

Pine Bluff Urban Renewal Agency
Monthly Meeting Minutes
January 15, 2019

The Pine Bluff Urban Renewal Agency (PBURA) held its regular monthly meeting on January 15, 2019 at The Baim Law Firm.

The following commissioners were in attendance:

Jimmy Dill, chair
Lloyd Franklin, Sr.
Kirby Mouser

Commissioners absent:

Rita Conley
Travis Martin

Also in attendance were:

Stephen Bronskill
Leigh Cockrum
Dee Herring Gatlin
Eligha Lacy
Maurice Taggart, Executive Director (ED), PBURA
Ryan Watley

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

Commissioner Franklin made a MOTION to approve the December 19, 2018 minutes as corrected. The motion was seconded by Commissioner Mouser and was APPROVED.

Commissioner Franklin reviewed the December 31, 2018 financial statements reflecting total December expenses of \$277,732.11 and 2018 total expenses of \$967,949.04. Total year-to-date Revenue over Expenses was \$2,027,306.65.

The commissioners wanted to know if the City could reconcile with the PBURA's budget. Commissioner Franklin will ask Steve Miller, Finance Director, to come to a meeting to explain the financial statements.

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

A request to take items out of order on the Agenda was granted.

Commissioner Mouser made a MOTION to rescind a motion made and approved on December 18, 2018 to "adjust salary for Executive Director of \$8,780.00 starting January 1, 2019 to compensate for benefits package not paid" and offer for reconsideration. The motion was seconded by Commissioner Franklin and was APPROVED.

Commissioner Franklin made a MOTION to: based on merit and performance of the Executive Director and how he set up operation of the PBURA, recommend increase of salary \$6,200, on an annual basis,

effective January 1, 2019, if applicable; otherwise as soon as possible. The motion was seconded by Commissioner Mouser and was APPROVED.

ED Taggart gave an update on demolitions:

- Phase 1 – 27th Avenue south to 34th Avenue
 - 24 properties
 - 15 inspected, notices will be sent this week
 - January 21, asbestos abatement on next set of demolitions scheduled
 - Two demos scheduled this week
 - Seven properties demo-ed and closed out, cleanup process started. Will invoice owners who will have 30 days to pay. If not paid, a lien on property taxes will be placed.

The public's perception is that the process stops when a house is torn down. In the past, the City hasn't followed through with the entire process for various reasons. The PBURA will be carrying each step through from beginning to end.

ED Taggart reported on the Incentive Program. A call is scheduled with the Friday Law Firm in the morning. More information should be available then.

ED Taggart presented a proposed amended budget for 2019 to include line items for employee benefits, purchase of equipment (Bobcat), five Roll Off Dumpsters, ED salary and adjust for 2018 Carryover.

ED Taggart reported on the Re-Live Downtown Master Plan aka Downtown Master Plan and Vision. GFPB and the Community Design Center at the University of Arkansas have worked together to develop the Plan since June 2017, which was presented to the community on December 20, 2018.

The development of the Plan expense was \$250K, architect and engineering expenses are \$120K and audio and video narration of the Plan will be approximately \$10K.

ED Taggart read a Resolution, language approved by Assistant City Attorney Joe Childers.

Commissioner Franklin made a MOTION to accept the Resolution and pay GFPB for the Plan and adopt it as a guide for the PBURA. Commissioner Mouser seconded the motion and was APPROVED.

The purchase of a Bobcat was discussed. This piece of equipment is smaller than the bull dozer and can also help with ground leveling after a house has been torn down. Another employee will not need to be hired to operate this piece of equipment.

Commissioner Mouser made a MOTION to approve the 2019 amended budget as presented. Commissioner Franklin seconded the motion and was APPROVED.

ED Taggart presented a budget adjustment of \$25K to the Mayor to purchase a fence for the Community Garden located at 11th and Cherry. There are 40 raised beds. The garden will be a teaching garden and an outdoor classroom. The City's grant writer has applied for a Blue & You Grant.

Commissioner Franklin made a MOTION to amend the budget to move \$25K for the community garden fence to the General Fund. Commissioner Mouser seconded the motion and was APPROVED.

In Other Business, ED Taggart reported he is working on an employee manual for the PBURA. He is using the City, Airport and Wastewater manuals as a guide. He will ask the City Attorney's office to sign off on the manual prior to putting it in effect.

The City will know in two weeks if it will be feasible to complete the retention pond in March. If not, the grant will have to be declined.

City Council Committee assignments have been made. Development and Planning Committee includes Joni Alexander as Chair, Win Trafford and Glen Brown, Jr.

Commissioner Chair Dill authorized the formation of a Finance Committee and a Personnel Committee.

Commissioner Chair Dill appointed Commissioner Franklin as Chair of the Finance Committee. The committee should consist of four people. Commissioner Conley was appointed as a member as well as Bill Brummett. Commissioner Franklin is talking to other potential members.

Commissioner Chair Dill appointed Commissioner Conley as Chair of the Personnel Committee and Commissioner Mouser as a member. Other members will be appointed.

Public Comments were made:

- Stephen Bronskill of the Mayor's office thanked the PBURA for funding the fence for the Community Garden.
- Dee Gatlin asked if the PBURA had any involvement in the 300 block of Main. She has been asked by an inspector to be allowed to inspect the properties.
- Gatlin also invited the PBURA to tour the Saenger Theatre on Thursday at 11:00.

There being no further business, the meeting was adjourned at 6:37 pm.

/s/ Leigh Cockrum
Leigh Cockrum
Recorder

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