

GREEN RIVER URBAN RENEWAL AGENCY
Board of Directors Minutes
March 15, 2012 - 6:00 p.m.
City Hall Council Chambers

Board Members Present:

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

Board Members Absent:

Deborah S. Alvarez

Staff Present:

Jennie Melvin, Zoning & Building Technician; Yvonne Kelley, Recording Secretary

Committee Members:

None

Guests:

None

Call to Order

Chairman Brown called the meeting to order at 6:01 p.m.

Attendance Sign in

Board members signed attendance sheet.

6:01 p.m. – 6:02 p.m.

Approval of Agenda

Chairman Brown requested business item, Budget Request, to be added to Old Business and business item, URA Plan, added to New Business of the agenda.

6:02 p.m. – 6:03 p.m.

Board Member Hughes moved to approve the amended agenda. Board Member Kinney seconded. Motion carried. (4-0)

Approval of Last Meeting's Minutes

Board Member Kinney moved to approve the minutes of March 1, 2012. Board Member Berg seconded. Motion carried. (4-0)

6:03 p.m. – 6:04 p.m.

Citizen's Requests/Communications

None

6:04 p.m. – 6:05 p.m.

Treasurer's Report

Board Member Hughes handed out the bank statement and reported the expense to Mr. Honaker for \$709.10, a deposit of \$38.70 from donations for the Crystal Classic face painting for a balance of \$9,212.13.

6:05 p.m. – 6:10 p.m.

Discussion was had regarding community chest funds.

Board Member Berg moved to approve the treasurer's report for the bank account.

Green River Urban Renewal Agency Minutes

March 15, 2012

Board Member Kinney seconded. Motion carried. (4-0)

Committee Reports

6:10 p.m. – 6:31 p.m.

1) Erin Kinney

Ms. Melvin reported the Economic Restructuring Committee met but didn't discuss anything because Board Member Kinney was absent.

2) Deborah S. Alvarez

Chairman Brown reported the Design Committee didn't have a meeting.

3) Cathie Hughes

Board Member Kinney reported the Promotions Committee didn't meet. Meeting times may need to be changed.

4) Michael Brown

Chairman Brown reported the Organization Committee did not meet. They have gone through a lot of their plan. Their goal is to come up with a new plan for the next year or two. The Small Business Expo is tentatively scheduled for Saturday, May 19th at a location to be later determined.

Discussion was had regarding having the downtown bazaar in August or September.

5) Robert Berg

Board Member Berg reported the Farmers Market Committee met and discussed the date to start the Farmer's Market which is July 11th. The market will be held weekly on Wednesdays from July 11th through September 12th.

Board Member Kinney reported the Citywide Cleanup is on May 12th. Volunteers are needed to clean up downtown.

Old Business

6:31 p.m. – 6:42 p.m.

1) URA Administrator Update

Chairman Brown reported there are nine applicants for the URA Administrator position. Mary Randolph provided her recommendations. The interview committee will meet next week to conduct Skype interviews with three of the applicants.

2) Budget Request

Chairman Brown reported the budget requests the board voted on at the last meeting were approved but \$12,000.00 was excluded for the flower planters.

The FYE 2013 Budget Requests are as follows:

Green River Urban Renewal Agency Minutes

March 15, 2012

- Retain the professional services of an attorney for the Green River Urban Renewal Agency Board. The total fiscal impact of this program in the FYE 2013 budget is \$24,500.00. This is an overall increase for the program of \$20,000.00.
- To continue the goals in the Green River Main Street Three Year Plan, enhance the grassy area near the Train Depot and enhance the existing URA/Main Street program management. The total fiscal impact of this program in the FYE 2013 budget is \$103,512.00. This is an overall increase for the program of \$81,000. A breakdown of this program's budget is as follows:

Operations and Maintenance (Total = \$48,512.00)

- Prior Year O&M for Main Street Program - \$22,512.00
- Additional Lighting of the Viaduct - \$10,000.00
- 2013 Lilac Festival (band, food, decorations, advertisement) - \$10,000.00
- Advertisement for Small Business Expo and Trunk or Treat events - \$2,000.00
- Horse and Carriage during Christmas - \$3,000.00
- Flaming Gorge Days Float - \$1,000.00

New Asset Acquisitions Requests (Total = \$55,000.00)

- Event Tent - \$1,000.00
 - Hot Dog Machine - \$1,500.00
 - Computer Software - \$2,500.00
 - Tables for events at Expedition Plaza (grassy area) - \$12,000.00
 - Trash Cans at Expedition Plaza (grassy area) - \$3,000.00
 - Gazebo at Expedition Plaza (grassy area) - \$10,000.00
 - Electrical/Lights/Power at Expedition Plaza (grassy area) - \$10,000.00
 - Landscaping upgrades at Expedition Plaza (grassy area) - \$3,000.00
 - Main Street Flower Planters - \$12,000.00
- Begin implementation of URA Revitalization Plans and Projects. The total fiscal impact of this program in the FYE 2013 budget is \$120,000.00. This is an overall increase for the program of \$118,000.00 from the budget that was approved June 2011. It should be noted however, that the Governing Body approved an additional \$50,000.00 to give to the URA to put toward projects/administration. So, with counting the \$50,000.00, this is an increase of \$68,000.00. The URA will also like to request to carry over any additional funds that are remaining from the \$50,000.00 (440-6860) into the FYE 2013 budget for this program.

Board Member Hughes moved to approve the amended FYE 2013 Budget Requests. Board Member Berg seconded. Motion carried. (4-0)

Ms. Melvin handed out the packet that Peggy DeCecco submitted for the grant money used for lighting.

Ms. Melvin reported Allan Wilson will be giving a tour of the UP depot on April 10th. Laura Leigh has the original plans.

March 15, 2012

New Business

6:42 p.m. – 7:06 p.m.

- 1) Monthly Reporting & Reinvestment Statistics

Ms. Melvin provided an overview of the monthly reporting and reinvestment statistics.

- 2) URA Plan

Ms. Melvin reported the next step for the URA is to get the URA plan done. An area must be outlined and then a plan developed.

Discussion was had regarding how to develop the URA plan.

Executive Session

None

Roundtable

None

(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 Kinney moved to adjourn the meeting at 7:06 p.m. Board Member Hughes seconded. Motion carried. (4-0)