



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, September 30, 2025

4:00 PM

Municipal Center, 300 S. Church

1. CALL TO ORDER

2. ROLL CALL (ELECTRONIC ATTENDANCE) CONFIRMED BY CITY CLERK APRIL LEGGETT

3. APPROVAL OF MINUTES

[MIN-25:080](#) Minutes for the Finance Committee meeting on Tuesday, September 9, 2025.

Attachments: [Minutes](#)

4. NEW BUSINESS

ORDINANCES TO BE INTRODUCED

[ORD-25:034](#) AN ORDINANCE AUTHORIZING MID-SOUTH AUTO SERVICE TO DO BUSINESS WITH THE CITY OF JONESBORO

Sponsors: Finance

RESOLUTIONS TO BE INTRODUCED

[RES-25:128](#) A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE COST PROPOSAL AND ISSUE A PURCHASE ORDER TO MATRIX CONSULTING GROUP TO PROVIDE PROFESSIONAL SERVICES FOR THE BUILDING CODE REVIEW AND PERMITTING PROCESS ASSESSMENT STUDY

Sponsors: Engineering and Finance

Attachments: [Jonesboro Cost Proposal.pdf](#)

[RES-25:129](#) A RESOLUTION BY THE CITY OF JONESBORO, ARKANSAS TO APPROVE THE ATTACHED FEE PROPOSAL FOR ADDITIONAL SERVICES FOR THE MARION BERRY PARKWAY MULTIUSE TRAIL PROJECT

Sponsors: Engineering

Attachments: [Marion Berry Multiuse Trail Fee Proposal.pdf](#)

[RES-25:131](#) RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE FY2023 LOW-NO EMISSIONS GRANT FROM THE FEDERAL TRANSIT ADMINISTRATION AND ACCEPT THE SOLE SOURCE BID AND ENTER INTO A

CONTRACT WITH HOMETOWN MANUFACTURING INC. FOR THE PURCHASE OF
THE HYBRID TROLLEY BUSES

Sponsors: Grants, JETS and Finance

Attachments: [Trolley 1 Quote.pdf](#)
[Trolley 2 Quote.pdf](#)
[Sole Source letter.pdf](#)

RES-25:132 RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS,
TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 616 E. OAK, PARCEL
01-144191-17500, OWNED BY JOYCE SCARBOROUGH IN THE AMOUNT OF \$275

Sponsors: Code Enforcement and Finance

Attachments: [1. 616 E Oak Notice of Violation.pdf](#)
[2. 616 E Oak Billing Request.pdf](#)
[3. 616 E Oak Mowing Invoice.pdf](#)
[4. 616 E Oak Council Notice.pdf](#)

RES-25:133 RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS,
TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 1400 MERRYWOOD,
PARCEL 01-144203-16200, OWNED BY TONYA R. HINDS IN THE AMOUNT OF \$315

Sponsors: Code Enforcement and Finance

Attachments: [1. 1400 Merrywood Notice of Violation.pdf](#)
[2. 1400 Merrywood Billing Request.pdf](#)
[3. 1400 Merrywood Mowing Invoice.pdf](#)
[4. 1400 Merrywood Council Notice.pdf](#)

RES-25:134 RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS,
TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 3806 SCHOOL STREET,
PARCEL 01-144272-16500, OWNED BY OLGA HERNANDEZ IN THE AMOUNT OF
\$275

Sponsors: Code Enforcement and Finance

Attachments: [2. 3806 School St Billing Request.pdf](#)
[3. 3806 School St Mowing Invoice.pdf](#)
[4. 3806 School St Council Notice.pdf](#)

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-25:080

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Minutes

Minutes for the Finance Committee meeting on Tuesday, September 9, 2025.



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, September 9, 2025

4:00 PM

Municipal Center, 300 S. Church

1. CALL TO ORDER

2. ROLL CALL (ELECTRONIC ATTENDANCE) CONFIRMED BY CITY CLERK APRIL LEGGETT

Present 6 - Joe Hafner; Charles Coleman; Ann Williams; John Street; David McClain and Brian Emison

Absent 1 - Anthony Coleman

3. APPROVAL OF MINUTES

[MIN-25:075](#)

Minutes for the Finance Committee meeting on Tuesday, August 26, 2025.

Attachments: [Minutes](#)

A motion was made by John Street, seconded by Brian Emison, that this matter be Passed . The motion **PASSED** with the following vote.

Aye: 5 - Charles Coleman; Ann Williams; John Street; David McClain and Brian Emison

Absent: 1 - Anthony Coleman

4. NEW BUSINESS

RESOLUTIONS TO BE INTRODUCED

[RES-25:112](#)

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR TO ENTER INTO A 5-YEAR RENEWAL AGREEMENT WITH URBAN SDK FOR COMPREHENSIVE SPEED AND VOLUME DATA

Sponsors: Engineering

Attachments: [Jonesboro, AR - 5 Year Renewal \(1\).pdf](#)

Councilmember David McClain said, I just have a couple of them Mr. Chairman. So, this group SDK, they come in and they collect information on speed. Is that correct? And then also, what do we do with that information? And how do they work with the, I guess, not the traffic committee. What's the other committee you guys have? That decides the signs and all that kind of stuff. Traffic control. Engineering Department

Director Craig Light approached the podium and said, we've actually had a contract with Urban SDK for the last couple of years that the council has approved. It's been on a yearly basis. This is the first time that we've brought a five-year agreement to you. We've been doing it about once a year. Coming and asking for approval for this. What they do is, they ping digital data to keep track of vehicles moving down the street and how fast they're moving and how many are moving. And they mine all that data and they populate a map for us. On a monthly basis, they update it so we can see the vehicles going up and down roadways and the speeds in which they're traveling. They also have some analytical stuff that we're able to use with their software as well. We do compare that with actual field counts. So, we'll go set our own equipment out occasionally, or actually most of the time. If it's questionable of whether or not of how accurate the data is, we'll go set our own out and compare it. The data that we're getting through them and the data we're collecting ourselves are within the same order of magnitude. So, it's useful information to us. It keeps us from having to go out and put out counters on roads that we know are below thresholds. If our criteria is 300 to 3,000 vehicles a day and we count 9,000 vehicles a day on the roadway through Urban SDK, we don't have to go out there and sit out counters to verify it. We know that it's within reason, saves us time and not having to set out additional equipment. Councilmember David McClain said, do they make recommendations to us? Director Craig Light said, no, they don't. This is just data that we look at. The MPO has a contract with them as well. And so, they're looking at our data that we have and then the MPO uses it for out in the county. So we have two agreements with them.

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

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and Brian Emison

Absent: 1 - Anthony Coleman

[RES-25:113](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 654 W WASHINGTON, PARCEL 01-144183-16600, OWNED BY MICHAEL AND BARBARA PEARSON IN THE AMOUNT OF \$275

Sponsors: Code Enforcement and Finance

Attachments: [01. 654 W Washington Notice of Violation.pdf](#)
[02. 654 W Washington Billing Request.pdf](#)
[03. 654 W Washington Mowing Invoice.pdf](#)
[04. 654 W Washington Council Notice.pdf](#)

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

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and Brian Emison

Absent: 1 - Anthony Coleman

[RES-25:114](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 700 MELODY, PARCEL 01-143244-27500, OWNED BY IGNACIO AND EMILE PATINO IN THE AMOUNT OF \$275

Sponsors: Code Enforcement and Finance

Attachments: [01. 700 Melody Notice of Violation.pdf](#)
 [02. 700 Melody Billing Request.pdf](#)
 [03. 700 Melody Mowing Invoice.pdf](#)
 [04. 700 Melody Council Notice.pdf](#)

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

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and Brian Emison

Absent: 1 - Anthony Coleman

[RES-25:115](#) RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 2612 CRAWFORD, PARCEL 01-144273-02300, OWNED BY RANDY & ALEY CRAWFORD IN THE AMOUNT OF \$275

Sponsors: Code Enforcement and Finance

Attachments: [01. 2612 Crawford Notice of Violation.pdf](#)
 [02. 2612 Crawford Billing Request.pdf](#)
 [03. 2612 Crawford Mowing Invoice.pdf](#)
 [04. 2612 Crawford Council Notice.pdf](#)

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

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and Brian Emison

Absent: 1 - Anthony Coleman

[RES-25:116](#) RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 4713 YUKON DRIVE, PARCEL 01-144154-00912, OWNED BY RICKIE LYNN SIMS, JR. IN THE AMOUNT OF \$275

Sponsors: Code Enforcement and Finance

Attachments: [01. 4713 Yukon Dr Notice of Violation.pdf](#)
 [02. 4713 Yukon Dr Billing Request.pdf](#)
 [03. 4713 Yukon Dr Mowing Invoice.pdf](#)
 [04. 4713 Yukon Council Notice.pdf](#)

