GREEN RIVER URBAN RENEWAL AGENCY
Board of Directors Minutes
February 16, 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; Jennie Melvin, Zoning & Building Technician; Yvonne Kelley, Recording Secretary

Committee Members:
Sheridan Norberg, Misti Karician-Zimmerman

Guests:
Hank Castillon, Mayor; Gary Killpack, Council Liaison; Janet Hartford, Green River Chamber of Commerce Director

Call to Order
Chairman Brown called the meeting to order at 6:06 p.m.

Mayor 6:06 p.m. – 6:48 p.m.
Mayor Castillon emphasized the importance of attending the National Main Street Conference.

Mayor Castillon discussed the Leaders Guide 2011 Summary Report. See attached (Pages 5-14).

Mayor Castillon discussed the top priorities of the URA which include the Train Depot, Street Rehabilitation & Replacement Program, URA Direction, and the River Corridor.

Attendance Sign in 6:48 p.m. – 6:49 p.m.
Board members signed attendance sheet.

Approval of Agenda 6:49 p.m. – 6:50 p.m.
Board Member Kinney requested to add the Lilac Festival as item #3 under Old Business.

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

Approval of Last Meeting's Minutes 6:50 p.m. – 6:51 p.m.
Board Member Alvarez moved to approve the minutes of February 2, 2012. Board Member Hughes seconded. Motion carried. (5-0)

Citizen's Requests/Communications 6:51 p.m. – 7:08 p.m.
Ms. Hartford requested the URA to partner with the chamber on the Adopt a Tree Program. The

chamber would continue to promote Uinta Drive but would like Main Street to cover the area from Article Circle to 2nd Street.

Ms. Hartford reported the chamber will partner with the URA for the Business Expo, Santa's Arrival for 2012 and the Disney Institute Training in September.

Treasurer's Report 7:08 p.m. – 7:38 p.m.

Ms. Leigh reported the budget in the past was by line item numbers. This year the city is doing a priority based/program budget. Since the URA is in transition, she created a general budget of three program items: Revitalization Plans & Projects; URA/Main Street Administration; and Main Street. A break down will need to be done on how much time the administrator spends on each of these programs. Right now we will have to give estimated guesses. This budget program list has to be done by February 29th and by March 5th we also need to have our budget narratives for what we want for next year's budget in addition to what we have in this year's budget.

Ms. Leigh requested two people to serve on a Budget Committee to meet with her. She needs to know what each committee is planning for next year.

Discussion was had regarding the budget.

Chairman Brown and Board Member Alvarez will serve on the Budget Committee and meet on February 20th.

Committee Reports 7:38 p.m. – 8:08 p.m.

1) Erin Kinney

Board Member Kinney reported the Economic Restructuring Committee didn't meet this month. She updated the website and is still working on the business directory.

2) Deborah S. Alvarez

Board Member Alvarez reported the Design Committee didn't have a meeting. She met with Misti Karician-Zimmerman and Dottie Krauss. The committee now has five members and a chairperson.

3) Cathie Hughes

Board Member Hughes reported the Promotions Committee had a meeting and recruited a new member, Nadia Etherton. Donna Kaumo-Little is interested in becoming a member of one of the committees.

Discussion was had regarding committee member recruitment.

4) Michael Brown

Chairman Brown reported the Organization Committee has been working on styles, themes, letterheads and fonts. They have come up with a template for the newsletter and want a quarterly

newsletter instead of a monthly one.

Board Member Alvarez approved the letterhead and logo created by the Organization Committee with the Walk It, Shop It, Promote It tagline. Board Member Berg seconded. Motion carried. (5-0)

Board Member Alvarez approved the quarterly newsletter template created by the Organization Committee. Board Member Hughes seconded. Motion carried. (5-0)

Chairman Brown reported he has created a flyer for the Small Business Expo.

Discussion was had regarding the date, location, and vendors of the Small Business Expo.

5) Robert Berg

Board Member Berg reported there was a Farmer's Market meeting but he was unable to attend because it was during the workday.

Ms. Leigh reported the Farmers Market Committee had a preliminary meeting and discussed how to expand it and how to recruit more vendors and bands.

Old Business 8:08 p.m. – 8:18 p.m.

1) URA Administrator Update

Ms. Leigh reported the URA Administrator position has been advertised. The interview committee will consist of Chairman Brown, Board Member Hughes, Scott Kinney, Dottie Krauss and Laura Leigh. After the formal interview there will be an informal meet and greet with all the other board and committee members.

2) Clock Tower RFP

Board Member Alvarez reported the Design Committee will meet next Monday and discuss the Clock Tower RFP.

3) Lilac Festival

Board Member Kinney asked if Ms. Krauss has submitted an event planner form, budget and/or timeline.

Chairperson Brown reported he hasn't received anything and will give Ms. Krauss an event planner form.

New Business 8:18 p.m. – 8:24 p.m.

1) WBC Grants

Chairman Brown reported he talked to Pat Robbins and she is on the agenda for the next meeting. She is the regional coordinator for the Wyoming Business Council for this area. She will discuss the WBC grants.

Executive Session
None

Roundtable 8:24 p.m. – 8:25 p.m.
Council Liaison Killpack reported Board Member Alvarez was appointed to the URA Board at the City Council's February 7th meeting.

