



# City of Brookland, Arkansas

## City Council Meeting Minutes

**Date of Meeting:** December 9, 2025

**Type of Meeting:** Regular

**Called to order at:** 7:00 PM by Mayor Kenneth Jones

COUNCIL MEMBER ATTENDANCE: (P = Present A = Absent)					
David Gambill	P	Jason Cooper	P	Mayor Kenneth Jones	P
Pamela McGee	P	Lachelle Sipes	P	Attorney Kevin Orr	P
Candice Bishop	P	Wilson Shipman	P	Clerk/Treas. Julie Thomas	P

### **Previous meeting minutes:**

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Approve the Brookland City Council meeting minutes dated November 11, 2025, as written

**Discussion:** None

**For:** 6      **Against:** 0      **Motion: Passed** 6-0

### **New Business:**

#### **1. Resolution 2025-21 – Adopting 2026 General, Street, and Utility Fund Budgets:**

\*Attorney Kevin Orr read aloud Resolution 2025-21.

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Approve Resolution 2025-21 adopting 2026 General, Street, and Utility Fund Budgets

**Discussion:** None

**For:** 6      **Against:** 0      **Motion: Passed:** 6-0

#### **2. Ordinance 2025-22 – Adopting compensation for City Council:**

\*Attorney Kevin Orr read aloud Ordinance 2025-22 entirely for the 1<sup>st</sup> reading.

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Suspend the rules and read aloud Ordinance 2025-22 by titles only for the 2<sup>nd</sup> reading.

**Discussion:** None

**For:** 6      **Against:** 0      **Motion: Passed:** 6-0

\*Attorney Kevin Orr read aloud Ordinance 2025-22 by titles only for the 2<sup>nd</sup> reading.

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Suspend the rules read aloud Ordinance 2025-22 by titles only for the 3<sup>rd</sup> and final reading.

**Discussion:** None

**For: 6      Against: 0      Motion: Passed: 6-0**

\*Attorney Kevin Orr read aloud Ordinance 2025-22 by titles only for the 3<sup>rd</sup> and final reading.

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Adopt Ordinance 2025-22 as read.

**Discussion:** None

**For: 6      Against: 0      Motion: Passed: 6-0**

ROLL CALL VOTE:					
David Gambill	Yes	Candice Bishop	Yes	Lachelle Sipes	Yes
Pamela McGee	Yes	Jason Cooper	Yes	Wilson Shipman	Yes

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Adopt the emergency clause in section 9 of Ordinance 2025-22.

**Discussion:** None

**For: 6      Against: 0      Motion: Passed: 6-0**

ROLL CALL VOTE:					
David Gambill	Yes	Candice Bishop	Yes	Lachelle Sipes	Yes
Pamela McGee	Yes	Jason Cooper	Yes	Wilson Shipman	Yes

**3. Ordinance 2025-23 – Adopting Compensation for Clerk/Treasurer:**

\*Attorney Kevin Orr read aloud Ordinance 2025-23 entirely for the 1<sup>st</sup> reading.

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Suspend the rules and read aloud Ordinance 2025-23 by titles only for the 2<sup>nd</sup> reading.

**Discussion:** None

**For: 6      Against: 0      Motion: Passed: 6-0**

\*Attorney Kevin Orr read aloud Ordinance 2025-23 by titles only for the 2<sup>nd</sup> reading.

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Suspend the rules read aloud Ordinance 2025-23 by titles only for the 3<sup>rd</sup> and final reading.

**Discussion:** None

**For: 6      Against: 0      Motion: Passed: 6-0**

\*Attorney Kevin Orr read aloud Ordinance 2025-23 by titles only for the 3<sup>rd</sup> and final reading.

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Adopt Ordinance 2025-23 as read.

**Discussion:** None

**For: 6      Against: 0      Motion: Passed: 6-0**

ROLL CALL VOTE:					
David Gambill	Yes	Candice Bishop	Yes	Lachelle Sipes	Yes
Pamela McGee	Yes	Jason Cooper	Yes	Wilson Shipman	Yes

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Adopt the emergency clause in section 9 of Ordinance 2025-23.