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

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and Brian Emison

Absent: 1 - Anthony Coleman

[RES-25:117](#) RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 808 1 & 2 RICHMOND, PARCEL 01-144191-15300, OWNED BY E&C INVESTMENT, LLC IN THE AMOUNT

OF \$275

Sponsors: Code Enforcement and Finance

Attachments: [01. 808 1&2 Richmond Notice of Violation.pdf](#)
[02. 808 1&2 Richmond Billing Request.pdf](#)
[03. 808 1&2 Richmond Mowing Invoice.pdf](#)
[04. 808 1&2 Richmond Council Notice.pdf](#)

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

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and Brian Emison

Absent: 1 - Anthony Coleman

[RES-25:118](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 212 PECAN, PARCEL 01-144074-08400, OWNED BY SKY PARK HOLDING, LLC IN THE AMOUNT OF \$315

Sponsors: Code Enforcement and Finance

Attachments: [01. 212 Pecan Notice of Violation.pdf](#)
[02. 212 Pecan Billing Request.pdf](#)
[03. 212 Pecan Mowing Invoice.pdf](#)
[04. 212 Pecan Council Notice.pdf](#)

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

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and Brian Emison

Absent: 1 - Anthony Coleman

[RES-25:119](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 215 PECAN, PARCEL 01-144074-16800, OWNED BY SKY PARK HOLDING, LLC IN THE AMOUNT OF \$315

Sponsors: Code Enforcement and Finance

Attachments: [01. 215 Pecan Notice of Violation.pdf](#)
[02. 215 Pecan Billing Request.pdf](#)
[03. 215 Pecan Mowing Invoice.pdf](#)
[04. 215 Pecan Council Notice.pdf](#)

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

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and Brian Emison

Absent: 1 - Anthony Coleman

[RES-25:120](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 1313 PARDEW

STREET, PARCEL 01-144212-20200, OWNED BY MICHELLE NUTT IN THE AMOUNT OF \$275

Sponsors: Code Enforcement and Finance

Attachments: [01. 1313 Pardew Notice of Violation.pdf](#)
[02. 1313 Pardew Billing Request.pdf](#)
[03. 1313 Prdew Mowing Invoice.pdf](#)
[04. 1313 Pardew Council Notice.pdf](#)

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

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and Brian Emison

Absent: 1 - Anthony Coleman

5. PENDING ITEMS

6. OTHER BUSINESS

7. PUBLIC COMMENTS

8. ADJOURNMENT

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

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and Brian Emison

Absent: 1 - Anthony Coleman



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: ORD-25:034

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Ordinance

AN ORDINANCE AUTHORIZING MID-SOUTH AUTO SERVICE TO DO BUSINESS WITH THE CITY OF JONESBORO

WHEREAS, Arkansas Code Annotated 14-42-107 et seq provides that interest in office or contracts is prohibited by any alderman, council member, official or municipal employee, and

WHEREAS, Justin Tittle is owner, or owns an interest, in Mid-South Auto Service located in Jonesboro, Arkansas, and

WHEREAS, Mid-South Auto Service is one of many auto repair shops that provide services to municipalities and individuals, and

WHEREAS, The City of Jonesboro desires to have Mid-South Auto Service continue their availability to provide services in accordance with standard purchasing guidelines follow by the city, and

WHEREAS, special permission is required by the City Council for Mid-South Auto Service, owned by city Parks Department employee, Justin Tittle, to provide these services for the City of Jonesboro.

NOW, THEREFORE, BE IT ENACTED by the City Council for the City of Jonesboro, Arkansas, that:

Section 1: The City Council for the City of Jonesboro gives special permission for Mid-South Auto Service owned by Justin Tittle, a city employee, to provide auto repair services to the City of Jonesboro.



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-25:128

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS
TO ACCEPT THE COST PROPOSAL AND ISSUE A PURCHASE ORDER TO MATRIX
CONSULTING GROUP TO PROVIDE PROFESSIONAL SERVICES FOR THE BUILDING
CODE REVIEW AND PERMITTING PROCESS ASSESSMENT STUDY

WHEREAS, the City of Jonesboro desires to accept the cost proposal and issue a Purchase Order to
provide professional services for the Building Code Review and Permitting Process Assessment
Study;

WHEREAS, the Selection Committee has determined Matrix Consulting Group is the most qualified
firm for the project;

WHEREAS, the firm selected for the Building Code Review and Permitting Process Assessment
Study is Matrix Consulting Group;

WHEREAS, Matrix Consulting Group. has agreed to provide professional services, as described in
the attached cost proposal, for the Building Code Review and Permitting Process Assessment Study;
and

WHEREAS, the funding for the execution of the agreement shall come from the American Rescue
Plan Act (ARPA) Revenue Replacement Restricted Fund and compensation shall be paid in
accordance with the proposal.

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

Section 1. That the City of Jonesboro shall accept the cost proposal and issue a Purchase Order to
Matrix Consulting Group to provide professional services for the Building Code Review and
Permitting Process Assessment Study.

Section 2. The funding for the execution of the agreement shall come from the American Rescue Plan
Act (ARPA) Revenue Replacement Restricted Fund and compensation shall be paid in accordance
with the proposal.

Section 3. The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro to accept the cost proposal and direct the Purchasing Agent to issue a Purchase Order.



August 28, 2025

Craig Light, City Engineer
City of Jonesboro
300 S. Church Street
Jonesboro, AR 72401

Dear Mr. Light:

It is with great pleasure that we provide the attached cost proposal for conducting the building code review and permitting process assessment study for the City of Jonesboro. We propose to conduct this evaluation for a not-to-exceed price of \$99,840. The following table summarizes the total hours by project task.

Task	Total Hours	Total Fee
1. Interviews and Current State Profile	112	\$21,280
2. Process Diagram Development	46	\$7,840
3. Customer Survey and Focus Groups	36	\$6,400
4. Code Assessment	64	\$11,680
5. Comparative Benchmarking and Best Practices Analysis	80	\$14,080
6. Operational, Process, & Staffing Analysis	96	\$18,240
7. Implementation Plan, Draft and Final Report	80	\$15,520
Total Hours	514	
Hourly Rate		
Total Professional Fees		\$95,040
Travel Expenses		\$4,800
Total Project Cost		\$99,840

If you have any questions regarding the scope of work or associated fees, please contact Aaron Baggarly at abaggarly@matrixcg.net or by phone at 803-622-9910. As the firm's President, I am authorized to represent the firm contractually and execute any service agreement. I can be reached at the address and phone number below or via email at apennington@matrixcg.net.

A handwritten signature in blue ink, appearing to read "Alan D. Pennington".

ALAN D. PENNINGTON

President, Matrix Consulting Group, Ltd.



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-25:129

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

A RESOLUTION BY THE CITY OF JONESBORO, ARKANSAS TO APPROVE THE ATTACHED FEE PROPOSAL FOR ADDITIONAL SERVICES FOR THE MARION BERRY PARKWAY MULTIUSE TRAIL PROJECT

WHEREAS, Pickering Firm, Inc. was selected for the Marion Berry Parkway Multiuse Trail project;

WHEREAS, the City of Jonesboro desires to increase the project with the attached Fee Proposal in the amount of \$19,801.00 for Trail Design and \$18,400.00 for Lighting Design; and,

WHEREAS, funding for the execution of the fee proposals shall come from the Capital Improvement budget and compensation shall be paid in accordance with fee proposal.

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

Section 1: That the City of Jonesboro hereby accepts the attached Fee Proposal in the amount of \$19,801.00 for Trail Design and \$18,400.00 for Lighting Design for the Marion Berry Parkway Multiuse Trail project.

Section 2. That funding for the execution of the fee proposal shall come from the Capital Improvement budget and compensation shall be paid in accordance with the fee proposal.

Section 3. The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro to accept the Fee Proposal and direct the Purchasing Agent to increase the Purchase Order amount.

September 18, 2025

Mr. Craig Light, P.E.
Engineering Director
City of Jonesboro
300 S. Church
Jonesboro, AR 72401

**Re: Marion Berry Parkway Multiuse Trail
Revised Scope & Lighting Design
Jonesboro, Arkansas**

Mr. Light:

Pickering Firm, Inc., herein known as Pickering (the "Consultant"), is pleased to submit this Scope of Work and Fee Proposal to the City of Jonesboro, herein known as the City (the "Client"), for providing Professional Engineering services for the development of the above referenced project. Our scope of services, schedule, and fee are shown below.

