

# **Pine Bluff Urban Renewal Agency**

## **Regular Meeting Minutes**

### **December 17, 2024**

The Pine Bluff Urban Renewal Agency (PBURA) held its regular meeting on December 17, 2024, 5:30 p.m., in the Pine Bluff Urban Renewal Offices.

The following commissioners were in attendance:

Jimmy Dill, Chair  
Lloyd Franklin, Sr., Treasurer  
Travis Martin, Secretary, via Zoom  
Kirby Mouser, Vice Chair

Commissioners absent:

None

Others in attendance:

Leigh Cockrum  
Chandra Griffin, Executive Director  
Cody Kees, Attorney  
Ryan Watley, GFPB CEO

Chairman Dill called the meeting to order. There was a quorum.

The Regular Monthly Meeting Minutes for October 23, 2024 were presented for approval. Commissioner Franklin made a motion to approve the October 23, 2024 minutes as presented. Commissioner Martin seconded the motion and it was approved unanimously.

Commissioner Franklin reviewed the September 2024 financial statements for the PBURA. Commissioner Franklin made a motion to approve the September 2024 financial statements as presented. Commissioner Martin seconded the motion and it was approved unanimously.

Commissioner Franklin reviewed the October 2024 financial statements for the PBURA. Commissioner Franklin made a motion to approve the October 2024 financial statements as presented. Commissioner Martin seconded the motion and it was approved unanimously.

Executive Director Griffin reported that an \$860,000 budget adjustment from the 2017 sales tax was presented to the Pine Bluff City Council for the 6<sup>th</sup> and Main St project and the go-kart track project on December 16, 2024 and was approved. The PBURA commissioners need to approve this adjustment so that the financial records can show the acceptance of the funds.

Commissioner Franklin made a motion to accept the \$860,000 budget adjustment from the 2017 sales tax fund for the 6<sup>th</sup> and Main St project and the go-kart track project. Commissioner Martin seconded the motion and it was approved unanimously.

Gina Devers, city finance director, advised requesting this amount based on sales tax receipts received in October and November. \$456,143 was actually received in October and \$462, 547 in November. Additional receipts may be received based on payments submitted to the State of Arkansas and then disbursed to the city.

Executive Director Griffin presented a contract from MTA Engineers to perform grading, backfilling, inspection services, and testing for the go-kart site. The total contract is for \$9,600.00. The services will be performed and invoiced individually, and the invoices will be less than \$5,000.00; therefore, ED Griffin will be able to approve the invoices since they will be less than the \$5,000.00 threshold.

During the demoing of the concrete slab at the go-kart site by the general contractor, water was discovered under the concrete. For liability purposes, we need to have a geo-tech done. The technicians were on-site today to perform the geo-tech.

Both of these items are covered under contingency fees.

ED Griffin presented an appropriation of a bonus to her, the only employee of the PBURA, for \$1,500.00. This is the same amount city employees were given that was approved during the first city council meeting in December.

Commissioner Mouser made a motion to approve the payment of a one-time bonus to Chandra Griffin for \$1,500.00. Commissioner Franklin seconded the motion and it was approved unanimously.

No public comments were made.

There being no further business, the meeting adjourned.

/s/ Leigh Cockrum  
Leigh Cockrum  
Recorder

/s/ Travis Martin  
Travis Martin  
Secretary