

GREEN RIVER URBAN RENEWAL AGENCY

Board of Directors Minutes February 2, 2012 - 6:00 p.m. City Hall Council Chambers

Board Members Present:

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

Board Members Absent:

None

Staff Present:

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

Committee Members:

None

Guests:

Gary Killpack, Council Liaison; Joel Gallob, Rocket Miner

Call to Order

Chairman Brown called the meeting to order at 6:04 p.m.

Attendance Sign in

Board members signed attendance sheet.

6:05 p.m. – 6:06 p.m.

Approval of Agenda

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

6:06 p.m. – 6:07 p.m.

Approval of Last Meeting's Minutes

Board Member Berg moved to approve the minutes of January 5, 2012. Board Member Kinney seconded. Motion carried. (5-0)

6:07 p.m. – 6:08 p.m.

Citizen's Requests/Communications

Discussion was had regarding Misti Karician-Zimmerman's email expressing her concerns of no direction from the board for the Design Committee.

6:08 p.m. – 6:12 p.m.

Board Member Alvarez will meet with Ms. Karician-Zimmerman to discuss her concerns.

Board Member Alvarez requested all committee members to be invited to the board's meetings.

Chairman Brown will send postcards inviting committee members to attend the board's meetings.

Treasurer's Report

Board Member Hughes reported she has opened the checking account with \$10,000.00 and has ordered the checks.

6:12 p.m. – 6:18 p.m.

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Committee Reports

6:18 p.m. – 7:13 p.m.

1) Erin Kinney

Board Member Kinney reported the Economic Restructuring Committee didn't meet because membership is low. She updated the website and Google calendar and is working on the business directory.

2) Deborah S. Alvarez

Board Member Alvarez reported the Design Committee is having a meeting next Monday. They will discuss the plan for the Clock Tower Plaza, reorganize the committee and discuss the Lilac Festival, the relocation of the flower planters and coordinating with Parks & Recreation with the design of the Christmas lighting.

3) Cathie Hughes

Board Member Hughes reported the Promotions Committee had a meeting and discussed the Crystal Classic and King & Queen for a Day. They also discussed recruiting more members for the committee.

Discussion was had regarding the organization of the King & Queen for a Day event.

The board cancelled the event due to low committee membership.

Discussion was had regarding how to help with the different events of the Crystal Classic.

The board recommended the Promotions Committee to focus for the next six months on the Crystal Classic, the Downtown Bazaar and Flaming Gorge Days.

4) Michael Brown

Chairman Brown reported the Organization Committee hasn't met since the last meeting. He has put together an event planner form for events.

Discussion was had regarding the Small Business Expo at the Pavilion in April or May to recruit volunteers.

5) Robert Berg

Board Member Berg reported he cannot attend the Farmer's Market meeting next week.

Old Business

7:13 p.m. – 7:44 p.m.

1) Board Book Update

Chairman Brown reported the information Mr. Honaker recommended to have in the board books such as the state statutes are good reference materials to have.

2) Technical Assistance Grant

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Ms. Leigh reported on last year's technical assistance grant.

Board Member Alvarez moved to approve last year's technical assistance grant for \$20,000 for Wayfinding Signage. Board Member Hughes seconded. Motion carried. (5-0)

Discussion was had regarding how to use this year's technical assistance grant.

Board Member Berg moved to approve this year's technical assistance grant for \$20,000; \$10,000 for the Clock Tower Plaza, \$5,000 for business training and \$5,000 for the Expedition Plaza design. Board Member Kinney seconded. Motion carried. (5-0)

3) Lilac Festival

Board Member Alvarez reported the festival is planned for June 16th.

4) Self Evaluation Forms

Ms. Leigh discussed the board's completed self evaluation forms.

Board Member Hughes moved to approve the National Main Street Accreditation Self Evaluation Form. Board Member Alvarez seconded. Motion carried. (5-0)

New Business

7:44 p.m. – 8:02 p.m.

1) Way Finding Funding

Discussion was already had.

2) Clock Tower RFP

Discussion was already had.

3) URA Administrator Memo of Understanding

Ms. Leigh reported the URA Administrator Memo of Understanding is ready for the city council.

Discussion was had regarding the hiring of the URA Administrator.

Board Member Kinney approved the URA Administrator Memo of Understanding. Board Member Alvarez seconded. Motion carried. (5-0)

Executive Session

8:02 p.m. – 8:09 p.m.

Board Member Alvarez moved to adjourn to executive session to discuss personnel at 8:02 p.m. Board Member Hughes seconded. Motion carried. (5-0)

Roundtable

None

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Adjournment

Board Member Alvarez moved to adjourn the meeting at 8:09 p.m. Board Member Kinney seconded. Motion carried. (5-0)