General Project Description

Pickering was contracted to perform surveying and design services for multiuse trail along Marion Berry Parkway. The improvements were based on a schematic level design, completed by Pickering, that reduced the existing travel lane width to allow the addition of a multiuse trail on the west side of road and maintaining a sidewalk on the east side of the road. The schematic design utilized a concrete barrier wall full length of the project to separate the vehicular traffic from the pedestrians. This allowed the western most edge of the proposed multiuse trail to match the western most edge of the existing sidewalk reducing the complexity of the design and existing light pole interference.

After further discussion of the design and incorporation of Arkansas State University staff to the team the decision was made to reduce the concrete barrier wall locations and length to just the bridge areas and provide a 6-foot grass buffer strip in all other locations to separate vehicular traffic from the pedestrians. This was considered by the team to be a more aesthetic fit with A-State's vision with this being a major entrance to the campus. In addition to modifications needed for roadway lighting A-State has requested (2) lighting circuits be added to provide lighting on the concrete barrier wall for logo accent locations on one side of the wall and potential continuous accent lighting on the other side of the wall. A more detailed description of anticipated services is shown below in the Scope of Services.

Note that this modifies the original agreement dated August 26, 2024 covered under PO 50932 issued September 25, 2024. Modifications are as follows:

Scope of Services

Task 3 – Trail Design

1. The original survey area was limited outside the sidewalk area. To accommodate the widening of the 6-foot grass buffer additional ground surface data is required to properly model side slopes. Pickering will obtain and required surface elevations. Lidar data will be utilized for this requirement.
2. Additional modeling complexity is required to minimize the use of handrails and meet bicycle guidelines. Pickering will review the existing slopes and provide alternatives that are acceptable to both the City and A-State.
3. Pickering will include cross-sections along Marion Berry Parkway will be created to portray the design and construction limits of the side slopes.
4. At the request of A-State and agreed by the City, Pickering will include concrete stairs to the project to provided a more direct route down the eastern slope for sidewalk users.
5. The City has received a Transportation Alternatives Program (TAP) grant for this project. ARDOT submittals and plan approvals will be required. Pickering anticipates ARDOT submittals at stages that match the original proposal. Additional rounds of comments from ARDOT will be addressed.

Task 4 – Lighting Design

Pickering will provide the following tasks for lighting design:

1. Review requirements, existing sources of power, existing drawings, etc. to establish design criteria.
2. Prepare demolition plans for removing the pole lights and wiring.
3. Select or aid in the selection of lighting fixtures.
4. Prepare new work plans for relocating the existing pole lights and new wiring. Show fixtures and wiring in and on the wall.
5. Provide specifications, on the drawings, for fixtures, wiring, conduit, etc.
6. Check submittals.

Items Specifically Excluded

1. Lighting level photometric calculations
2. Lighting review site visits during design or construction

Project Schedule

Pickering will begin work as soon as the notice to proceed is received. Completion dates are flexible and will be coordinated with the City to ensure the project is not delayed.

Compensation for Basic Services

We will invoice you monthly based on a percentage of actual work completed. We propose to complete the work in the scope of basic services with the fee basis noted below plus customer reimbursable expenses. No markup will be included for reimbursable expenses.

Task 3 – Trail Design

Hourly Fee Not to Exceed..... \$19,801.00

Task 4 – Lighting Design

Lump Sum Fee \$18,400.00

Additional Services

If the City requires services beyond what is provided for in the scope of services listed above, said services can be performed based upon a negotiated lump sum fee agreed to by both parties or on the basis of our standard hourly rates plus reimbursable expenses. Additional services will only be performed after written authorization is received.

Please advise if further information is desired and do not hesitate to give me a call at (870) 336-0117 if you have any questions.

Sincerely,

PICKERING FIRM INCORPORATED



Michael L. Foster, P.E.
Project Manager



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-25:131

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE FY2023 LOW-NO EMISSIONS GRANT FROM THE FEDERAL TRANSIT ADMINISTRATION AND ACCEPT THE SOLE SOURCE BID AND ENTER INTO A CONTRACT WITH HOMETOWN MANUFACTURING INC. FOR THE PURCHASE OF THE HYBRID TROLLEY BUSES

WHEREAS, the City of Jonesboro, Arkansas was awarded the FY2023 Low-No Emissions Grant from the Federal Transit Administration in the federal amount of \$1,010,372 for the purchase of hybrid trolley style buses; and,

WHEREAS, the City of Jonesboro will provide a 15% local match; and,

WHEREAS, the sole source bid of \$1,188,672 was submitted by Hometown Manufacturing Inc which will be paid by the aforementioned grant.

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 an agreement with the Federal Transit Administration to accept the FY2023 Low-No Emissions grant for hybrid 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.

SECTION 3: The City of Jonesboro will enter into a contract with Hometown Manufacturing Inc. for the purchase of four hybrid trolley buses.

Award # AR-2025-018



Hometown Trolley/Coach Price Quote 2025

P.O. Box 185 Crandon, WI 54520

P. 715-301-0149

www.hometown-mfg.com

Price Quote for:		City of Jonesboro, AR	9/3/2025
CUSTOMER NAME:	Lee Wells		QUOTE # 032325DH-31

Year	Model	VL208GG - Villager 32' FORD F53 V-8 7.3L	GVW	Passengers
2027	Villager	GASOLINE	26,000	24

Date Requested:	No Specification	Totals
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Body and Chassis Base Price see page 2	\$	193,850.00
Options see page 2	\$	117,212.00
Total Cost	\$	311,062.00
Factory Discount/DD		-\$5,746.00
DLV020 - MANUFACTURER SCHEDULED DELIVERY		
Total Cost		\$305,316.00
Quantity		2
Grand Total	\$	610,632.00

Payment Terms:

\$ 610,632.00	Customer has secured in financing
\$ 91,594.80	(15%) is due at time of placing the Purchase Order
\$ 91,594.80	(15%) is due 90 Days before completion
\$ 427,442.40	is due at time of pick up or delivery.

****Customer is responsible for all taxes and licensing requirements****

Customer:			
Company	Jonesboro, AR	Address	300 S Church St
Contact Name	Lee Wells	City, St, Zip	Jonesboro, AR 72401
Title	Transit Manager	Phone	870.336.7210
Email	Twells@jonesboro.org	website	

Purchaser Signature		Double K, Inc. d/b/a Hometown Trolley Signature	
		<i>Signature of Lee Wells</i>	
Title	Date:	Title: President	Date: 9/3/2025

Notes/Comments:

Award # AR-2025-018



Hometown Trolley/Coach Price Quote 2025

P.O. Box 185 Crandon, WI 54520

P. 715-301-0149

www.hometown-mfg.com

Price Quote for: City of Jonesboro, AR		9/3/2025	
CUSTOMER NAME:	Lee Wells	QUOTE #	032325DH-31

Trolley Upgrades/Options in addition to base price

(in some cases replaces what is listed as standard equipment)

