



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes 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

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

Absent 1 - Anthony Coleman

3. APPROVAL OF MINUTES

[MIN-25:080](#)

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

ORDINANCES TO BE INTRODUCED

[ORD-25:034](#)

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

Sponsors: Finance

Councilmember David McClain said, I had a couple of questions Mr. Chairman, on this one. Has Mid-South already been providing services for the city? Parks Department Director Danny Kapales approached the podium and said, yes sir, prior to him coming on as softball coordinator, Mid-South has provided a percentage of auto repairs for city vehicles. Councilmember David McClain said, when did he start as softball coordinator? Director Danny Kapales said, just in the last few months. Councilmember David McClain said, got it. Director Danny Kapales said, so I just didn't want to take away from that opportunity. He isn't the only business that provides that service, it's just I didn't want to take that opportunity away. Councilmember David McClain said, so

he provides just for parks and rec or is it like police or any? Director Danny Kapales said, no it's for any city vehicle that potentially wants to go there. It's part of the same auto repair service at any other provider in the city. Councilmember David McClain said, and I guess the follow-up question Mr. Chairman, so it spells it out that no municipal employee can have a contract with us. I understand we're asking for special permission, but am I wrong that it spells it out pretty clearly that we can't? Chairman Joe Hafner said, I don't think that's exactly correct. We've had past instances where city employees, city council members, etc., have had businesses that have done business with the city, it just has to be disclosed. Which is what we're doing right now. Councilmember David McClain said, right. But do they do a similar agreement? Chairman Joe Hafner said, yeah. It went through the same process. Director Danny Kapales said, yeah this is actually a copy of that agreement and adjusted to it from another situation the same way. City Clerk April Leggett said, the auditor, every year, comes in and asks for that. Councilmember David McClain said, the state auditor does, ok. Thank you.

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

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](#)

Councilmember John Street said, I do have one. Is this to Craig? I was just curious as to what you think this is going to do for us to improve where we're at right now. Engineering Department Director Craig Light approached the podium and said, this study is going to review our internal processes in how we handle applications in permitting and inspections of new developments and new buildings, commercial, residential buildings in the city of Jonesboro. So, this is kind of a review of how we do it and where we might be lacking and where we need to maybe make some changes to do it better. So, it's an third party review of our process. Councilmember John Street said, I noticed in the breakdown here there's a customer survey and focus group, so I guess that's going to be put out, have some kind of meeting with anyone who wants to have input on that. Director Craig Light said, it will be, we'll invite architects and general contractors and home builders to it to give us their input on where they're having issues with us in terms of getting permits or getting inspections or getting their product complete. Councilmember John Street said, so hopefully this would streamline our process and bring us up to date and maybe modernize the way we conduct permits and things like that? Director Craig Light said, correct. There may be some recommendations on how we use AI in the future to review. It could be that there are some bottlenecks in our system or are grievances that builders have with us that we're really not aware of that there may be an easy fix that other communities have done.

Hopefully they'll come and review us and identify those areas that we're having issues and give us good recommendations on how we resolve those.

Councilmember David McClain said, just to follow up, kind of, with what John was touching on. So right now, the process is online, am I correct? Where you submit plans, you review them, here's a problem you send it back, they send it back. Are they going to help with working with that system that we currently have or maybe they say well, I think you need to scrap this, go towards a new system. And if so, do you think that will be additional cost there if we do scrap what we currently do? Director Craig Light said, I'm not sure what the recommendation is going to be until they do the study. They may make some recommendations that we change software, or they may not. We won't know until they do the study. It should be a fairly quick turnaround. In the study, they were only looking about three months, I believe, to do it, so we should get their recommendations fairly quickly. And then with any recommendations that we want to move forward with we would come back with. Councilmember David McClain said, right.

Chairman Joe Hafner said, they would look at like all our building codes our process, fire codes? Director Craig Light said, yeah, they're not going to spend a whole lot of time getting into the code since we have that comprehensive study going on that's doing the same thing. This is more about our processes. They'll look at what codes we have adopted for building codes, but I don't know that we're going to spend a lot of time dissecting those codes. It's more about processes of how do we get from an application to a permit. Get all the inspections done and get the certificate of occupancy and make it a pleasant experience for the building community.

Councilmember Dr. Charles Coleman said, I guess I have one question, because I've been working with a couple of contractors. The permit process when you go online, is it still all in English? You don't have Hispanic connotation in there at all? Because when I was helping a guy just the other day, Hispanic individual, and helping him to try to get his permit online. Are they going to be discussing about how they're going to do that too? Director Craig Light said, we definitely can look at accessibility on the site for different languages, for Spanish speakers. That hasn't been something that's come up, at least to me directly, but that is something we could definitely look at what it would take to do something like that.

