

# **Pine Bluff Urban Renewal Agency**

## **Monthly Meeting Minutes**

### **August 21, 2018**

The Pine Bluff Urban Renewal Agency (PBURA) held its regular monthly meeting on August 21, 2018 at The Baim Law Firm.

The following commissioners were in attendance:

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

Commissioner Travis Martin was absent.

Also in attendance were:

Leigh Cockrum  
Dee Herring Gatlin  
Chandra Griffin  
Evelyn Horton  
Maurice Taggart, Executive Director (ED), PBURA  
Lori Walker  
Ryan Watley

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

Prior to the meeting starting, Pine Bluff Convention Center's executive director, Joseph McCorvey, delivered a signed Memorandum of Understanding between the Pine Bluff Urban Renewal Agency (signed by Jimmy Dill) and Pine Bluff Civic Auditorium Commission (signed by Joseph McCorvey) for upgrades, renovations and materials to the Pine Bluff Convention Center.

Commissioner Kirby Mouser made a MOTION to approve the July 17, 2018 minutes as presented. The motion was seconded by Commissioner Lloyd Franklin, Sr. and was APPROVED.

Commissioner Mouser made a MOTION to approve the July 24, 2018 minutes as presented. The motion was seconded by Commissioner Franklin and was APPROVED.

Commissioner Mouser made a MOTION to approve the August 1, 2018 minutes as presented. The motion was seconded by Commissioner Franklin and was APPROVED.

Commissioner Mouser made a MOTION to approve the August 14, 2018 minutes as presented. The motion was seconded by Commissioner Franklin and was APPROVED.

Commissioner Franklin presented the July 31, 2018 financial statements. He has asked City of Pine Bluff's Finance Director Steve Miller to come to the August meeting to explain the process of collecting tax monies and moving funds to the PBURA's account.

Commissioner Mouser made a MOTION to approve the July 31, 2018 financial statements as presented. The motion was seconded by Commissioner Rita Conley and was APPROVED.

ED Taggart has looked at 12 locations for office space for the PBURA. He was considering locations that are accessible, pricing and professional. He presented a summary and pictures of three locations: 1806 West Sixth Avenue, 3014 West 28<sup>th</sup> and 3139 West 28<sup>th</sup>.

ED Taggart also considered factors such as perception (having meetings at the PBURA office versus in a commissioner's office), convenience, everything is centralized, accessibility (after hours, etc.).

There was \$15K budgeted for administrative expenses for 2018. \$4,100 remains now to the end of the year.

Commissioner Conley made a MOTION to set up an office at 1806 West 6<sup>th</sup> Avenue, on a month-to-month lease, until the end of the year and reassess office space then, contingent on ED Taggart talking to Mayor Washington, Alderman Brown and Finance Director Steve Miller. The motion was seconded by Commissioner Franklin and was APPROVED.

Discussion points made:

- What about our building at 216 Main Street.
- Community and Economic Development could accommodate temporary space until the next PBURA meeting.
- Ryan Watley and Leigh Cockrum recommended the PBURA talk to the Mayor, Glen Brown and Steve Miller.
- Dee Herring Gatlin may have office space available.
- Reynolds Building may be a possibility for office space.
- The Hunt building could be used for other offices as well. The building needs some renovation work.

The PBURA needs to obtain clarification on what needs to be approved by the city.

ED Taggart presented a draft Property Demolition Agreement. The PBURA will advertise for bids and select a contractor. The successful bidding contractor will then need to sign a Property Demolition Agreement with the PBURA.

Contractors must have qualified people on-site to perform the demos. The contractor has to produce proof of where they dump their debris and the dumping place must be an approved ADEQ dump.

ED Taggart doesn't schedule any demolitions until he has contacted Ron Allen at the Arkansas Department of Environmental Quality (ADEQ) and given the okay.

Contractors should be on the list of qualified contractors the City has.

Add to demolition agreement: debris is taken to a property certified dumpsite.

It will be hard to hold contractors liable to demolishing property within a certain timeframe as they have no control on when utilities are turned off. It was suggested to ask Code Enforcement to assist with expediting that process.

ED Taggart distributed a copy of proposed job announcements for a Heavy Equipment Operator and a CDL Truck Driver. ED Taggart will make suggested changes before posting the positions.

In other business, Commissioner Franklin requested ED Taggart get a security system for the leased building as long as it was under \$500.

Public Comments were made.

There being no further business, the meeting adjourned at 6:43 p.m.

/s/ Leigh Cockrum  
Leigh Cockrum  
Recorder

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