Part # / Description	Each	QTY	Extension
CHASSIS OPTIONS			
CH0040 - INCREASE GVW TO 26,000# FORD GASOLINE, 22.5" TIRE	\$ 6,230.00	1	\$ 6,230.00
CH0045 - ALUMINUM WHEELS (EACH)	\$ -	1	\$ -
CH0240 - SPARE TIRE/WHEEL 22.5" SHIP LOOSE	\$ 1,140.00	1	\$ 1,140.00
CH0410 - HOMETOWN GAS/ELECTRIC HYBRID SYSTEM - INCLUDES 259V LITHIUM BATTERY, ELECTRIC TRACTION MOTOR, CLOUD BASED XL LINK - TOTAL WEIGHT 385 lbs MAXIMUM	\$ 41,385.00	1	\$ 41,385.00
Electrical Options:			
Standard - STANDARD WIRING WITH PRINTED WIRE	\$ -	1	\$ -
EL0080 - DRIVER FAN, EACH	\$ -	1	\$ -
EL0180 - ALTERNATOR UPGRADE 240 AMP ALTERNATOR (Ford)	\$ 837.00	1	\$ 837.00
EL0200 - INVERTOR FOR 110v OUTLET FOR DECORATIVE LIGHTING	\$ 950.00	1	\$ 950.00
AUDIO VIDEO OPTIONS:			
Standard - ASA AM/FM/CD/IPOD/USB WITH 8 SPEAKERS	\$ -	1	\$ -
AV0360 - ANGELTRAX 2-CAMERA 1080 SYSTEM - VULCAN SERIES W 4 CHANNELS	\$ 3,245.00	1	\$ 3,245.00
AV0120 - PAGE SYSTEM W/ 4 SPEAKERS	\$ -	1	\$ -
Flooring Options:			
Standard - Altro Transit One Piece Floor	\$ -	1	\$ -
HVAC OPTIONS:			
HC0020 - ACC (Split System) 120,000 BTU	\$ 7,680.00	1	\$ 7,680.00
HC0120 - HEAT CIRCULATION PUMP	\$ 240.00	1	\$ 240.00
HC0160 - PASSENGER AREA HEATER 45,000 BTU	\$ 235.00	2	\$ 470.00
Exterior Options:			
Standard - TOTALLY ENCLOSED BODY	\$ -	1	\$ -
EX0040 - FRONT BUMPER COW CATCHER WOVEN WIRE - BLACK	\$ 800.00	1	\$ 800.00
EX0250 - RAMCO HEATED REMOTE MIRRORS	\$ 450.00	1	\$ 450.00
EX0095 - LED HEADLIGHTS	\$ 175.00	1	\$ 175.00
EX0081 - FUNCTIONAL REAR PORCH WITH INTERIOR DOOR ACCESS - NO EXTERIOR STEPS	\$ 2,350.00	1	\$ 2,350.00
EX0249 - BIKE RACK BUMPER MOUNT - HOMETOWN MFG	\$ 175.00	1	\$ 175.00
EX0250 - BYK RAK PIVOT PLATE WITH DEPLOYMENT	\$ 489.00	1	\$ 489.00
EX0230 - BYK RAK 2 POSITION BIKE RACK WITH DEPLOYMENT KIT	\$ 1,228.00	1	\$ 1,228.00
EX0051 - 3 WINDOW PAIR OPEN AIR SECTION INSERT INCLUDES RAIN CURTAINS AND GUARD RAILS	\$ 2,475.00	1	\$ 2,475.00
EX0052 - 3 WINDOW PAIR ENCLOSURE INSERTS FOR OPEN AIR AREAS	\$ 2,800.00	1	\$ 2,800.00
EX0140 - EXTERIOR MAHOGANY TRIM PACKAGE	\$ 15,850.00	1	\$ 15,850.00
Paratransit Options:			
ADA020 - LIFT, PACKAGE BRAUN CENTURY, PLATFORM PRIORITY SEATING SIGNS, ADA LOCATION SIGNS, ADA LIGHTING, INTERLOCK, AUDIBLE	\$ 6,425.00	1	\$ 6,425.00
ADA200 - Q'STRAIT SLIDE-N-CLICK (EACH POSITION)	\$ 590.00	2	\$ 1,180.00
ADA221 - DUAL CHIME SIGNAL, PASSENGER STOP REQUEST BULKHEAD MOUNTED	\$ 780.00	1	\$ 780.00
ADA240 - 2 POSITION FLIP SEAT PERIMETER FOLD UP WITH WOOD SLATS	\$ 325.00	2	\$ 650.00

Award # AR-2025-018



Hometown Trolley/Coach Price Quote 2025

P.O. Box 185 Crandon, WI 54520
P. 715-301-0149
www.hometown-mfg.com

Price Quote for:		City of Jonesboro, AR		9/3/2025	
CUSTOMER NAME:	Lee Wells		QUOTE #	032325DH-31	
ADA280 - STORAGE BOX FOR BELTS - HOLDS 1 SETS		\$	40.00	2	\$ 80.00
Safety Options:					
SA0020 - ESCAPE HATCH STANDARD MODEL		\$	-	1	\$ -
SA0060 - DRIVER BARRIER DOOR - F53 CONFIGURATION		\$	2,680.00	1	\$ 2,680.00
SA0230 - BACK UP CAMERA- COLOR MONITOR		\$	-	1	\$ -
SA0180 - DRIVERS STANCHION, w/LEXAN MODESTY BARRIER		\$	942.00	1	\$ 942.00
Interior Options:					
Standard - NATURAL OAK INTERIOR WITH TRIM		\$	-		\$ -
Standard - STAINLESS HANDRAILS HORIZONTAL AND ENTRY		\$	-		\$ -
IN0240 - NATURAL LEATHER GRAP STRAPS		\$	62.00	12	\$ 744.00
IN0120 - INTERIOR OAK AD CARD HOLDER J-RAIL BOTH SIDES		\$	285.00	1	\$ 285.00
IN0380 - OAK BROCHURE RACK 20" X 24"		\$	225.00	1	\$ 225.00
Graphics Options:					
Standard - 2 Tone PPG Paint and HT Stripe Package (stock vinyl colors only)		\$	-	1	\$ -
Fare Collection Options:					
FCD190 - DIAMOND F-1 FAREBOX WITH REMOTE DUMP CONTROL		\$	4,180.00	1	\$ 4,180.00
FCD120 - TRANSIGN LED DESTINATION SIGN W/SOFTWARE AND CONTROL (SYSTEM INCLUDED FRONT LED SIGN , PROGRAMING CONTROLLER PAD, SOFTWARE)		\$	2,615.00	1	\$ 2,615.00
Passenger Seating Options:					
Standard - Vintage style seats with oak slats (per double seat) TROLLEY		\$	-	1	\$ -
Driver Seating Options:					
DRS060 - RECARO EGRO AIR SUSPENSION SEAT -BLACK VINYL		\$	2,575.00	1	\$ 2,575.00
Extended Warranty Options					
Delivery Options					
DLV020 - MANUFACTURER SCHEDULED DELIVERY		\$	4,882.00	1	\$ 4,882.00
Total Options					\$ 117,212.00

INCLUDES STANDARD ITEMS:

2026 Ford Strip Chassis
 26,000 GVW
 22.5" Tires
 Front End Alignment
 Marine Plywood Sub Floor
 Stainless Steel Roll Out Battery Tray
 Engine Alarm System for Hi Water Temp
 Low Oil Pressure - Low Water Pressure Gauge /Alarm
 Standard Rear Bumper
 Rear and Front Tow Hooks
 Rear Wheel Extended Valve Stems
 Front and Rear Wheel Well Flares
 Aluminum locking fuel door
 Dash Defroster/ Heat
 A & M Electric Entry Door 32" w x 92" high with Header Access

Award # AR-2025-018



Hometown Trolley/Coach Price Quote 2025

P.O. Box 185 Crandon, WI 54520

P. 715-301-0149

www.hometown-mfg.com

Price Quote for:		City of Jonesboro, AR	9/3/2025
CUSTOMER NAME:	Lee Wells	QUOTE #	032325DH-31
Entry door angled handrailings both sides Entry Key lock with exterior toggle switch with cover located under passenger side headlight bucket Front Driver Area Windows Clear no Tint Arch Top windows with Egress compliant with FMVSS Master Disconnect in sealed battery compartment Interlock Brake and Transmission Vintage Oak Passenger Seating Interior Rear Mirror and Convex Mirror 12v Chrome Center Headlight Clearance Light Chrome Guards LED Exterior Lighting DOT approved LED Interior ADA Light , Door Light, Driver Light and Step Well Lighting All Required Signage Altro Transit Flooring Black Barymat Accousitc driver mat White Step Edges White Standee Line Engine Cover Stainless Steel Handrailings including entry railings and Driver's Guard Oak Panel Interior Back Up Alarm Fire Extinguisher 5lb Triangle Reflector Kit Saftey Kit Exterior Interior PA 12 Volt power outlet Undercoating Gong Bell with electrical switch and pull cord, continues rings or pull ding LED Lighting as requested Cupola Windows with Etchings Paint: TBD By Customer			

Award # AR-2025-018



Hometown Trolley/Coach Price Quote 2025

P.O. Box 185 Crandon, WI 54520
P. 715-301-0149
www.hometown-mfg.com

Price Quote for:		City of Jonesboro, AR		9/3/2025	
CUSTOMER NAME:		Lee Wells		QUOTE # 032325DH-23	
Year	Model	VL190G - Villager 27' FORD F53 V-8 7.3L	GVW	Passengers	
2027	Villager	GASOLINE / ELECTRIC HYBRID	22,000	26	
Date Requested:		No Specification		Totals	
			Body and Chassis Base Price see page 2	\$	190,450.00
			Options see page 2	\$	104,316.00
			Total Cost	\$	294,766.00
			Factory Discount/DD		-\$5,746.00
			DLV020 - MANUFACTURER SCHEDULED DELIVERY		
			Total Cost		\$289,020.00
			Quantity		2
			Grand Total	\$	578,040.00

Payment Terms:

\$	578,040.00	Customer has secured in financing
\$	86,706.00	(15%) is due at time of placing the Purchase Order
\$	86,706.00	(15%) is due 90 Days before completion
\$	404,628.00	is due at time of pick up or delivery.

