



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, June 9, 2026

4:00 PM

Municipal Center, 300 S. Church

1. CALL TO ORDER

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

Present 5 - Joe Hafner; John Street; David McClain; Charles Coleman and Brian Emison

Absent 2 - Anthony Coleman and Ann Williams

3. APPROVAL OF MINUTES

[MIN-26:049](#)

Minutes for the Finance Committee meeting on Tuesday, May 26, 2026.

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: 4 - John Street; David McClain; Charles Coleman and Brian Emison

Absent: 2 - Anthony Coleman and Ann Williams

4. NEW BUSINESS

RESOLUTIONS TO BE INTRODUCED

[RES-26:060](#)

A RESOLUTION REQUESTING FREE UTILITY SERVICES FROM CITY WATER AND LIGHT FOR CITY-OWNED PROPERTY

Sponsors: Engineering

Councilmember John Street said, Mr. Chairman, I'm going to recuse myself because of my spot on City Water and Light Board of Directors.

*Councilmember David McClain said, what is that? What is that 301 West? Just curious. *someone talking off mic/camera* Councilmember David McClain said, got it. Chairman Joe Hafner said, the answer is it's where the Real Time Crime Center is going to be.*

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

Aye: 3 - David McClain; Charles Coleman and Brian Emison

Absent: 2 - Anthony Coleman and Ann Williams

Abstain: 1 - John Street

[RES-26:061](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 300 E PINE STREET, PARCEL 01-144183-21000, OWNED BY UNICORN, LLC IN THE AMOUNT OF \$865

Sponsors: Code Enforcement and Finance

Attachments: [260535_300 E PINE ST. INVOICE.pdf](#)
[260535_300 PINE VIOLATION NOTICE.pdf](#)
[Billing Request 300 E PINE.pdf](#)
[image18061.pdf](#)

Chairman Joe Hafner said, Mr. Roper, you got an update on RES-26:061? Director Scott Roper approached the podium and said, I would think we probably need to resend that through. Chairman Joe Hafner said, alright so, table it until the next meeting? Director Scott Roper said, until the next Finance? Chairman Joe Hafner said, until the next Finance meeting. Director Scott Roper said, yeah, that'd be great. I think we can correct this pretty quickly, Chairman Joe Hafner said, okay.

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

Aye: 4 - John Street; David McClain; Charles Coleman and Brian Emison

Absent: 2 - Anthony Coleman and Ann Williams

[RES-26:062](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 316 S MCCLURE, PARCEL 01-144183-21000, OWNED BY SBREME, LLC IN THE AMOUNT OF \$465

Sponsors: Code Enforcement

Attachments: [260189 316 S MCCLURE BILLING REQUEST.docx](#)
[260189_316 S MCCLURE OFFICIAL INVOICE.pdf](#)
[260189_316 S MCCLURE VIOLATION NOTICE.pdf](#)
[image18060.pdf](#)

*Chairman Joe Hafner said, how can they have the same parcel number? *someone said something off mic/camera* Chairman Joe Hafner said, what? Yeah, we'll come back. We'll come back to this one Mr. Roper checks into it.*

Chairman Joe Hafner said, Mr. Roper, do you have an update? Code Enforcement Director Scott Roper approached the podium and said, I do. The RES-26:062 is correct. We may need some guidance from April. RES-26:061 is incorrect. Chairman Joe Hafner said, okay so, I guess we can vote on RES-26:062 and have a, do we need to reconsider? City Clerk April Leggett said, yes.

Councilmember David McClain said, just something quick. So, the parcel number on RES-26:062 is correct? Res-26:061 is incorrect? Chairman Joe Hafner said, yeah.

