employees and directs that it be applied to expenditure of County funds.

APPROVED:

\_\_\_\_\_  
BARRY MOEHRING, COUNTY JUDGE  
DATE SIGNED: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
BETSY HARRELL, COUNTY CLERK  
Sponsor: \_\_\_\_\_ JP Shirley Sandlin  
Date Adopted: \_\_\_\_\_  
Votes For: \_\_\_\_\_ Votes Against: \_\_\_\_\_  
Abstain: \_\_\_\_\_ Present: \_\_\_\_\_ Absent: \_\_\_\_\_



# Benton County

# Travel Expense Policy

## **Section I: Overview**

### **Purpose:**

The purpose of this policy is to establish the rules governing the eligibility for payment incurred by County Employees and Elected Officials during travel related to County business.

Travelers should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Business travel policies are aligned with company reimbursement rules. All business-related travel paid with Benton County funds must comply with company expenditure policies.

### **Authorization and Responsibility:**

Elected officials and/or department heads must approve all requests for official travel prior to the employee's departure. Elected officials and department heads will evaluate travel requests against factors including budget constraints, job relatedness of traveler's activities, and other program considerations judged by the elected official or department head to have an impact on the request. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements.

It is a very serious matter if you record false or misleading information on your Travel Advance and Reimbursement Request Forms. These are taxpayer dollars being used. You may not request reimbursement for expenses that you did not have or that were not business-related. Employees who do not follow this travel policy could be subject to disciplinary action, up to and including termination of employment.

### **Personal Funds:**

Travelers should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. See Section II: Travel Expenses/Procedures for details. Benton County reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures. Reimbursement requests shall be received within 10 days of traveling.

### **Vacation in conjunction with business travel:**

In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the travel request form. Benton County will not prepay any personal expenses with the intention of being 'repaid' at a later time. Nor will any personal expenses be reimbursed.

### **Exceptions:**

Occasionally, it may be necessary, for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the Elected Official or by the Comptroller. Exceptions related to the Elected Official or the Comptroller must be submitted to the opposite person or to the Finance Chair of the Quorum Court.

## **Section II: Travel Expenses / Procedures**

### **A) County Visa Purchasing Cards (P-Card)**

Only authorized employees who have been assigned a County Purchasing Card may utilize that card for all travel related purchases. The County Purchasing Card will also be allowed for meals but fuel purchases should be only made using the Purchasing Card when the County Fuel Card is not accepted or available. If the County Purchasing Card is used for meals during overnight travel it should be noted that the receipts for the Card must be provided and checked for accuracy by the immediate supervisor on the Travel Request Form before submission to the Accounting Department.

Upon completion of travel, actual receipts for registration fees, lodging, transportation and other allowable expenses should be turned into the Accounting Department with the monthly Purchasing Card statement. Accounting must have ALL receipts to accurately reconcile the P-Card detail. If used for meals, any amount over and above per diem or for any unauthorized purchases, reimbursement will be requested from the employee. See Section II-C) Meals During Travel for all required documentation. Meal receipts must include the itemized detail of items purchased

For situations where use of the Purchasing Card was not practical or possible, allowable expenses paid by the traveler will be reimbursed.

### **B) Travel Advances**

The County may provide employees a cash advance to cover the expected expenses for an approved trip. If an employee needs a cash advance, he/she must complete the Travel Advance Request Form which is available from the Accounting Department. The county will use the federal per diem rates for meals (found at [www.GSA.gov](http://www.GSA.gov)). Per diem will be based on the area the employee is traveling to; however, no per diem will be provided for meals included by the hotel or conference. Receipts are not required for meals when utilizing per diem. All advances must be approved by the elected official or department

head. The Travel Advance Request Form must be completed and turned into the Accounting Department within 72 hours of return. If actual costs are more than the per diem amount, the employee is responsible for the additional amount. See Section II-C) Meals During Travel Section below for detailed information.

**C) Meals During Travel Outside the County – Per Diem**

Meals during travel will only be reimbursed or funded by the County if consumed while traveling outside the County boundaries. The County will pay no more per day than the Standard Meal Allowance as set by the GSA for the area in which the travel occurs. The Standard Meal Allowance includes cost of meal and tips. Tips shall be reasonable cost of meal.

Current rates and exceptions for high-cost areas can be obtained at the GSA website [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). County employees will use the Meals & Incidental Expenses ((M&IE) rate published in the current GSA per diem policy.