****Customer is responsible for all taxes and licensing requirements****

Customer:	
Company	Jonesboro, AR
Address	300 S Church St
Contact Name	Lee Wells
City, St, Zip	Jonesboro, AR 72401
Title	Transit Manager
Phone	870.336.7210
Email	Twells@jonesboro.org
website	

Purchaser Signature		Double K, Inc. d/b/a Hometown Trolley Signature	
Title	Date:	Title: President	Date: 9/3/2025

Notes/Comments:

Award # AR-2025-018



Hometown Trolley/Coach Price Quote 2025

P.O. Box 185 Crandon, WI 54520

P. 715-301-0149

www.hometown-mfg.com

Price Quote for: City of Jonesboro, AR		9/3/2025	
CUSTOMER NAME:	Lee Wells	QUOTE #	032325DH-23

Trolley Upgrades/Options in addition to base price

(in some cases replaces what is listed as standard equipment)

Part # / Description	Each	QTY	Extension
CHASSIS OPTIONS			
CH0320 - WHEEL, SIMULATORS 19.5" (SET OF 4)	\$ -	1	\$ -
CH0220 - SPARE TIRE/WHEEL 19.5" SHIP LOOSE	\$ 780.00	1	\$ 780.00
CH0410 - HOMETOWN GAS/ELECTRIC HYBRID SYSTEM - INCULDES 259V LITHIUM BATTERY, ELECTRIC TRACTION MOTOR, CLOUD BASED XL LINK - TOTAL WEIGHT 385 lbs MAXIMUM	\$ 41,385.00	1	\$ 41,385.00
Electrical Options:			
Standard - STANDARD WIRING WITH PRINTED WIRE	\$ -	1	\$ -
EL0080 - DRIVER FAN, EACH	\$ -	1	\$ -
EL0180 - ALTERNATOR UPGRADE 240 AMP ALTERNATOR (Ford)	\$ 837.00	1	\$ 837.00
EL0200 - INVERTOR FOR 110v OUTLET FOR DECORATIVE LIGHTING	\$ 950.00	1	\$ 950.00
AUDIO VIDEO OPTIONS:			
Standard - ASA AM/FM/CD/IPOD/USB WITH 8 SPEAKERS	\$ -	1	\$ -
AV0360 - ANGELTRAX 2-CAMERA 1080 SYSTEM - VULCAN SERIES W 4 CHANNELS	\$ 3,245.00	1	\$ 3,245.00
AV0120 - PAGE SYSTEM W/ 4 SPEAKERS	\$ -	1	\$ -
Flooring Options:			
Standard - Altro Transit One Piece Floor	\$ -	1	\$ -
HVAC OPTIONS:			
HC0020 - ACC (Split System) 120,000 BTU	\$ 7,680.00	1	\$ 7,680.00
HC0120 - HEAT CIRCULATION PUMP	\$ 240.00	1	\$ 240.00
HC0160 - PASSENGER AREA HEATER 45,000 BTU	\$ 235.00	2	\$ 470.00
Exterior Options:			
Standard - TOTALLY ENCLOSED BODY	\$ -	1	\$ -
EX0040 - FRONT BUMPER COW CATCHER WOVEN WIRE - BLACK	\$ 550.00	1	\$ 550.00
EX0250 - RAMCO HEATED REMOTE MIRRORS	\$ 450.00	1	\$ 450.00
EX0095 - LED HEADLIGHT	\$ 175.00	1	\$ 175.00
EX0249 - BIKE RACK BUMPER MOUNT - HOMETOWN MFG	\$ 175.00	1	\$ 175.00
EX0250 - BYK RAK PIVOT PLATE WITH DEPLOYMENT	\$ 489.00	1	\$ 489.00
EX0230 - BYK RAK 2 POSITION BIKE RACK WITH DEPLOYMENT KIT	\$ 1,228.00	1	\$ 1,228.00
EX0051 - 3 WINDOW PAIR OPEN AIR SECTION INSERT INCLUDES RAIN CURTAINS AND GUARD RAILS	\$ 2,475.00	1	\$ 2,475.00
EX0052 - 3 WINDOW PAIR ENCLOSURE INSERTS FOR OPEN AIR AREAS	\$ 2,800.00	1	\$ 2,800.00
EX0140 - EXTERIOR MAHOGANY TRIM PACKAGE	\$ 15,850.00	1	\$ 15,850.00
Paratransit Options:			
ADA020 - LIFT, PACKAGE BRAUN CENTURY, PLATFORM PRIORITY SEATING SIGNS, ADA LOCATION SIGNS, ADA LIGHTING, INTERLOCK, AUDIBLE	\$ 6,425.00	1	\$ 6,425.00
ADA200 - Q'STRAIT SLIDE-N-CLICK (EACH POSITION)	\$ 590.00	2	\$ 1,180.00
ADA221 - DUAL CHIME SIGNAL, PASSENGER STOP REQUEST BULKHEAD MOUNTED	\$ 780.00	1	\$ 780.00
ADA240 - 2 POSITION FLIP SEAT PERIMETER FOLD UP WITH WOOD SLATS	\$ 325.00	2	\$ 650.00
ADA280 - STORAGE BOX FOR BELTS - HOLDS 1 SETS	\$ 40.00	2	\$ 80.00
Safety Options:			
SA0020 - ESCAPE HATCH STANDARD MODEL	\$ -	1	\$ -

Award # AR-2025-018



Hometown Trolley/Coach Price Quote 2025

P.O. Box 185 Crandon, WI 54520

P. 715-301-0149

www.hometown-mfg.com

Price Quote for:		City of Jonesboro, AR		9/3/2025	
CUSTOMER NAME:	Lee Wells		QUOTE #	032325DH-23	
SA0230 - BACK UP CAMERA- COLOR MONITOR	\$	-	1	\$	-
SA0180 - DRIVERS STANCHION, w/LEXAN MODESTY BARRIER	\$	-	1	\$	-
Interior Options:					
Standard - NATURAL OAK INTERIOR WITH TRIM	\$	-		\$	-
Standard - STAINLESS HANDRAILS HORIZONTAL AND ENTRY	\$	-		\$	-
IN0240 - NATURAL LEATHER GRAP STRAPS	\$	55.00	12	\$	660.00
IN0120 - INTERIOR OAK AD CARD HOLDER J-RAIL BOTH SIDES	\$	285.00	1	\$	285.00
IN0380 - OAK BROCHURE RACK 20" X 24"	\$	225.00	1	\$	225.00
Graphics Options:					
Standard - 2 Tone PPG Paint and HT Stripe Package (stock vinyl colors only)	\$	-	1	\$	-
Fare Collection Options:					
FCD200 - DIAMOND F-1 FAREBOX WITH REMOTE DUMP CONTROL	\$	4,180.00	1	\$	4,180.00
FCD120 - TRANSIGN LED DESTINATION SIGN W/SOFTWARE AND CONTROL (SYSTEM INCLUDED FRONT LED SIGN , PROGRAMING CONTROLLER PAD, SOFTWARE)	\$	2,615.00	1	\$	2,615.00
Passenger Seating Options:					
Standard - Vintage style seats with oak slats (per double seat) TROLLEY	\$	-	1	\$	-
Driver Seating Options:					
DRS060 - RECARO EGRO AIR SUSPENSION SEAT -BLACK VINYL	\$	2,575.00	1	\$	2,575.00
Extended Warranty Options					
Delivery Options					
DLV020 - MANUFACTURER SCHEDULED DELIVERY	\$	4,882.00	1	\$	4,882.00

Total Options

\$ 104,316.00

INCLUDES STANDARD ITEMS:

- 2026 Ford Strip Chassis
- 22,000 GVW
- 19.5" Tires
- Front End Alignment
- Marine Plywood Sub Floor
- Stainless Steel Roll Out Battery Tray
- Engine Alarm System for Hi Water Temp
- Low Oil Pressure - Low Water Pressure Guage /Alarm
- Standard Rear Bumper
- Rear and Front Tow Hooks
- Rear Wheel Extended Valve Stems
- Front and Rear Wheel Well Flares
- Aluminum locking fuel door
- Dash Defroster/ Heat
- A & M Electric Entry Door 32" w x 92" high with Header Access
- Entry door angled handrailings both sides
- Entry Key lock with exterior toggle switch with cover located under passenger side headlight bucket
- Front Driver Area Windows Clear no Tint
- Arch Top windows with Egress compliant with FMVSS

Award # AR-2025-018



Hometown Trolley/Coach Price Quote 2025

P.O. Box 185 Crandon, WI 54520

P. 715-301-0149

www.hometown-mfg.com

Price Quote for:		City of Jonesboro, AR	9/3/2025
CUSTOMER NAME:	Lee Wells	QUOTE #	032325DH-23