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: 4 - John Street;David McClain;Charles Coleman and Brian Emison

Absent: 2 - Anthony Coleman and Ann Williams

[RES-26:064](#)

A RESOLUTION FOR THE CITY OF JONESBORO TO APPROVE THE FY2026-2027 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLAN THAT INCLUDES THE FY2026-2027 CDBG PROJECTS, ACTIVITIES AND BUDGET

Sponsors: Grants and Community Development

Councilmember Dr. Charles Coleman said, I have a question. Chairman Joe Hafner said, alright Dr. Coleman. Councilmember Dr. Charles Coleman said, not a hard question. Grants Director Chris Richey approached the podium and said, good. I'm glad. Councilmember Dr. Charles Coleman said, so you can jump up and down for a while. The \$15,000, is that per person for people trying to improve their home or their one time? Director Chris Richey said, the first time home buyers. So, yes, it's \$5,000. So, that's each. So, that'd be for three first time home buyers over the course of that year to apply for that and get that \$5,000. Councilmember Dr. Charles Coleman said, I thought it was I just wanted to make sure. Director Chris Richey said, yes sir. Yep. That's it.

Chairman Joe Hafner said, alright Mr. McClain. Councilmember David McClain said, a couple questions. Director Chris Richey said, sure. Councilmember David McClain said, so, I mean we got a couple repeats on here. Do we limit how many times they can apply through this or is this come as you, get as many times as you want or? Director Chris Richey said, we did a request for applications back in March, I believe. Somewhere in there. I can't remember when. So, we just take all the applications that we receive through that. Then we have the CDBG Advisory Committee gets together and they score the applications. And then the allocations are based on those scores. Councilmember David McClain said, but it doesn't limit how many times? Director Chris Richey said, no there's not a limit. As long as they meet the qualifications of the application.

Councilmember David McClain said, okay, okay. Any concern that we may or may not get this with the, I mean, the threat of, you know, federal government cutting some of this money? Director Chris Richey said, well, I think we're good, you know, that's a concern that wasn't placed in the budget submitted by the president, but the congress. That's happened in the past and congress has always continued to fund the CDBG program because of the impact it has on local communities where they serve. And so, I mean, I don't have a strong concern that it won't get passed and it won't be allocated. So, I'm confident that it will be.

Councilmember David McClain said, last thing. Public infrastructure, what is that? Director Chris Richey said, it's available for a lot of different things, you know, that we can use that money for. I mean, in the past it's been used for sidewalks, it's been used for overlays, it's been used for parks, you know in low to moderate income areas. Also, it's been used for some different organizations to be able to do some capital projects with their facilities. So, after we get the action plan approved then we can determine our priorities and what the city wants to spend that money on. Councilmember David McClain said, 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: 4 - John Street; David McClain; Charles Coleman and Brian Emison

Absent: 2 - Anthony Coleman and Ann Williams

[RES-26:065](#)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY AND ADMINISTRATION PLAN

Sponsors: Human Resources

Attachments: [Permit Coordinator Job Description.docx](#)
[Marketing Community Outreach Coordinator 6.1.26.docx](#)
[Digital Media Specialist 6.1.26.docx](#)
[Revised Pay Grades Salaries effective June 2026 \(002\).pdf](#)

Councilmember David McClain said, real quick, Mr. Chairman, if I may. So, we're looking at the regraded positions. Looks like it says already included in budget of headcount. So, nothing changed we just went from 115 to 118 and for Communications as well as the Public Information Specialist went from 113 to 115. Elimination of, on the new positions, we went eliminated Finance Manager, Assistant and created the Assistant Finance Director. Eliminated the open Admin Assistant position in Engineering and created the Permit Technician. And existing position looks like we changed or got rid of the GIS Coordinator and created a new Engineer position. Okay. So, it didn't change the headcount in Communications, correct?

Chief Administrative Officer Brian Richardson approached the podium and said, no it didn't change the headcount. And actually, you know, both in Finance and Communication we had some upper level salary retirements and we kind of took this as an opportunity to look at how we can approve some efficiency and how we can free up some money in this years budget and next years budget for some possible capital improvement projects or some other personnel elsewhere. Since both of those retirements we've seen staff has kind of shared out some of those allocated duties in both Finance and in Communications. And Tony and myself have picked up a couple of those duties as well, but just as a way to try to make our headcount and budget position just as efficient as possible.

