

GREEN RIVER URBAN RENEWAL/MAIN STREET AGENCY
Board of Directors Minutes
December 1, 2011 - 6:00 p.m.
City Hall Council Chambers

Board Members Present:

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

Board Members Absent:

Melaina Nielson, Student

Staff Present:

Yvonne Kelley, Recording Secretary

Committee Members:

None

Guests:

Gary Killpack, Council Liaison
Joel Gallob, Rocket Miner

Call to Order

Chairperson Alvarez called the meeting to order at 6:03 p.m.

Attendance Sign in

Board members signed attendance sheet.

Approval of Agenda

Board Member Hughes requested the agenda be amended as the gentlemen doing the presentation of Community Garden will not be present due to illness.

Board Member Kinney moved to approve the amended agenda. Board Member Hughes seconded. Motion carried. (5-0)

Approval of Last Meeting's Minutes

Board Member Hughes moved to approve the minutes of November 17, 2011. Board Member Kinney seconded. Motion carried. (5-0)

Presentations

- 1) Presentation of Community Garden

Board Member Hughes reported the gentlemen will do a presentation of the Community Garden at the next meeting.

Board Member Hughes reported Dottie Krauss will do a presentation of the Lilac Festival at the next meeting.

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Citizen Requests-Communications

None

Committee Reports

1) Erin Kinney

Board Member Kinney reported the Promotions Committee will be meeting on December 7, 2011 at 1:00 p.m. at City Hall and the Economic Restructuring Committee will be meeting on December 7, 2011 at 4:00 p.m. at City Hall.

Board Member Kinney reported the RFP for the building and business inventory is written. Galen West is concerned that it shouldn't go through the City. John Dahlgren was going to do more research on it.

Chairperson Alvarez reported she will go through the agenda as approved but due to Mr. Dahlgren's absence she will try her best to present what information she has.

Board Member Kinney reported she has been updating the business directory on the Main Street website.

Chairperson Alvarez requested Board Member Kinney to research how to link the Main Street website with the URA's.

2) Cathie Hughes

Board Member Hughes reported there is a new member on the Promotions Committee, the General Manager of the Hampton Inn, David Lewis. They have been working on the Fill the Truck promotion.

Chairperson Alvarez reported she approved the radio advertisement yesterday.

Board Member Kinney reported Sarah Wallace of the Green River Star was working on the print advertisement.

Board Member Hughes moved to authorize Board Member Kinney to approve the final printed advertisement for the Green River Star for the Fill the Truck event. Board Member Berg seconded. Motion carried. (5-0)

3) Michael Brown

Board Member Brown reported he is the Chair of the Organization Committee. His term expires in March or April.

Chairperson Alvarez requested Board Member Brown to set down as chair when his term expires so that he can be a liaison.

Board Member Brown reported the Organization Committee has discussed doing a volunteer drive because there are not enough volunteers on the committees.

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4) Robert Berg

Board Member Berg reported on the Farmers Market Committee which is a sub-committee of the Promotions Committee which will be meeting in January or February.

Chairperson Alvarez requested Board Member Berg to reorganize the Farmers Market Committee.

5) Gary Killpack

Council Liaison Killpack reported the city council would like the board to do the lighting for the viaduct.

Chairperson Alvarez reported the lights are all ordered and should arrive in a few days.

Council Liaison Killpack reported the city council would like the name to be changed from the Green River Urban Renewal Agency to the Green River Urban Renewal/Main Street Agency. The city council will be voting at the next council meeting to leave \$40,000 in the Main Street budget and transfer \$10,000 to the URA which is to be used to open the checking account and retain an attorney. They would also like plans on the lights and the clock tower.

Old Business

1) Attorney

Board Member Brown reported he has a few candidates for an attorney. He will email the board with the candidates and the board will vote at the next meeting.

2) Holiday Decoration of train bridge

Chairperson Alvarez reported the lights will be delivered in a few days.

3) Property

Chairperson Alvarez tabled until the next meeting.

4) Clock Tower Project

Chairperson Alvarez reported discussion was had already.

5) Chamber Arrival of Santa

Chairperson Alvarez reported Board Members Kinney, Hughes, Brown and herself will be volunteering for the chamber's arrival of Santa.

6) Crystal Classic-work with Allan Wilson

Chairperson Alvarez said we will discuss this during the executive session.

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7) Calendar changes or additions

None

New Business

1) URA long term plan

Chairperson Alvarez discussed the need for a long term plan.

2) Replacement of committee members

Chairperson Alvarez requested the board members to act as liaisons' to their committees and not chairpersons'.

3) Workshop for long term plan

Chairperson Alvarez reported Mr. Dahlgren is planning a workshop in January to work on the long term plan.

Treasurer's Report

1) Financial Reports and Payment of Bills

Board Member Hughes discussed opening a bank account and she will research different banks. She has received the agency's Employer's Identification Number (EIN).

Discussion was had regarding the articles of incorporation form and who will be the registered agent.

Council Liaison Killpack will research if the agency needs to be incorporated.

Director's Report

Mr. Dahlgren was absent.

Chairperson's Report

1) Community Chest

Chairperson Alvarez reported the Community Chest requested one of the board members to serve on their board.

Board Member Berg will attend the Chamber of Commerce meeting and let them know that the agency supports the Community Chest and will volunteer when needed but currently no one is able to serve on the board.

Chairperson Alvarez reported the meeting with Andy Tennessen of the Union Pacific Railroad went very well. They are supportive of the agency and are excited to build a relationship with the city.

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Adjournment to Executive Session

Board Member Berg moved to adjourn at 7:20 pm. Board Member Hughes seconded. Motion carried. (5-0)

Reconvene

Board Member Hughes moved to reconvene at 8:24 pm. Board Member Kinney seconded. Motion carried. (5-0)

Adjournment

Board Member Berg moved to adjourn the meeting at 8:25 p.m. Board Member Hughes seconded. Motion carried. (5-0)