Master Disconnect in sealed battery compartment
 Interlock Brake and Transmission
 Vintage Oak Passenger Seating
 Interior Rear Mirror and Convex Mirror
 12v Chrome Center Headlight
 Clearance Light Chrome Guards
 LED Exterior Lighting DOT approved
 LED Interior ADA Light , Door Light, Driver Light and Step Well Lighting
 All Required Signage
 Altro Transit Flooring
 Black Barmat Accousitc driver mat
 White Step Edges
 White Standee Line
 Engine Cover
 Stainless Steel Handrailings including entry railings and Driver's Guard
 Oak Panel Interior
 Back Up Alarm
 Fire Extinguisher 5lb
 Triangle Reflector Kit
 Saftey Kit
 Exterior Interior PA
 12 Volt power outlet
 Undercoating
 Gong Bell with electrical switch and pull cord, continues rings or pull ding
 LED Lighting as requested
 Cupola Windows with Etchings
 Paint: TBD By Customer

**Hometown Manufacturing, Inc.**

750 Industrial Parkway | PO Box 185
Crandon, WI 54520
Phone: 715-301-0149 | Fax: 715-478-5095
www.hometown-mfg.com

9/27/2023

Dear City of Jonesboro Representatives,

At Hometown Manufacturing, Inc., our mid-duty Villager model transit trolley is built on a Ford F53 chassis with a Ford V8 7.3L gasoline Engine. We offer a hybrid kit upfit that charges a 259V high efficiency lithium-ion battery through regenerative braking. During acceleration, the battery releases stored energy to the electric motor, which helps propel the vehicle – reducing fuel consumption and lowering emissions.

We are confident that Hometown Manufacturing, Inc is the only transit trolley manufacturer offering this gas/electric hybrid technology on a high-floor mid-duty platform.

If further information is needed, please contact Donovan Hickman.

Thank you,

Dustin Pence
COO
Hometown Manufacturing, Inc.
Dustin@hometown-mfg.com
715-301-0149



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-25:132

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 616 E. OAK, PARCEL 01-144191-17500, OWNED BY JOYCE SCARBOROUGH IN THE AMOUNT OF \$275

LEGAL DESCRIPTION: THE EAST 35 FEET OF LOT 13 IN BLOCK 2 OF GREGG & HOUGHTON'S SUBDIVISION OF KITCHENS' PLACE ADDITION TO THE CITY OF JONESBORO, ARKANSAS, AND THE WEST 15 FEET OF LOT 13 IN BLOCK 2 OF GREGG & HOUGHTON'S SUBDIVISION OF KITCHEN'S PLACE ADDITION TO THE CITY OF JONESBORO, ARKANSAS

WHEREAS, JOYCE SCARBOROUGH, the owner of record, was properly notified of a code violation at 616 E. Oak, and refused to remove or correct the conditions identified by the code enforcement officer of the City of Jonesboro, Arkansas; and,

WHEREAS, the code enforcement officer corrected the code violation on the 2nd of July 2025 using city funds in the amount of \$275; and,

WHEREAS, the City of Jonesboro seeks to perfect a lien against the affected property to cover the cost of the work pursuant to A.C.A 14-54-903.

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

Section 1: The city should proceed with placing a lien on the property located at 616 E. Oak.



Office of Code Enforcement
P.O. Box 1845, Jonesboro, AR 72403

870-933-4658

AFFIDAVIT

SCARBOROUGH JOYCE

333 PLANTATION WAY

BYHALIA, MS 38611-6949

RE: 616 E OAK

I, Eric Schmett, a Code Enforcement Officer, being duly sworn upon oath, that I served the attached notice(s) upon each of the persons or firms therein addressed, by depositing copies thereof in the United States Mail, enclosed within envelopes plainly addressed, as shown with postage fully prepaid, at the Jonesboro, Arkansas Post Office located at 310 East Street, Suite A., before 3:00 P.M., on the 19th day of May, 2025.

Eric Schmett
Jonesboro Code Enforcement

Subscribed and sworn before me the 19th day of May, 2025

Notary Public

My commission expires: 10 March 2034



Notice of Violation

05/16/2025

SCARBOROUGH JOYCE
333 PLANTATION WAY
BYHALIA MS 38611-6949

Case #: 252693

In regards to property located at: 616 E OAK, JONESBORO, AR 72401

Our records show that you own the property listed above. We have observed that the property has overgrown grass/weeds that needs to be mowed and trimmed. Please mow and trim entire property including any ditch/easements. We are sending this letter and are allowing you the opportunity to correct the violation(s) mentioned below by the end of the day on 06/01/2025. If the issue is not corrected by the date listed, the City will hire a contractor to mow and trim, and place a lien on your property. Please call the Code Enforcement Office at (870) 933-4658 if you have any questions. If you would like to view the ordinance in violation online, they are available on City Clerk section of www.jonesboro.org

Additionally, any owner/occupant shall be presumed to have notice for the violation of overgrown grass or weeds if the owner/occupant has received notice of the same violation within the same calendar year.

Section:

30-5 Overgrown Grass, Weeds, Vines, or Low hanging Limbs

870-273-2336

Sincerely,

Chris Martin
Code Enforcement Officer
P.O. Box 1845
Jonesboro, AR 72403

9589 0710 5270 2238 0436 03

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Extra Services & Fees (check box, add fee as appropriate)

- ☐ Return Receipt (hardcopy) \$
- ☐ Return Receipt (electronic) \$
- ☐ Certified Mail Restricted Delivery \$
- ☐ Adult Signature Required \$
- ☐ Adult Signature Restricted Delivery \$

Postmark
Here

Postage

\$

Total Postage and Fees

\$

Scarbrough, Joyce
 333 Plantation Way
 Byhalia MS 38611-6949 30



CITY OF JONESBORO
Code Enforcement
Request For Invoice

Date: 7-14-2025

To: Tosha Moss

Case #: 252693

Property Address: 616 E OAK
Jonesboro, AR 7240

APN# 01-144191-17500

Letter Sent on: 5-16-2025

Comply by Date: 6-01-2025

Date of Mowing Service: 7-2-2025

Need to send the following charges to this person.

SCARBOROUGH JOYCE
333 PLANTATION WAY
BYHALIA, MS 38611-6949

<u>ITEMS</u>	<u>AMOUNTS</u>
Filing Fees	\$ 15.00
Admin Fees	\$ 200.00
Mowing	\$ 60.00
<hr/>	
Total	\$ 275.00

Thank you,

Eric Schmett
Jonesboro Police Department
Code Enforcement Division
PO Box 1845
Jonesboro, AR 72403



Office of Code Enforcement
P.O. Box 1845, Jonesboro, AR 72403

870-933-4658

AFFIDAVIT

Joyce Scarborough

333 Plantation Way

Byhalia, MS 38611

RE: 616 E Oak

I, Eric Schmett, a Code Enforcement Officer, being duly sworn upon oath, that I served the attached notice(s) upon each of the persons or firms therein addressed, by depositing copies thereof in the United States Mail, enclosed within envelopes plainly addressed, as shown with postage fully prepaid, at the Jonesboro, Arkansas Post Office located at 310 East Street, Suite A., before 3:00 P.M., on the 15th day of July, 2025

Eric Schmett
Jonesboro Code Enforcement

Subscribed and sworn before me the 15th day of July, 2025

Notary Public

My commission expires: 10 March 2034

252693



DATE	INVOICE NO
7/14/2025	0069517

BILL TO
Joyce Scarborough 333 Plantation Way Byhalia, MS 38611

						DUE DATE
						8/19/2025
DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
PREVIOUS OUTSTANDING BALANCE						550.00
Code Enforcement Charges:						
Filing Fee-616 E Oak	1.00	15.00	15.00	0.00	0.00	15.00
Admin. Fee-616 E Oak	1.00	200.00	200.00	0.00	0.00	200.00
Mowing-616 E Oak	1.00	60.00	60.00	0.00	0.00	60.00
INVOICE TOTAL:			275.00	0.00	0.00	275.00

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (870) 932-3042

Customer Name: Joyce Scarborough
Customer No: 018720
Account No: 0034734 - Code Enforcement Charges

DUE DATE	INVOICE NO
8/19/2025	0069517

Please remit payment by the due date to:

City of Jonesboro
300 South Church Street
PO Box 1845
Jonesboro, AR 72403

If payment is not made within (30) days, the lien may be certified to Craighead County for collection on real estate taxes or City may pursue a judicial foreclosure in accordance with Ark. Code Ann. § 14-54-904.

Invoice Total: 275.00
Discounts: 0.00
Credit Applied: 0.00
Ending Balance: 825.00
INVOICE BALANCE: \$275.00
AMOUNT PAID: _____

U.S. Postal ServiceTM
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Domestic Mail Only

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OFFICIAL USE

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☐ Return Receipt (hardcopy)

\$

☐ Return Receipt (electronic)

\$

☐ Certified Mail Restricted Delivery

\$

☐ Adult Signature Required

\$

☐ Adult Signature Restricted Delivery

\$

Postmark
Here

JUL 15 2025

Postage

\$

Total Postage and Fees

\$

Sent to

Street and Apt. No., or PO Box No.