Chairman Joe Hafner said, there was also, I think in one of the positions at least was, just from the Matrix study it was recommendations. Brian Richardson said, that would be Permanent Technician position, yes. And, you know, also there was a couple empty headcount spaces that weren't filled in the Building Department. I believe there was an Administrative Assistant and like I said we had a GIS Communicator position that hadn't been filled for a while. And we're actually looking for an engineering position that can handle the GIS Assistant duties as well as their typical engineering duties and I think that we've been successful in finding that candidate. So, again, like I said it's less money and kind of valuing the employees who have stepped up and done a little bit more work than maybe what was on their original job descriptions to help make everything work.

Councilmember David McClain said, on the same study, if I'm not mistaken, she said that you could, we could turn on some of the features of our technology, correct? And to help us... And the only reason I'm asking about that is, if there's a way for us to not continue to add headcount across the board I think that would be a good move. Brian Richardson said, yeah, and that's always going to be the goal is to try to be as efficient as you can and get the most out of each and every employee. You know, this resolution was presented in a way that it is because it is budget neutral and a budget

amendment wasn't necessary. Some of these other changes that are being, you know, identified by Matrix, they very well could require a budget amendment and they, you know, wouldn't necessarily be an amendment to the Salary Administration Plan. And so, those are coming probably a different time once some of that realignment is completed and, you know, recommendations and financing is found for that. Every decision we have has a dollar attached to it. So, we're trying to figure out the best way to move forward with those recommendations in a way that we can also afford.

Councilmember Dr. Charles Coleman said, Brian, a question. I read through that report that came. Will this include additional people like in Engineering Department, Permit Department or is this just across the board production? Brian Richardson said, this resolution is simply about some immediate needs within the city and also some equity needs too as well. The Public Information Specialist is really doing a job that's very similar to some other departments in the city and so that was the need to help bring that up to kind of, to match the demands and the needs and the responsibilities of that job. As far as for actually implementing the actually Building Department study, I know that Mr. Thomas and all of our Building Department directors have been pretty hard on that. I walked in on a meeting yesterday, we were talking about it. So, I do expect some additional recommendations coming forward soon. And again, it's trying to identify where every dollar's going to come from and exactly what each person's going to be doing. So, when we come and request something, we know that it's the best possible scenario and solution to the problem.

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: 4 - John Street;David McClain;Charles Coleman and Brian Emison

Absent: 2 - Anthony Coleman and Ann Williams

5. PENDING ITEMS

6. OTHER BUSINESS

Chairman Joe Hafner said, I guess the only thing that I have a question about from the last Finance meeting is the status of the swim team contracts. Is that something you think we'll see pretty soon or? I know they reached an agreement and...Brian Richardson approached the podium and said, they reached a tentative agreement on lane division. We're working on some particulars and some responsibilities. I think there's some, you know, there's some discussion about how to accurately reflect some wintertime swimming rates. I actually talked to Ms. Cook today on some questions regarding some billing last year that we're trying to work through. They're swimming right now under their own tentative agreement, but everything seems to be going okay. Chairman Joe Hafner said, some of the finer details need to be worked out. Brian Richardson said, yeah, there's some contractual details there that need to be hashed out, but like I said they're operating in a way that seems to be working for them. Was hoping to have that contract hopefully at the next Finance meeting, if not, a little before. But I didn't see any need for, you know, a Special Called Finance meeting or anything. Chairman Joe Hafner said, okay. Brian Richardson said, yeah, they're swimming under an agreement that we're all okay with as far as lane division goes, so. Chairman Joe Hafner said, thank you.

Councilmember David McClain said, are both teams swimming? Brian Richardson said, yes. Councilmember David McClain said, okay.

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: 4 - John Street; David McClain; Charles Coleman and Brian Emison

Absent: 2 - Anthony Coleman and Ann Williams