

Pine Bluff Urban Renewal Agency
Monthly Meeting Minutes
March 28, 2018

The Pine Bluff Urban Renewal Agency's (PBURA) regular monthly meeting was held on March 28, 2018 at The Baim Law Firm.

The following commissioners were in attendance:

Jimmy Dill, chair
Rita Conley
Lloyd Franklin, Sr.
Travis Martin
Kirby Mouser

Also in attendance were:

Darla Barr
Leigh Cockrum
Lori Walker
Ryan Watley

The meeting was called to order at 5:30 p.m.

The Commissioners went into Executive Session. The Executive Session ended at 5:45 p.m.

Commissioner Mouser made a MOTION to approve the January 30, 2018, February 6, 2018, and February 20, 2018 minutes as presented. The motion was seconded by Commissioner Franklin and was APPROVED.

Commissioner Dill asked for comments on the Central City Urban Renewal Plan that has been drafted. Dr. Watley stated the Plan had been enhanced by the contributions of other people and thanked them for their assistance. Examples in the Plan are only examples, specific projects are not being submitted yet as the Plan must maintain some flexibility.

Commissioner Franklin made a MOTION to approve the Central City Urban Renewal Plan. The motion was seconded by Commissioner Mouser and was APPROVED.

The PBURA must have a public meeting, one in each ward, for comments. The meetings will be scheduled and the commissioners will be notified of the dates and times as well as the newspaper.

The Commissioners reviewed the Procurement Policy and made changes. Commissioner Franklin made a MOTION to approve the Procurement Policy with changes discussed. The motion was seconded by Commissioner Mouser and was APPROVED.

Ms. Walker asked if the Commission needed to comply with the City's procurement policy. It was decided the policy just approved would be sufficient.

The Commissioners reviewed the Disposition of Property Guidelines. Commissioner Mouser made a MOTION to approve the Disposition of Property Guidelines with the caveat if any Disposition of Property Agreement is signed by the Executive Director, it must be signed by the Chairman or Vice Chairman. The motion was seconded by Commissioner Martin and was APPROVED.

The Application to Purchase Property was reviewed. Commissioner Franklin made a MOTION to accept the Application to Purchase Property as presented. The motion was seconded by Commissioner MARTIN and was APPROVED.

The Applicant Agreement was reviewed. Fees were discussed. The Developer's fee was changed for Vacant Lot, Residential Home, and Commercial Property.

Commissioner Mouser suggested rotating "x" number of closings on a rotating basis between title and closing agent companies that included Pine Bluff Title and Arkansas Closings in addition to Jefferson Title and any others. There are a limited number of title companies in the Pine Bluff area. Due to Conflict of Interest, both Commissioner Dill and Commissioner Martin declined inclusion in a rotation.

Commissioner Conley made a MOTION to approve the Applicant Agreement with the changes to Developer's fees. The motion was seconded by Commissioner Franklin and was APPROVED.

First Arkansas Insurance has notified us that the insurance carrier for the 216 S Main Street vacant building and property has cancelled coverage effective April 17, 2018.

The roof on the building is getting worse, especially after the hail storm on March 10. We need to get someone to at least put visqueen on it for the time being. We also need to check to see if by chance it is covered under the City's insurance policy. The building is still in good shape; need to moth ball it and get the roof fixed.

Ms. Cockrum will call First Arkansas Insurance about getting an adjuster to inspect for hail damage. She will also contact Mr. Miller about an emergency advance to the PBURA budget to be able to repair the roof.

Ms. Walker stated that there may be some funds available from the Economic and Community Development Department after all other sources of funding have been exhausted.

Ms. Cockrum attempted to get three quotes on D&O Insurance for the PBURA and was unsuccessful. One quote was received from First Arkansas Insurance.

Commissioner Franklin made a MOTION to accept the quote on D&O insurance from First Arkansas Insurance. The motion was seconded by Commissioner Mouser and was APPROVED.

A change in the By-Laws to clarify number of signatures on documents was discussed. The Commission would like to note that two signatures are required on documents if one of the signatures is from an employee of the PBURA; the other signature must be by the Chairman or Vice Chairman.

Commissioner Mouser made a MOTION to present a revision to the By-Laws after proper notification of making a change can be made to the Commissioners. The motion was seconded by Commissioner Conley and was APPROVED.

The salary for the Executive Director position was discussed. Mr. Miller sent a printout with different salaries and compensation packages for consideration.

Commissioner Mouser made a MOTION to recommend the annual salary for the Executive Director be set at \$60,000 plus the compensation package. The motion was seconded by Commissioner Conley and was APPROVED.

There being no further business or public comments, the meeting adjourned at 6:56 p.m.

/s/ Leigh Cockrum
Leigh Cockrum
Recorder

/s/ Wm. Kirby Mouser
W. Kirby Mouser
Secretary