Eligibility for per diem meal reimbursements will be based on the departure time from Bentonville and the return time to Bentonville per the following chart:

Breakfast	Leave prior to 7 am Return after 9 am
Lunch	Leave prior to 11 am Return after 1 pm
Dinner	Leave prior to 4 pm Return after 6 pm

If meals are provided by the seminar or convention, or by the hotel (other than a continental breakfast), the amount of per diem shall be reduced for each meal provided.

No meal receipts are required when using per diem. (per GSA regulations). Employees using a P-Card or requesting personal reimbursement must supply itemized receipts for all expenditures and stay within GSA guidelines. Tips shall be within reason of the total bill and are included in the per diem rate.

For business meals to be in compliance with IRS regulations, the following must be included on meal itemized receipts as support:

- a. Name, company and business relationship of all attendees
- b. Description indicating the business purpose of the meal.
- c. Name and location of the establishment where the meal took place
- d. Amount and date of the expense.

Snacks such as soda, candy, tobacco items and other personal items are not allowable county expenditures per the State Auditor.



Alcoholic beverages and additional costs for spouses or other family members are not allowed.

**D) Local Meals**

Reimbursement for local meals will only be made if they meet the following IRS conditions:

- Reimbursement of meals within Benton County are not allowable.
- Exception: Meals are furnished on Benton County premises or facilities utilized by the County for County functions, and are for the convenience of the county (i.e. during training sessions and during emergency events).

**E) Lodging**

- Actual costs for single-room rate lodging are paid by Purchasing Card, when available; directly by the County to the establishment; or can be reimbursed to the employee with actual itemized receipts attached to the payment request.
- It is recommended that the employee find lodging that offers government rates as established by the GSA for the specific area.
- In cases where an employee is attending a conference/association meeting and the conference assigns or recommends the hotel, then the County will pay the conference rate.
- The County shall not pay for personal items such as movie rental, flowers, laundry services, room service, or alcoholic beverages.

**F) Parking and Tolls**

Expenses incurred for parking and tolls are reimbursable with actual receipts. Costs for parking should be kept to a minimum. Self-parking at hotels shall be utilized, if available. Valet parking is allowed if it is the only option available. The employee shall pay the difference for additional costs of covered or valet parking when other options are readily available.

**G) Seminar and Conference Registration**

Seminar and conference registration fees, etc., are paid directly by the County to the registrar, or can be reimbursed to the employee with actual receipts attached to the payment request. The conference/training agenda is required and must be included with to the travel request form, employee reimbursement request form or P-card Support form as documentation for county claims.

**H) Transportation**

For travel by air, bus or train, actual cost can be reimbursed to the employee or paid directly from the county to the vendor. Where possible, air reservations should be made at least 30 days prior to departure to maximize discounts. Vendor-supplied receipts must

be submitted with payment requests. Taxi and other transportation within the visited city will be reimbursed at actual cost with receipts required. Employees who intend to rent vehicles (only compact or mid-sized cars) for official County business must secure approval from their elected official or department head. Air travel must be at economy class.

Reimbursement for use of a private vehicle is allowable on a per-mile basis based on the Standard Mileage Rate as set by the U.S. General Services Administration (GSA). Employees can check with the Accounting Department for the current Standard Mileage Rate. Reimbursement shall be based only on official miles driven, and the County shall not assume responsibility for maintenance, operational cost, accidents, or fines incurred by the owner of the vehicle while on official business for the County. When more than one County employee is transported in the same vehicle, only one owner shall be entitled to mileage reimbursement. In lieu of personal mileage, a county vehicle can be reserved to travel on county business. If a county vehicle is not available, Accounting can assist with securing a rental vehicle.

Trip distances shall be computed from the odometer readings or from map mileage calculators such as MapQuest maps. and recorded on the Employee Reimbursement or Travel Request Form. The County will reimburse for the safest, most direct route as approved by the employee's supervisor, unless the employee is required to make alternate stops, which shall be noted on the Employee Reimbursement Travel & Expense Form.

All employees traveling in personally owned vehicles for County business must have current vehicle insurance and a valid driver's license. If said employee does not have current vehicle insurance and a valid driver's license, then it is the responsibility of the elected official or department head to prohibit the use of a privately-owned vehicle on County business. The elected official or department head in approving an employee's claim for reimbursement of travel by private automobile is, in effect, certifying that he/she has made a reasonable effort to determine that the employee has current insurance.