City, State, ZIP+4[®]

Joyce Scarborough
333 Plantation Way
Byhalia MS 38611

34

9589 0710 5270 2238 0440 20



Office of Code Enforcement
P.O. Box 1845, Jonesboro, AR 72403

870-933-4658

AFFIDAVIT

Joyce Scarbrough

333 Plantation Way

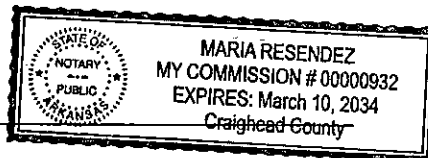
Byhalia, MS 38611

RE: 616 E Oak

I, Eric Schmett, a Code Enforcement Officer, being duly sworn upon oath, that I served the attached notice(s) upon each of the persons or firms therein addressed, by depositing copies thereof in the United States Mail, enclosed within envelopes plainly addressed, as shown with postage fully prepaid, at the Jonesboro, Arkansas Post Office located at 310 East Street, Suite A., before 3:00 P.M., on the 22nd day of August, 2025.

Eric Schmett
Jonesboro Code Enforcement

Subscribed and sworn before me the 22nd day of August, 2025.

Notary Public

My commission expires: 10 March 2034



Invoice# : 0069517

Case# : 252693

Notice Mailed Prior to 8/22/2024

Joyce Scarbourough
333 Plantation Way
Byhalia, MS 38611

Subject: 616 E Oak Parcel# 01-144191-17500

This is notification that the property mentioned above is subject to a lien for cost and expenses due to the City of Jonesboro for correcting code violations. This lien will be placed on the agenda for approval before the City Council of the City of Jonesboro on 10/07/2025.

The Council Meeting is at 5:30pm in the Municipal Building Council Chambers located at 300 S. Church St.

You have the right to appear and contest this action.

Should you have any question about this process, please call the Code Enforcement Office at 870-933-4658.

Thank you,

Scott Roper
Director of Code Enforcement
City of Jonesboro
300 S. Church Street
Jonesboro, AR 72401
Phone: 870-933-4658

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City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-25:133

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 1400 MERRYWOOD, PARCEL 01-144203-16200, OWNED BY TONYA R. HINDS IN THE AMOUNT OF \$315

LEGAL DESCRIPTION: MERRYWOOD SUB

WHEREAS, TONYA R. HINDS, the owner of record, was properly notified of a code violation at 1400 Merrywood, and refused to remove or correct the conditions identified by the code enforcement officer of the City of Jonesboro, Arkansas; and,

WHEREAS, the code enforcement officer corrected the code violation on the 2nd of July 2025 using city funds in the amount of \$315; and,

WHEREAS, the City of Jonesboro seeks to perfect a lien against the affected property to cover the cost of the work pursuant to A.C.A 14-54-903.

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

Section 1: The city should proceed with placing a lien on the property located at 1400 Merrywood.



Office of Code Enforcement
P.O. Box 1845, Jonesboro, AR 72403

870-933-4658

AFFIDAVIT

HINDS TONYA R

1400 MERRYWOOD

JONESBORO, AR 72401

RE: 1400 MERRYWOOD

I, Eric Schmett, a Code Enforcement Officer, being duly sworn upon oath, that I served the attached notice(s) upon each of the persons or firms therein addressed, by depositing copies thereof in the United States Mail, enclosed within envelopes plainly addressed, as shown with postage fully prepaid, at the Jonesboro, Arkansas Post Office located at 310 East Street, Suite A., before 3:00 P.M., on the 8th day of May, 2025.

Eric Schmett
Jonesboro Code Enforcement

Subscribed and sworn before me the 8th day of May, 2025.

Notary Public

My commission expires: 10 March 2034



Notice of Violation

05/08/2025

TONYA R. HINDS
1400 MERRYWOOD
JONESBORO AR 72401

Case #: 252284

In regards to property located at: 1400 MERRYWOOD, JONESBORO, AR 72401

Our records show that you own the property listed above. We have observed that the property has overgrown grass and weeds that must be mowed. Please mow and trim entire property including ditch. We are sending this letter and are allowing you the opportunity to correct the violation(s) mentioned below by the end of the day on 05/18/2025. If the issue is not corrected by the date listed, the City will hire a contractor to come and mow the property, and place a lien on your property. Please call the Code Enforcement Office at (870) 933-4658 if you have any questions. If you would like to view the ordinance in violation online, they are available on City Clerk section of www.jonesboro.org

Additionally, any owner/occupant shall be presumed to have notice for the violation of overgrown grass or weeds if the owner/occupant has received notice of the same violation within the same calendar year.

Section:

30-5 Overgrown Grass, Weeds, Vines, or Low hanging Limbs

(870)351-4258

Sincerely,

Hannah Gossett
Code Enforcement Officer
P.O. Box 1845
Jonesboro, AR 72403

9589 0710 5270 2238 0443 89

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- ☐ Certified Mail Restricted Delivery \$
- ☐ Adult Signature Required \$
- ☐ Adult Signature Restricted Delivery \$

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Tanya R. Hinds
1400 Merrywood
Jonesboro AR 72401

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CITY OF JONESBORO
Code Enforcement
Request For Invoice

Date: 7-14-2025

To: Tosha Moss

Case #: 254040

Property Address: 1400 Merrywood APN# 01-144203-16200
Jonesboro, AR 72401

Letter Sent on: 5-08-2025

Comply by Date: 5-18-2025

Date of Mowing Service: 7-2-2025

Need to send the following charges to this person.

HINDS TONYA R
1400 MERRYWOOD
JONESBORO, AR 72401

<u>ITEMS</u>	<u>AMOUNTS</u>
Filing Fees	\$ 15.00
Admin Fees	\$ 200.00
Mowing	\$ 60.00
<hr/>	
Total	\$ 275.00

Thank you,

Eric Schmett
Jonesboro Police Department
Code Enforcement Division
PO Box 1845
Jonesboro, AR 72403



Office of Code Enforcement
P.O. Box 1845, Jonesboro, AR 72403

870-933-4658

AFFIDAVIT

Tonya R Hinds

1400 Merrywood

Jonesboro, AR 72401

RE: 1400 Merrywood

I, Eric Schmett, a Code Enforcement Officer, being duly sworn upon oath, that I served the attached notice(s) upon each of the persons or firms therein addressed, by depositing copies thereof in the United States Mail, enclosed within envelopes plainly addressed, as shown with postage fully prepaid, at the Jonesboro, Arkansas Post Office located at 310 East Street, Suite A., before 3:00 P.M., on the 15th day of July, 2025.

Eric Schmett
Jonesboro Code Enforcement

Subscribed and sworn before me the 15th day of July, 2025.

Notary Public

My commission expires: 10 March 2034

254040



DATE	INVOICE NO
7/14/2025	0069520

BILL TO
Tonya R Hinds 1400 Merrywood Jonesboro, AR 72401

						DUE DATE
						8/19/2025
DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
PREVIOUS OUTSTANDING BALANCE						315.00
Code Enforcement Charges:						
Filing Fee-1400 Merrywood	1.00	15.00	15.00	0.00	0.00	15.00
Admin. Fee-1400 Merrywood	1.00	200.00	200.00	0.00	0.00	200.00
Mowing-1400 Merrywod	1.00	60.00	60.00	0.00	0.00	60.00
INVOICE TOTAL:			275.00	0.00	0.00	275.00

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (870) 932-3042

Customer Name: Tonya R Hinds
Customer No: 024875
Account No: 0035977 - Code Enforcement Charges

DUE DATE	INVOICE NO
8/19/2025	0069520

Please remit payment by the due date to:

City of Jonesboro
300 South Church Street
PO Box 1845
Jonesboro, AR 72403

If payment is not made within (30) days, the lien may be certified to Craighead County for collection on real estate taxes or City may pursue a judicial foreclosure in accordance with Ark. Code Ann. § 14-54-904.