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-25:129](#)

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](#)

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-25:131](#)

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](#)

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-25:132](#)

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](#)

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-25:133](#)

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](#)

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-25:134](#)

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](#)

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

Councilmember Dr. Charles Coleman said, Mr. Chairman, I wanted to ask Brian a question. Where the buses stop, how far are they along on putting sheds over all these stops? Chief Administrative Officer Brian Richardson approached the podium and said, Alejandra may be better answering this, but we've selected a contractor, and I think that we're in, I guess, the ordering phase. I believe we're expecting delivery on those well before the end of the year. I know there was some concrete pads that we had to rebuild to meet ADA specs, and then, obviously, there's some utility alignment that might be needed for a few of them. But the light is at the end of the proverbial tunnel, so we're looking forward to getting those in. They'll be a good service. We had a discussion the other day about some of the info boards that were on some of those, and some of those talks are starting to advance about not just if we're going to get these but when we're actually going to get them in, and when they're going to be programmed and when they're actually going to be usable by the public.

Councilmember Dr. Charles Coleman said, I appreciate that. I keep asking about it because it's getting close to winter, and a lot of these people have to stand out there. And I guess it continues to bother me until we get it done. Brian Richardson said, yeah and just commend Grants, JETS and Engineering for sticking with this. This grant that we were awarded two and half years ago or something along those lines, but anytime you get a grant with the federal funding, especially when it comes to JETS, there are a lot of items that you've got to kind of work through and boxes you have to check. And then to come to find out at some point down the line, the original manufacturer that had first quoted it I guess they were no longer in business, so we had to find somebody else. So that was fun, but they fought through it. Councilmember Dr. Charles Coleman said, I guess, the only other question I have. Those pads they have, are they legal size, are they a state requirement or are they other requirements? Brian Richardson said, the issue that we had with them was they were constructed several years ago,

and we didn't have any kind of the engineering specs as far as if they could meet the requirements for being able to bolt to, to ensure that they're not going to blow away or something along those lines. Councilmember Ann Williams said, ADA requirements to don't you? Brian Richardson said, correct. And they were ADA compliant, but there was some questions about if we could prove the integrity of the concrete that they would meet the requirements necessary to anchor the shelter to it. So, some of those had to be repoured. It didn't really hurt anything, just slows the time process down a little bit. It's a relatively small pad, but we just wanted to make extra sure that we complied with the grant in every way possible. So, we didn't want to take any chances on that piece.

Councilmember Ann Williams said, I have a question along the same lines. Something I brought up last week at the MPO meeting about continuing concern that Dr. Coleman and I both have mentioned in the past about the need for sidewalks on North Patrick. I know that there's a lot of engineering that will be required because of the ditches and the narrow shoulder there. Which also the narrow shoulders is what makes it very unsafe for foot traffic along there and thus the need for it. But it occurred to me when I was driving up that way one day that we have the JETS bus stop there and I know that getting federal transit funds in the past helped us build the sidewalks on Caraway. Much needed sidewalks that we needed for a long time. We were able to use federal transit funds for that because it was necessary for potential riders to get to the bus stop, they needed sidewalks. So, I wonder if it's possible that we look to maybe accessing federal transit funds to help with the cost of the sidewalks on North Patrick. Brian Richardson said, correct and actually had Director Wells and several staff, we had this similar discussion a couple weeks ago as they're working on next year's, I guess, action plan and budget for JETS to submit to the transit authority. You know, trying to get as much funding as we could for pedestrian infrastructure because it's building sidewalks on sale essentially, so we'll definitely take as much of that as we can get as we're comfortable locally matching. Because I mean there is a local match to it, but especially areas of high need. We're getting less and less of them, but there's still some areas of high need that has zero pedestrian infrastructure. And so there is a formula that does allow you to build pedestrian infrastructure with federal tax dollars that has to be within X number of feet. Maybe it's a quarter or half mile. There are some other stipulations on shared use paths that maybe allow for a little bit wider swath that we're getting some clarity on and also going to request some funding on that. So, really, it's just a question of how much money is going to be available for us to try to get from the federal government for transit purposes next year. Right now we just don't know, but I know that JETS and Finance are working on putting together some figures for that. I think that we also looked at some other areas of town that were in need of sidewalks, and we're talking to Engineering the other day and they're gathering some price estimates on that just so we can go ahead and be prepared to put that in their budget whenever funds come available and we kind of know what we're looking at for the guidelines. Councilmember Dr. Charles Coleman said, I think that the original plan was to go out to Magnolia, right? Brian Richardson said, yes. Councilmember Dr. Charles Coleman said, ok, so how far are we from... Brian Richardson said, halfway. If you go from Belt Street, I know there's a sidewalk there at Belt and Patrick. Councilmember Dr. Charles Coleman said, I know they built that new housing project out there. Brian Richardson said, correct. Councilmember Dr. Charles Coleman said, I know there's sidewalks there, but I think past there, I don't remember this so you might need to correct me on this, did that complex build that particular stretch of sidewalks or did the city build that? Councilmember Ann Williams said, I think the complex did, because it matches the entrance there. Brian Richardson said, the developer built that. Councilmember Dr. Charles Coleman said, so we need from that part going out to Magnolia? Brian Richardson said, correct. There are no

pedestrian accommodations, if there are it's a very small portion, but I don't believe there's any from where they currently end in front of that housing development to Magnolia. Councilmember Ann Williams said, before or after that development? If you're looking from Belt on? Brian Richardson said, yeah it ends about that second development. Councilmember Ann Williams said, it's just that little patch in front of that development is all. Brian Richardson said, correct.

7. PUBLIC COMMENTS

8. ADJOURNMENT

A motion was made by John Street, 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