**Discussion:** None

**For: 6      Against: 0      Motion: Passed: 6-0**

ROLL CALL VOTE:					
David Gambill	Yes	Candice Bishop	Yes	Lachelle Sipes	Yes
Pamela McGee	Yes	Jason Cooper	Yes	Wilson Shipman	Yes

**4. Approve/Disapprove 2026 Craighead County Solid Waste Disposal Authority Budget:**

Mayor Jones presented the council the 2026 Craighead County Solid Waste Disposal Authority budget. The budget's estimated revenues are \$7,175,000 and expenses are \$7,131,000, creating an estimated surplus of \$43,850.

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Approve the 2026 Craighead County Solid Waste Disposal Authority Budget as presented.

**Discussion:** None

**For: 6      Against: 0      Motion: Passed: 6-0**

**5. Resolution 2025-24 – DRA Grant for Sewer Treatment Plant Headwork upgrade (500k):**

Mayor Jones informed the council that the City of Brookland had received a Delta Regional Authority (DRA) Grant for \$500k for improvements to the sewer treatment plant head works. This resolution is a requirement for the City of Brookland Utility Department to receive these funds.

\*Attorney Kevin Orr read aloud Resolution 2025-24 entirely.

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Adopt Resolution 2025-24 determining how/who is responsible for the management of the DRA Grant funds.

**Discussion:** None

**For: 6      Against: 0      Motion: Passed: 6-0**

**Two separate issues that had to be addressed in Resolution 2025-24 are as follows:**

**Motion by:** Wilson Shipman

**Second by:** David Gambill

**To:** Approve the appointment of Mayor Kenneth Jones to perform the duties as administrator over DRA Grant funds awarded and adopted in Resolution 2025-24 by a unanimous vote.

**Discussion:** None

**For: 6      Against: 0      Motion: Passed: 6-0**

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Made a motion that in the event of an administration change, the new mayor of the City of Brookland SHALL continue to have such authority under Resolution 2025-24.

**Discussion:** None

**For:** 6      **Against:** 0      **Motion: Passed:** 6-0

**6. Resolution 2025-25 – Raising Fixed Asset Dollar amount to \$5,000 for public property inventoried retroactive back to 01/01/2025:**

Mayor Jones asked the council to approve a resolution raising the fixed asset dollar amount to \$5000 for public property and make it retroactive back to 01/01/2025.

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Adopt Resolution 2025-25 as written.

**Discussion:** None

**For:** 6      **Against:** 0      **Motion: Passed:** 6-0

**7. Ordinance 2025-26 – to adopt zoning regulations and comprehensive plan:**

Mayor Jones presented the council the proposed 2040 Brookland Comprehensive Plan, proposed updated zoning codes, and proposed updated zoning map, as approved by the Planning Commission at their December regular meeting.

\*Attorney Kevin Orr read aloud Ordinance 2025-26 entirely for the 1<sup>st</sup> reading.

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Suspend the rules and read aloud Ordinance 2025-26 by titles only for the 2<sup>nd</sup> reading.

**Discussion:** None

**For:** 6      **Against:** 0      **Motion: Passed:** 6-0

\*Attorney Kevin Orr read aloud Ordinance 2025-26 by titles only for the 2<sup>nd</sup> reading.

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Suspend the rules read aloud Ordinance 2025-26 by titles only for the 3<sup>rd</sup> and final reading.

**Discussion:** None

**For:** 6      **Against:** 0      **Motion: Passed:** 6-0

\*Attorney Kevin Orr read aloud Ordinance 2025-26 by titles only for the 3<sup>rd</sup> and final reading.

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Adopt Ordinance 2025-26 as read.

**Discussion:** None

**For:** 6      **Against:** 0      **Motion: Passed:** 6-0

ROLL CALL VOTE:					
David Gambill	Yes	Candice Bishop	Yes	Lachelle Sipes	Yes
Pamela McGee	Yes	Jason Cooper	Yes	Wilson Shipman	Yes

**Motion by:** Jason Cooper  
**Second by:** David Gambill  
**To:** Adopt the emergency clause in section 4 of Ordinance 2025-26.  
**Discussion:** None  
**For:** 6      **Against:** 0      **Motion: Passed:** 6-0

ROLL CALL VOTE:					
David Gambill	Yes	Candice Bishop	Yes	Lachelle Sipes	Yes
Pamela McGee	Yes	Jason Cooper	Yes	Wilson Shipman	Yes

