

**GREEN RIVER URBAN RENEWAL AGENCY**  
**Board of Directors Minutes**  
**November 17, 2011 - 3:30 p.m.**  
**City Hall Multi-Use Room**

**Board Members Present:**

Deborah S. Alvarez, Chair; Michael Brown, Vice Chair; Cathie L. Hughes, Treasurer; Erin Kinney

**Board Members Absent:**

Robert V. Berg, Melaina Nielson, Student

**Staff Present:**

John Dahlgren, URA-Main Street Administrator; Laura Leigh, Director of Community Development; Allan Wilson, Director of Parks & Recreation; Kevin Sadler, Recreation Supervisor; Yvonne Kelley, Recording Secretary

**Committee Members:**

None

**Guests:**

Gary Killpack, Council Liaison  
Jim Boan, Council Member

**Call to Order**

Chairperson Alvarez called the meeting to order at 3:40 p.m.

**Attendance Sign in**

Board members signed attendance sheet.

**Approval of Last Meeting's Minutes**

Board Member Kinney moved to approve the minutes of November 3, 2011. Board Member Brown seconded. Motion carried. (4-0)

**Attending Guests – Time to Share**

Mr. Wilson presented two options for the Crystal Classic. The Pavilion is option one and Railroad Avenue is option two. Mr. Wilson would like the URA to help with the event which includes providing ideas for involving businesses. Mr. Wilson requested a letter of support from the URA so that he can present it to the governing body on December 13, 2011.

Board Member Brown moved to approve option one. Board Member Kinney seconded. Motion carried. (4-0)

Council Member Boan said we need to find a way to revitalize downtown. We have to find a way to get people from the south side to come to the north side and get tourists passing by to stop in Green River. We need to create something for people to stop in Green River to do such as having an artificial ice rink. We need more foot traffic downtown. We need to create something downtown for people to come and do. The URA needs to come up with ideas to revitalize downtown.

November 17, 2011

Ms. Leigh reported the city's Comprehensive Plan updates have started with the consulting firm. It is important for the URA to be involved. Board Member Brown is on the committee.

Chairperson Alvarez requested Mr. Dahlgren to email the comprehensive plan meeting notices to every member of the board.

**Chairperson's Report**

1) Green River town meeting and workshop

Chairperson Alvarez reported she attended a city council meeting. The council granted Main Street \$50,000. The transfer was from the Tourism Designation Funds into the Community Revitalization/Main Street fund.

Ms. Leigh said with that \$50,000 the motion was that everything that is spent has to go to city council for approval first.

Council Liaison Killpack said that \$50,000.00 has to be spent under the umbrella of Main Street. Some of that \$50,000 needs to be spent on an attorney for the URA. The board will need to go before the council to transfer some of that money from Main Street to the URA.

Discussion of attorneys.

Board Member Brown will research attorneys.

2) Santa's North Pole mail box

Chairperson Alvarez tabled the event until next year.

3) Erin Kinney-advertising

Board Member Kinney reported she met with Sarah Wallace of the Green River Star to discuss prices for quarterly and holiday ads.

Board Member Hughes moved to approve the holiday advertisement for Fill the Truck, a full page black and white advertisement for \$200.00 for the Green River Star on December 7, 2011. Board Member Brown seconded. Motion carried. (4-0)

Chairperson Alvarez requested Mr. Dahlgren to email the rough draft of the Fill the Truck advertisement to all board members.

4) Michael Brown-by-laws and name of board

Discussion of the board's name.

Board Member Hughes moved to approve the board's name as Green River Urban Renewal Agency aka Green River URA. Board Member Kinney seconded. Motion carried. (4-0)

Discussion of the by-laws.

November 17, 2011

Chairperson Alvarez moved to approve the by-laws as presented and they will be reviewed by an attorney with a possible amendment at a later date. Board Member Kinney seconded. Motion carried. (4-0)

- 5) Robert Berg-will be absent
- 6) Gary Killpack-council expectation of our board from the City Council

Council Liaison Killpack cautioned the board to not do too much in the beginning. He suggested using the same agenda format of the city council for the URA. The council will be meeting next Monday to discuss the direction of the URA. It will be the URA's responsibility to take the council's direction and implement it into their plan.

**Cathie Hughes-ideas and plans not including the treasurer's report**

Board Member Hughes discussed the need for as much newspaper coverage as possible. The Green River Star needs to come to the events and take pictures.

Board Member Kinney will coordinate with the Green River Star.

Chairperson Alvarez will meet with Andy Tennesen from the Union Pacific Railroad on November 29, 2011 at 4:00 p.m. at the depot. Board members are invited to attend.

**Treasurer's Report**

- 1) Budget overview

Chairperson Alvarez tabled the budget until the December 1, 2011 meeting.

- 2) Direction of Financial Management

Mr. Dahlgren discussed the October 2011 expenditures.

**Report from URA-Main Street Administrator John Dahlgren**

Mr. Dahlgren discussed ideas for the Crystal Classic such as a Snow-b-que.

Mr. Dahlgren discussed the coupons for the Fill the Truck promotion. He passed out information for the preservation book sale.

Mr. Dahlgren reported the promotional grant he wrote will be presented to the city council.

Mr. Dahlgren discussed the two letters regarding the Tomahawk building.

**Old Business**

- 1) By-laws

Chairperson Alvarez reported the By-laws were already discussed.

- 2) Application for Federal Tax ID

November 17, 2011

Board Member Hughes will apply with the secretary of state to get the board's federal tax ID.

3) Bank Account

Chairperson Alvarez reported that a bank account is not yet needed.

4) Attorney

Chairperson Alvarez reported Board Member Brown is researching attorneys.

5) Clock Tower Project

Chairperson Alvarez requested the clock tower project to be a top priority at the December 1, 2011 meeting.

Council Liaison Killpack requested the board research the prices for holiday chimes for the clock tower.

Mr. Dahlgren will do further research for the clock tower project and email the board with updates.

6) Holiday Decoration of train bridge/signature area to decorate

Discussion of lighting for the train bridge.

7) Property

Chairperson Alvarez reported the property will be carried forward as old business.

**New Business**

1) Christmas Lighting-Work with Allan Wilson-Fire Department

Chairperson Alvarez requested the board to look through the catalogs and pick a theme for the lighting of the clock tower and the bridge.

2) Chamber Arrival of Santa

Chairperson Alvarez and Mr. Dahlgren volunteered to help with the event on December 5, 2011.

3) Crystal Classic-Work with Alan Wilson

Discussion was had with Mr. Wilson.

4) List of Events currently in place and upcoming events

Chairperson Alvarez requested a list of events from Mr. Dahlgren so that she can include them in the agenda monthly.

November 17, 2011

5) Other new business

None

**Calendar changes or additions**

None

**Board Executive Session**

None

**Adjournment**

Board Member Kinney moved to adjourn the meeting at 5:24 p.m. Board Member Hughes seconded. Motion carried. (4-0)