

Pine Bluff Urban Renewal Agency
Regular Monthly Meeting Minutes
September 19, 2023

The Pine Bluff Urban Renewal Agency (PBURA) held its regular monthly meeting on September 20, 2023, 5:30 p.m., at the Donald W. Reynolds Community Services Center.

The following commissioners were in attendance:

Kirby Mouser, Vice Chair
Lloyd Franklin, Sr., Treasurer
Travis Martin

Commissioners absent:

Jimmy Dill, Chair
Lynn Guynn, Secretary

Others in attendance:

Chandra Griffin, Executive Director
Eplunus Colvin, Pine Bluff Commercial
Scott Solomon, Deltaplex
Cody Kees, Attorney
Avery Martin
Ryan Watley, GFPB

Vice Chairman Mouser called the meeting to order. There was a quorum.

The regular board meeting minutes for August 1, 2023 and the special called meeting for August 28, 2023 were presented for approval.

Commissioner Franklin made a motion to approve the August 1, 2023 regular board meeting minutes as presented. Commissioner Martin seconded. The motion passed unanimously.

Commissioner Franklin made a motion to approve the August 28, 2023 special called board meeting minutes as presented. Commissioner Martin seconded. The motion passed unanimously.

Commissioner Franklin presented the July financial statements. ED Griffin has a meeting with the interim finance director for the City of Pine Bluff to discuss why the salaries are not included in the financials.

Commissioner Martin made a motion to table the approval of the July financial statements until corrected by the city. Commissioner Franklin seconded. The motion passed unanimously.

ED Griffin presented a draft of a Housing Development Agreement with Home Again Pine Bluff that will build the three houses at 33rd and Plum. Attorney Kees drafted the agreement. Langston Construction of

White Hall will build the homes that will be constructed one at a time. They will close on each house as it is completed.

Section 15, Closing Date needs to be changed to reflect to close on each home when completed.

Commissioner Franklin made a motion to approve Executive Director Chandra Griffin to sign the contract with Home Again Pine Bluff with Section 15 corrected. Commissioner Martin seconded the motion and it was approved unanimously.

ED Griffin asked for approval to attend a convention/workshop with Amusement Products, our Go Kart vendor, in Paducah, Kentucky on August 26 and 27. There is no fee for registration; the only cost will be room, food and mileage.

Commissioner Martin made a motion to approve ED Griffin attend the workshop in Paducah, Kentucky, on August 26 and 27, 2023. Commissioner Franklin seconded the motion and it was approved unanimously.

ED Griffin is proposing a 4% increase in salary for two employees who have an anniversary, 8/25 and 9/26. These two employees meet attendance and performance expectations.

Commissioner Martin made a motion to approve the 4% increase for the two PBURA employees as requested by ED Griffin. The motion was seconded by Commissioner Franklin and was approved unanimously.

An invoice to remove trees, bushes, stumps, and haul off debris at 2100 East Harding was submitted to the city for payment for \$17,000, dated September 14, 2023. ED Griffin also has additional invoices from the same company that quoted other work. The work at the Go Kart track needed to be done as soon as possible so that the grading work could be started next week.

The same company helped out with a facelift project on University Drive. ED Griffin has received several calls of appreciation, including public safety, for the work. The same company assisted with a cleanup around Pine Bluff High School.

Since time was of the essence at the Go Kart track, ED Griffin needs the board to ratify her decision to hire the tree company for their services. The invoice did not meet the criteria for her to bid, and time was of the essence. In addition, this company has been the low bidder and performed work at other locations for the PBURA.

Commissioner Martin made a motion to ratify the decision to hire the tree service by ED Griffin to get the work done in an expeditious manner and at a considerably lower cost. Commissioner Franklin seconded the motion and it was approved unanimously.

Commissioner Mouser would like to make it their practice to approve work done that isn't sent out for bid authorized by ED Griffin so that there is a record in the minutes.

ED Griffin reported:

- Two demolitions are scheduled at 1505 and 1405 West 9th. Two demolitions are on hold by the ADEQ, who is waiting for information from a third party.

- The pilot program to mow and clean lots is working excellent. The mayor's office has also requested some lots to be cleaned. Two people were hired instead of the authorized three. Work is anticipated to continue through the middle of October, and hope to start back up at the beginning of the growing season next year.
- Six lots around Pine Bluff High School were cleaned up last week. The day/week was originally scheduled to be a day for Green Sweep but was canceled. ED Griffin notified Code Enforcement that Green Sweep was canceled, but PBURA would still be doing some cleanup work. Four code enforcement officers and the director showed up to help with the cleanup. It was a great team effort. ED Griffin has also talked about other projects around the school with Dr. Rice, school board interim president.
- ED Griffin met with PBPD Chief Richardson and former alderperson Irene Holcomb about beautification projects.
- The Corvette Brothers received approval from the Planning Commission last month to construct their new building. They plan to start in the next 30 days.
- Received an email update from the 6th and Georgia apartment investors. They have received verbal approval from Inspection and Zoning and have submitted documentation to the ADEQ as requested. They have transitioned from the pre-development to the construction stage agreement with their general contractor. Tentative groundbreaking in October.
- ED Griffin will need to call a special meeting, probably Friday, to approve the contract from the grading company. ED Griffin asked them to look at the site before they finalize the numbers. Adjustments will be made and submitted for approval. This company was the only respondent to the REOI. It will take approximately three weeks to finish the grading; then, the track and golf contractor can start their installation.
- ED Griffin received notification from the mayor's office from the Legislative Joint Auditing Committee. The city's audit has been completed, and PBURA has to address the findings from the state police investigation. ED Griffin is scheduled to go before the committee at 9:00 on October 13. Chairman Dill and Commissioner Franklin will also attend. The mayor will also have to attend the hearing. Griffin and the mayor will have to discuss remediation steps taken. The city has adopted the vendor application submitted to them by ED Griffin; they added one additional item.
- ED Griffin was thanked for her work developing the new vendor application.
- The prosecutor will continue their case with the other party in light of the recent death of Maurice Taggart. We need to determine the process to apply to the state fund to reimburse our loss.
- The bi-weekly meeting at the 6th and Main Plaza was held on-site. There was a problem with bad dirt – not compacting. There will be a topping off ceremony.
- We should have a quiet title for the lots on East 17th this month.
- Provide an incentive such as one year rent free for the Main Street buildings to get someone in them.

There were no public comments.

There being no further business, the meeting was adjourned to Executive Session.

/s/ Leigh Cockrum

/s/ Lynn Guynn

Leigh Cockrum
Recorder

Lynn Guynn
Secretary