

GREEN RIVER URBAN RENEWAL AGENCY
Board of Directors Minutes
January 5, 2012 - 6:00 p.m.
City Hall Administration Conference Room

Board Members Present:

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

Board Members Absent:

None

Staff Present:

Laura Leigh, Director of Community Development; Yvonne Kelley, Recording Secretary

Committee Members:

Mark Peterson

Guests:

Allan Wilson, Director of Parks & Recreation

Call to Order

Chairman Brown called the meeting to order at 6:00 p.m.

Attendance Sign in

Board members signed attendance sheet.

Approval of Agenda

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

Presentation-Crystal Classic

Mr. Wilson reported the Crystal Classic is now called the Crystal Classic Winter Festival. He requested the board's financial support to buy the lighting for Expedition Island during the Crystal Classic.

Discussion was had regarding the lighting and different events of the Crystal Classic. Volunteers will be needed for the events.

Ms. Leigh requested a board member to attend the Crystal Classic meetings with her. Board Member Kinney volunteered.

Board Member Hughes moved to approve the purchasing of the lighting from DiJulio Displays for Expedition Island for the Crystal Classic Winter Festival for \$4,050.00 plus shipping charges. Board Member Kinney seconded. Motion carried. (5-0)

Mr. Wilson reported the previous administrator of the URA volunteered to help with the National High School Final Rodeo as a food vendor for a rifle shooting event. There will be 100 to 150 people. Mr. Wilson suggested buying hot dog machines.

January 5, 2012

Ms. Leigh will check the budget so that hot dog machines can be purchased.

Approval of Last Meeting's Minutes

Board Member Kinney moved to approve the minutes of December 15, 2011. Board Member Hughes seconded. Motion carried. (5-0)

Citizen's Requests/Communications

Ms. Leigh handed out copies of the thank you letter from the Sweetwater County Food Bank for the \$116.00 donation of food, the monthly reinvestment reports from January through October 2011 and the 2010 National Main Street Accreditation Evaluation Form. The Chair will need to fill out a new evaluation form.

Chairman Brown will send a thank you letter to Nick Montgomery of the Window & Door Store for the use of their truck for the Fill the Truck event.

Ms. Leigh reported she found survey questions from high school students and doesn't know what they are for.

Chairman Brown stated they were sent out by Mr. Dahlgren to high school students requesting their perception of what Main Street is. He sent out two sets of questionnaires, one to downtown businesses and the other to high school students.

Ms. Leigh asked the board for direction on what to do with the surveys.

Chairman Brown requested a synopsis of the most common responses to the questions of the survey.

Election of New Vice-Chair

Board Member Berg moved to nominate Board Member Kinney as Vice Chair of the URA. Board Member Hughes seconded. Motion carried. (5-0)

Board Member Hughes moved to nominate Board Member Berg as Secretary of the URA. Board Member Kinney seconded. Motion carried. (5-0)

Treasurer's Report

Board Member Hughes reported she received a request for the federal tax id number to be submitted to the City of Green River. She will fill out the letter and submit it. As soon as the \$10,000 is transferred she will set up a chart of accounts.

Committee Reports

1) Erin Kinney

Board Member Kinney reported the Economic Restructuring Committee met yesterday. They are working on the business directory, website updates, niche brochures, the building & business inventory and the technical funds grant money.

Ms. Leigh reported she will have Mary Randolph explain the technical assistance funds at the retreat. She read through the RFP for the business inventory and everything the committee is

Green River Urban Renewal Agency Minutes

January 5, 2012

asking for consultants to do, we already have. It probably wasn't the best use of requesting that money for technical assistance. We will probably not use that \$5,000.00.

2) Cathie Hughes

Board Member Hughes reported the Promotions Committee has not met in a while. Blair Graham resigned and David Lewis from the Hampton Inn joined the committee.

3) Michael Brown

Board Member Brown reported the Organization Committee met and talked about getting back to the organization plan and getting back to basics. We also discussed having a walking tour downtown this summer and brainstorming different fundraising ideas.

Discussion was had regarding recruitment events to bring in more volunteers for committees and events.

4) Robert Berg

Discussion was had regarding recruiting more vendors for the Farmer's Market.

Ms. Leigh reported the fire department can help take down the lights on the Mayor's tree on Monday, January 9th at 6:00 p.m. Volunteers are needed to help.

Chairman Brown volunteered.

Old Business

1) Next Year's Budget

Ms. Leigh reported Ms. Randolph will talk to the board about budgeting at the retreat.

Ms. Leigh reported last year we requested \$50,000 for URA property acquisition but didn't get funding. Now the Mayor wants us to request \$200,000 for land acquisition.

Discussion was had regarding budgeting issues and requests.

2) High School Representative

Chairman Brown reported he emailed Melaina Nielson to inform her there is no longer a student board position available on the URA but she could serve on the committees. Ms. Nielson declined serving on any committees.

New Business

1) Retreat agenda and details

Chairman Brown reported he reserved the Hampton Inn and the rental fee is \$200.00.

Board Member Hughes moved to approve the payment of the invoice for \$200.00 to the

Green River Urban Renewal Agency Minutes

January 5, 2012

Hampton Inn. Board Member Kinney seconded. Motion carried. (5-0)

Chairman Brown reported the Krazy Moose will cater lunch. Richard Honaker will discuss the board's responsibilities. Mary Randolph will discuss budgeting and hiring a new administrator and the remainder of the retreat will focus on the clock tower renovation and the URA plan.

Chairman Brown requested the board to email questions they may have for Ms. Randolph and he will forward them to her before the retreat.

Ms. Leigh invited the board to attend a city webinar on the Open Meetings Law and Public Records on Thursday, January 19th from 10:00 a.m. to 11:00 a.m. at City Hall.

Executive Session

None

Roundtable

None

Adjournment

Board Member Hughes moved to adjourn the meeting at 8:03 p.m. Board Member Kinney seconded. Motion carried. (5-0)