Invoice Total: 275.00
Discounts: 0.00
Credit Applied: 0.00
Ending Balance: 590.00

INVOICE BALANCE: \$275.00
AMOUNT PAID: _____

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|--|----|
| <input type="checkbox"/> Return Receipt (hardcopy) | \$ |
| <input type="checkbox"/> Return Receipt (electronic) | \$ |
| <input type="checkbox"/> Certified Mail Restricted Delivery | \$ |
| <input type="checkbox"/> Adult Signature Required | \$ |
| <input type="checkbox"/> Adult Signature Restricted Delivery | \$ |

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Tonya B Hinds
1400 Merrywood
Jonesboro AR 72401

45

9589 0710 5270 2238 0440 44



Office of Code Enforcement
P.O. Box 1845, Jonesboro, AR 72403

870-933-4658

AFFIDAVIT

Tonya R. Hinds

1400 Merrywood

Jonesboro, AR 72401

RE: 1400 Merrywood

I, Eric Schmett, a Code Enforcement Officer, being duly sworn upon oath, that I served the attached notice(s) upon each of the persons or firms therein addressed, by depositing copies thereof in the United States Mail, enclosed within envelopes plainly addressed, as shown with postage fully prepaid, at the Jonesboro, Arkansas Post Office located at 310 East Street, Suite A., before 3:00 P.M., on the 22nd day of August, 2025.

Eric Schmett
Jonesboro Code Enforcement

Subscribed and sworn before me the 22nd day of August, 2025.

Notary Public

My commission expires: 10 March 2034



Invoice# : 0069520

Case# : 254040

Notice Mailed Prior to 8/22/2024

Tonya R. Hinds
1400 Merrywood
Jonesboro, AR 72401

Subject: 1400 Merrywood Parcel# 01-144203-16200

This is notification that the property mentioned above is subject to a lien for cost and expenses due to the City of Jonesboro for correcting code violations. This lien will be placed on the agenda for approval before the City Council of the City of Jonesboro on 10/07/2025.

The Council Meeting is at 5:30pm in the Municipal Building Council Chambers located at 300 S. Church St.

You have the right to appear and contest this action.

Should you have any question about this process, please call the Code Enforcement Office at 870-933-4658.

Thank you,

Scott Roper
Director of Code Enforcement
City of Jonesboro
300 S. Church Street
Jonesboro, AR 72401
Phone: 870-933-4658

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☐ Return Receipt (electronic)

☐ Certified Mail Restricted Delivery

☐ Adult Signature Required

☐ Adult Signature Restricted Delivery

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AUG 22 2025

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City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-25:134

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 3806 SCHOOL STREET, PARCEL 01-144272-16500, OWNED BY OLGA HERNANDEZ IN THE AMOUNT OF \$275

LEGAL DESCRIPTION: LOTS 6 AND 7, BLOCK IV, OF WATTS ADDITION TO THE CITY OF JONESBORO, ARKANSAS, FORMERLY TOWN OF NETTLETON, AS RECORDED IN BOOK 18, PAGE 621, CRAIGHEAD COUNTY, WESTERN DISTRICT, JONESBORO, ARKANSAS

WHEREAS, OLGA HERNANDEZ, the owner of record, was properly notified of a code violation at 3806 School Street, and refused to remove or correct the conditions identified by the code enforcement officer of the City of Jonesboro, Arkansas; and,

WHEREAS, the code enforcement officer corrected the code violation on the 7th of July 2025 using city funds in the amount of \$275; and,

WHEREAS, the City of Jonesboro seeks to perfect a lien against the affected property to cover the cost of the work pursuant to A.C.A 14-54-903.

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

Section 1: The city should proceed with placing a lien on the property located at 3806 School Street.



CITY OF JONESBORO
Code Enforcement
Request For Invoice

Date: 7-14-2025

To: Tosha Moss

Case #: 254040

Property Address: 3806 School St APN# 01-144272-16500
 Jonesboro, AR 72401

Letter Sent on: 5-19-2025

Comply by Date: 5-30-2025

Date of Mowing Service: 7-7-2025

Need to send the following charges to this person.

HERNANDEZ OLGA
3806 SCHOOL ST
JONESBORO, AR 72401

<u>ITEMS</u>	<u>AMOUNTS</u>
Filing Fees	\$ 15.00
Admin Fees	\$ 200.00
Mowing	\$ 60.00
<hr/>	
Total	\$ 275.00

Thank you,

Eric Schmett
Jonesboro Police Department
Code Enforcement Division
PO Box 1845
Jonesboro, AR 72403



Office of Code Enforcement
P.O. Box 1845, Jonesboro, AR 72403

870-933-4658

AFFIDAVIT

Olga Hernandez

3806 School Street

Jonesboro, AR 72401

RE: 3806 School St

I, Eric Schmett, a Code Enforcement Officer, being duly sworn upon oath, that I served the attached notice(s) upon each of the persons or firms therein addressed, by depositing copies thereof in the United States Mail, enclosed within envelopes plainly addressed, as shown with postage fully prepaid, at the Jonesboro, Arkansas Post Office located at 310 East Street, Suite A., before 3:00 P.M., on the 15th day of July, 2025.

Eric Schmett
Jonesboro Code Enforcement

Subscribed and sworn before me the 15th day of July, 2025.

Notary Public

My commission expires: 10 March 2034

254041



DATE	INVOICE NO
7/14/2025	0069519

BILL TO
Olga Hernandez 3806 School Street Jonesboro, AR 72401

						DUE DATE
						8/19/2025
DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
PREVIOUS OUTSTANDING BALANCE						825.00
Code Enforcement Charges:						
Filing Fee-3806 School St	1.00	15.00	15.00	0.00	0.00	15.00
Admin. Fee-3806 School St	1.00	200.00	200.00	0.00	0.00	200.00
Mowing-3806 School St	1.00	60.00	60.00	0.00	0.00	60.00
INVOICE TOTAL:			275.00	0.00	0.00	275.00

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (870) 932-3042

Customer Name: Olga Hernandez
Customer No: 022910
Account No: 0035778 - Code Enforcement Charges 3806 School St

DUE DATE	INVOICE NO
8/19/2025	0069519

Please remit payment by the due date to:

City of Jonesboro
300 South Church Street
PO Box 1845
Jonesboro, AR 72403

If payment is not made within (30) days, the lien may be certified to Craighead County for collection on real estate taxes or City may pursue a judicial foreclosure in accordance with Ark. Code Ann. § 14-54-904.

Invoice Total: 275.00
Discounts: 0.00
Credit Applied: 0.00
Ending Balance: 1,100.00

INVOICE BALANCE: \$275.00
AMOUNT PAID: _____

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| <input type="checkbox"/> Return Receipt (hardcopy) | \$ | _____ |
| <input type="checkbox"/> Return Receipt (electronic) | \$ | _____ |
| <input type="checkbox"/> Certified Mail Restricted Delivery | \$ | _____ |
| <input type="checkbox"/> Adult Signature Required | \$ | _____ |
| <input type="checkbox"/> Adult Signature Restricted Delivery | \$ | _____ |

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Olga Hernandez
3006 School St
Jonesboro AR 72401



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Office of Code Enforcement
P.O. Box 1845, Jonesboro, AR 72403

870-933-4658

AFFIDAVIT

HERNANDEZ OLGA

3806 SCHOOL ST

JONESBORO, AR 72401

RE: 3806 SCHOOL ST

I, Eric Schmett, a Code Enforcement Officer, being duly sworn upon oath, that I served the attached notice(s) upon each of the persons or firms therein addressed, by depositing copies thereof in the United States Mail, enclosed within envelopes plainly addressed, as shown with postage fully prepaid, at the Jonesboro, Arkansas Post Office located at 310 East Street, Suite A., before 3:00 P.M., on the 22nd day of August, 2025.

Eric Schmett
Jonesboro Code Enforcement

Subscribed and sworn before me the 22nd day of August, 2025.

Notary Public

My commission expires: 10 March 2034



Invoice# : 0069519

Case# : 254041

Notice Mailed Prior to 8/22/2024

Olga Hernandez
3806 School St
Jonesboro, AR 72401

Subject: 3806 School St Parcel# 01-144272-16500

This is notification that the property mentioned above is subject to a lien for cost and expenses due to the City of Jonesboro for correcting code violations. This lien will be placed on the agenda for approval before the City Council of the City of Jonesboro on 10/07/2025.

The Council Meeting is at 5:30pm in the Municipal Building Council Chambers located at 300 S. Church St.

You have the right to appear and contest this action.

Should you have any question about this process, please call the Code Enforcement Office at 870-933-4658.

Thank you


Scott Roper

Director of Code Enforcement
City of Jonesboro
300 S. Church Street
Jonesboro, AR 72401
Phone: 870-933-4658

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| <input type="checkbox"/> Return Receipt (hardcopy) | \$ | _____ |
| <input type="checkbox"/> Return Receipt (electronic) | \$ | _____ |
| <input type="checkbox"/> Certified Mail Restricted Delivery | \$ | _____ |
| <input type="checkbox"/> Adult Signature Required | \$ | _____ |
| <input type="checkbox"/> Adult Signature Restricted Delivery | \$ | _____ |

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PS Form 3800, January 2023 PSN 7530-02-000-9047

See Reverse for Instructions

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