(Note: The foregoing is intended as a general summary of the proceedings before the Board. It is not a verbatim transcript of the taped proceedings. Digital recordings are maintained in the Community Development Department).

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

SECTION V

CITY OF GREEN RIVER ACTION AGENDA 2011 – 2012

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City of Green River
Policy Agenda 2011 – 2012

TOP PRIORITY

Train Depot
Street Rehabilitation and Replacement Program
URA: Direction
River Corridor
City Facilities/Buildings Maintenance

HIGH PRIORITY

Impact Fee Study
Community Events
Workforce Analysis
Water Master Plan: Phase II
Police Staffing
Splash Park: Expansion
Branding Study: Next Steps

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City of Green River
Policy Agenda 2011 – 2012

POLICY ACTIONS	PRIORITY	
	Top	High
1. Train Depot • Use • Direction • City Role	7	-
2. Street Rehabilitation and Replacement Program • Policy Direction • Funding	6	-
3. URA: Direction • Direction on Public – Private Partnerships • Purposes • Incentives	4	-
4. River Corridor • Next Steps • Direction: Land Acquisition	4	-
5. City Facilities/Buildings Maintenance • Definition: Service Level • Plan • Funding	4	-
6. Impact Fee Study • Completion • Direction	2	5
7. Community Events • Analysis • Policy Direction • Funding Criteria • Funding Level	2	5
8. Workforce Analysis • Completion • Recommendations • Actions	2	5

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9. Water Master Plan: Phase II • Funding	0	5
10. Police Staffing • Evaluation • Direction • Funding	3	4
11. Splash Park: Expansion • Analysis • Direction • Funding	3	4
12. Branding Study: Next Steps • Actions • Funding	1	3
13. Viaduct Pedestrian Overpass: Phase II • Funding	3	3
14. Overall Tourism Plan • Definition: Goals • Development • Direction	3	3
15. BLM Section 10 and Section 12 • Environment Assessment Report • Federal Register • Direction: Acquisition • Funding	3	2
16. Street Obstructions and Parking Ordinances • Direction	2	2
17. Alternative Energy Ordinance • Completion • Adoption	0	3
18. Water Diversion Advocacy • Update Reports	0	2
19. Recreation Center: Expansion • Study Review • Direction • Funding	0	0

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City of Green River
Management Agenda 2011-2012

TOP PRIORITY

Police Facility
New Subdivisions (River Cove, Jackman)
2nd South Street: Old Water Treatment Plant Site Clean Up
Comprehensive Plan

HIGH PRIORITY

Wayfinding Signs
Depot: Youth Center/Community Center
Hiring Freeze
Alternative Route: Green River – Rock Springs
ISO Rating: 3

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City of Green River
Management Agenda 2011 – 2012

MANAGEMENT ACTIONS	PRIORITY	
	Top	High
1. Police Facility • Grant Funding • Construction	6	-
2. New Subdivisions (River Cove, Jackman)	4	-
3. 2nd South Street: Old Water Treatment Plant Site Clean Up	4	-
4. Comprehensive Plan • Completion • Review • Adoption	4	-
5. Wayfinding Signs • Plan • Design • Funding	3	6
6. Depot: Youth Center/Community Center • Direction • Funding	2	6
7. Hiring Freeze • Evaluation • Direction	3	5
8. Alternative Route: Green River – Rock Springs • Decision: Local Funding, Federal Funding • EIS	2	5
9. ISO Rating: 3 • Re-Rating Commitment • Preparation	1	4
10. Zoning Ordinance • Completion • Adoption	2	3

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11. Subdivision Ordinance: Revision (including PUD) • Completion • Adoption	2	2
12. Long-Term Financial Plan with Projections	2	2
13. Gateway to Flaming Gorge • Definition • Marketing Tools	1	2

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Management in Progress 2011 – 2012

1. **Tree Inventory**
   - **Completion**
   - **Recommendation**
   - **Actions/Funding**
2. **Organization Culture and Core Beliefs Strategy**
3. **New Accounting System: Implementation**
4. **Budget System Revision**
   - **Format**
   - **Process**
5. **Financial Information and Reporting System**
6. **Joint Rock Springs/Solid Waste 1 Recycling Agreement**
   - **Recycling Agreement**
   - **Decision**
7. **Fleet Management and Replacement Program**
   - **Goals**
   - **Criteria for Replacement**
   - **Funding**
8. **Class A Fire Pumps (2)**
   - **Complete Purchase**

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9. **High School Rodeo Competition**

10. **Code Enforcement Program/Property Maintenance Code**
    - **Implementation**
    - **Reports on Activities/Results**

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Major Projects 2011 – 2012

1. **Water Master Plan: Phase I Projects**
2. **Sewer Project: Electric Edition Subdivision**
3. **Road Maintenance Projects**
   - **A. New Mexico**
   - **B. South Center**
   - **C. 4th/3rd South**
4. **Parking Lots**
   - **A. Pavilion/Island**
   - **B. Visitor Center**
5. **Expedition Island Pavilion Project**
   - **Roof Replacement**
6. **Railroad Parking Lot and Wrought Iron Fence Project**
7. **City Buildings Energy Efficiency Lighting Project**
8. **Visitor Center**
   - **Completion**
   - **Parking Lot**
9. **School Zone Flashing Lights Completion**
10. **Child Development Center Building Project**
11. **Killdeer Wetlands Project**

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