Personal vehicle mileage reimbursement shall not exceed available economy airfare, nor shall food and lodging expense be for more than one day of travel time to and from the destination.

RESOLUTION NO. R-2019-\_\_

BE IT RESOLVED BY THE QUORUM COURT OF THE COUNTY OF BENTON, STATE OF ARKANSAS, A RESOLUTION TO BE ENTITLED:

A RESOLUTION AUTHORIZING A PROPERTY TAX LEVY FOR BENTON COUNTY GENERAL FUND, BENTON COUNTY ROAD FUND, AND AMBULANCE SERVICE IMPROVEMENT DISTRICT FOR THE YEAR 2019 TO BE COLLECTED IN THE YEAR 2020

NOW, THEREFORE, BE IT RESOLVED BY THE QUORUM COURT OF THE COUNTY OF BENTON, STATE OF ARKANSAS:

ARTICLE 1: That the property tax for the Benton County **General Fund** purposes on the real and personal property situated and assessed in Benton County for the year 2019 assessments be fixed and levied at 5.0 mills on each dollar of assessed value of said property.

ARTICLE 2: That the property tax for Benton County **Road Fund** purposes on the real and personal property situated and assessed in Benton County for the year 2019 assessments be fixed and levied at 1.9 mills on each dollar of assessed value of said real and personal property.

ARTICLE 3: That the property tax for Benton County **Ambulance Service Improvement District** purposes on the real and personal property situated and assessed in Benton County for the year 2019 assessments be fixed and levied at 0.2 mills on each dollar of assessed value of said real and personal property.

ARTICLE 4: That a Voluntary tax on the real and personal property situated and assessed in Benton County for the year 2019 is hereby fixed and levied as follows:

County Voluntary:

Benton County Road Fund	2.0 mills
Benton County Historical Preservation Commission	0.2 mills
Benton County Emergency Medical Services	2.0 mills

APPROVED:

ATTEST:

\_\_\_\_\_  
BARRY MOEHRING, COUNTY JUDGE  
DATE SIGNED: \_\_\_\_\_

\_\_\_\_\_  
BETSY HARRELL, COUNTY CLERK

SPONSOR: JP Susan Anglin

Date Adopted: \_\_\_\_\_

Votes For: \_\_\_\_\_ Votes Against: \_\_\_\_\_

Abstain: \_\_\_\_\_ Present: \_\_\_\_\_ Absent: \_\_\_\_\_

**APPROPRIATION ORDINANCE NO. O-2019-\_\_\_\_\_**

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF BENTON, STATE OF ARKANSAS, AN APPROPRIATION ORDINANCE TO BE ENTITLED:

AN APPROPRIATION ORDINANCE AMENDING APPROPRIATION ORDINANCE NO. O-2018-57 (**2019 BENTON COUNTY BUDGET**) APPROPRIATING ADDITIONAL FUNDS AND AUTHORIZING ADDITIONAL EXPENDITURES IN DEPARTMENT 0521, PUBLIC SAFETY SERVICES, FUND 1000

NOW, THEREFORE, BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF BENTON, STATE OF ARKANSAS:

**ARTICLE 1.** The following fund appropriations and expenditures are herein approved and adopted as an amendment to the **2019** Benton County Budget, and Appropriation Ordinance No. O-2018-57 shall be amended to authorize the amounts in the expenditure line items listed below:

**EXPENSE**

Fund 1000 – County General			Adjusted/ Orig. Budget	Appropriation Amount	New Budget Amount
Dept.	Acct.	Title			
0521	4004	Machinery/Equipment	\$1,753,642	\$ 37,000	\$1,790,642
Totals			\$1,753,642	\$ 37,000	\$1,753,642

**NET EFFECT: \$ 37,000**

**ARTICLE 2.** This appropriation is for funds to retrofit the Bella Vista Radio Tower for the new county Radio System being implemented through Motorola.

APPROVED:

BARRY MOEHRING, COUNTY JUDGE

DATE SIGNED: \_\_\_\_\_

ATTEST:

BETSY HARRELL, COUNTY CLERK

SPONSOR: JP Pat Adams

DATE ADOPTED: \_\_\_\_\_

Votes For:      Votes Against:

Abstain: \_\_\_\_\_ Present: \_\_\_\_\_ Absent: \_\_\_\_\_