**Old Business:**

- Sportsplex update:**  
 Mayor Jones gave the council an update on the Sportsplex project. Jones informed the council that he has not yet heard anything regarding a decision on the grant from EAPDD. Jones stated that the committee is most likely still going through applications and he will update as soon as he is notified.
- Municipal Building Project update:**  
 Michael Bishop, City of Brookland Engineer, updated the council on the status of the Municipal Building project. Bishop discussed what has been completed thus far on the project.
- SRO Officer – discuss questions regarding K-9 unit for High School:**  
 Captain Jansen Settlemoir notified the council that there are no updates at this time.
- Discuss House Bill 1606 allowing local governments to authorize Utility Task Vehicle operation on city streets:**  
 Mayor Jones asked Captain Jansen Settlemoir, Brookland Police Department, to speak to the council regarding the usage of utility task vehicles (UTVs) on city streets. Settlemoir pointed out some of the benefits and potential dangers of UTVs being driven on city streets. Kerri Annable, Brookland resident, asked the council about allowing UTVs to be driven within a certain boundary of the city. Discussion among council members included that UTVs are not allowed to cross state highways, and many citizens are unaware of this law. Since HWY 49 and 49B are both state highways that pass directly through the city, this presents an increased risk to those wishing to utilize UTVs. Several comments were made in favor of allowing UTVs and several comments/questions were raised about risks and hazards. Mayor Jones asked council members to speak to residents and find out what the general consensus is, in order to make an informed decision on this issue.

**Motion by:** Jason Cooper  
**Second by:** David Gambill  
**To:** Table the issue until the next regular monthly meeting in January 2026.  
**Discussion:** None  
**For:** 6      **Against:** 0      **Motion: Passed:** 6-0

**5. Monthly Financials for General, Street, and Utility Funds:**

November 2025	General Fund:	Street Fund:	Utility Fund:
Beginning Balance:	\$507,230.01	\$150,649.53	\$522,754.04
Ending Balance:	\$446,541.42	\$176,545.24	\$504,186.68

\*General Fund: Mayor Jones informed the council that the city was notified they would receive some of the funding spent on the Maple Slough Ditch cleanup from the state. Jones added that the city did not receive the SRO reimbursement in the amount of \$23k from Brookland Public Schools during the month of November. Instead, it will show up in the December financial report. Jones also explained that the ditch work being done in the Northern Heights subdivision area is possible because the state is allowing the city to move funds not used on Maple Slough Ditch to be used on this ditch.

\*Utility Fund: Jones told the council that, although the utility audit was good, the rate study that was conducted by Civil Engineers, in accordance with Act 605-passed by the state legislature, proposes that the Brookland Utility Department will need to have rate increases of 3% in 2026, 3% in 2027, and 1% in 2028. Jones said the city would be working with Civil Engineering on the rate study to make sure the percentages are correct before being added.

**6. Addition to Meeting Agenda:**

Mayor Jones asked the council to add an item to the meeting agenda to be discussed and voted on. Jones stated that the issue was a resolution regarding a Federal Surplus operation that benefits cities and municipalities by offering items at a lower cost that could potentially benefit them and save them a lot of money.

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Add this item to the meeting agenda.

**Discussion:** None

**For: 6      Against: 0      Motion: Passed: 6-0**

**7. Resolution 2025-27:**

\*Attorney Kevin Orr read aloud Resolution 2025-27

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Adopt Resolution 2025-27 as read.

**Discussion:** None

**For: 6      Against: 0      Motion: Passed: 6-0**

**Mayor's Notes:**

- **Brookland Fire Protection District – Discuss ordinance requiring lock boxes on businesses:**

Mayor Jones and the council discussed the possibility of asking businesses in the city about including lock boxes outside their buildings to allow the fire, police, and emergency services to access the building in case of an alarm or inside emergency situations, potentially preventing them from having to break down a door to gain inside access. Nothing was decided on this issue at this time.

Mayor Jones asked the council if they had anything to add. Jason Allen, Craighead County Sheriff's deputy, who is running for Craighead County Sheriff in 2026, addressed the council and floor. Allen, a Brookland native, thanked the council for the job they do in securing the progress of Brookland and asked for their votes. Jones opened the floor for any comments. There were none.

Mayor Jones asked for a motion to adjourn the meeting.

**Motion by:** Wilson Shipman

**Second by:** Candice Bishop

**To:** Adjourn the meeting

**For: 6          Against: 0          Motion: Passed 6-0**

**Meeting adjourned at: 8:23 PM**

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Kenneth Jones, Mayor

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Julie Thomas, City Clerk/Treasurer