

**GREEN RIVER URBAN RENEWAL AGENCY**  
**Board of Directors Minutes**  
**April 19, 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; Deborah S. Alvarez

**Board Members Absent:**

**Staff Present:**

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

**Committee Members:**

None

**Guests:**

**Call to Order**

Chairman Brown called the meeting to order at 6:02 p.m.

**Attendance Sign in**

Board members signed attendance sheet.

6:02 p.m. – 6:03 p.m.

**Approval of Agenda**

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

6:03 p.m. – 6:04 p.m.

**Approval of Last Meeting's Minutes**

Board Member Kinney moved to approve the minutes of March 15, 2012. Board Member Hughes seconded. Motion carried. (5-0)

6:04 p.m. – 6:05 p.m.

**Citizen's Requests/Communications**

None

6:05 p.m. – 6:06 p.m.

**Treasurer's Report**

Board Member Hughes reported there has been no activity since the last meeting. The bank account balance is \$9,212.13.

6:06 p.m. – 6:16 p.m.

Discussion was had regarding the Main Street budget.

Board Member Alvarez moved to approve the treasurer's report for the bank account. Board Member Kinney seconded. Motion carried. (5-0)

**Committee Reports**

1) Erin Kinney

6:16 p.m. – 6:54 p.m.

## Green River Urban Renewal Agency Minutes

---

April 19, 2012

Board Member Kinney reported the Economic Restructuring Committee met. Curves may be moving into the Tomahawk.

2) Deborah S. Alvarez

Board Member Alvarez reported the Design Committee hasn't met but are working on ordering flower pots for downtown.

3) Cathie Hughes

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

4) Michael Brown

Chairman Brown reported the Organization Committee met. The Small Business Expo is scheduled for Saturday, May 19<sup>th</sup> at Western Wyoming Community College at the Green River Campus. Flyers went out to businesses in Green River and flyers will be going out with the May utility bills. Radio and newspaper ads may also be done.

Chairman Brown reported the walking tour will be launching in a month or two. The committee will be buying pedometers with the Main Street logo on them. They are trying to promote more pedestrian traffic downtown. They are trying to get more people to walk and measure the distance they walk with the pedometers. They are going to hold monthly raffles for small prizes.

5) Robert Berg

Board Member Berg reported the Farmers Market Committee met. The committee discussed many issues including the vendor application, changing the sponsorship letter, the farmers market weekly flyer with bags and volunteers. They need help from the committees. The Design Committee can help with design ideas for a button style for the volunteer buttons. The Promotions Committee can help design the flyer. The Economic Restructuring Committee can put the bags together and the Organization Committee can help find the volunteers.

Discussion was had regarding the food vendors to cook for the Farmers Market.

### **Old Business**

6:54 p.m. – 6:55 p.m.

1) URA Administrator Update

Chairman Brown reported the applicant for the URA administrator position is still considering the offer.

### **Adjourn to Executive Session**

Board Member Hughes moved to adjourn to executive session for personnel issues at 6:55 pm. Board Member Kinney seconded. Motion carried (4-0) with Board Member Alvarez absent.

April 19, 2012

**Reconvene**

Board Member Hughes moved to reconvene at 7:10 pm. Board Member Kinney seconded. Motion carried (4-0) with Board Member Alvarez absent.

Board Member Kinney moved to accept the URA Administrator applicant's counter offer. Board Member Hughes seconded. Motion carried (4-0) with Board Member Alvarez absent.

2) Clock Tower Request for Proposals

Chairman Brown reported he will follow up on the proposals.

**New Business**

7:12 p.m. – 7:35 p.m.

1) Façade Improvements – Book and Bean

Chairman Brown reported Misti Karician-Zimmerman is working out details with her landlord.

Ms. Melvin reported there is an application that needs to be completed and the process needs to be followed for façade renovation.

Discussion was had regarding the façade renovation process.

2) National Main Street Conference Recap

Board Member Berg shared pamphlets and catalogs from the conference.

Discussion was had in regards to the classes/trainings by the conference and how they can help downtown businesses.

3) Liability/Directors and Officers Insurance

Chairman Brown reported the board needs to research if the board is covered by the city or needs to purchase the Liability/Directors and Officers Insurances separately as a board.

Discussion was had in regards to the insurances.

Chairman Brown will invite the board attorney to attend a meeting to discuss the insurance coverage options.

**Roundtable**

7:35 p.m. – 7:45 p.m.

Ms. Melvin reported she went to the Pavilion to look at the Halloween decorations. If the board would want the decorations they could have them but would have to have a storage place to keep them. The board should consider getting a storage unit.

The board came to a consensus to obtain the Halloween decorations.

Board Member Berg moved to investigate a storage unit for \$100.00 or less a month. Board Member Kinney seconded. Motion carried (3-0) with Board Members Alvarez and Hughes absent having had to leave the meeting prior to the Roundtable discussion.

Green River Urban Renewal Agency Minutes

---

April 19, 2012

Ms. Melvin reported the consultants for the Comprehensive Plan will be in Green River on May 8<sup>th</sup> and 9<sup>th</sup>. Their goal is to meet with downtown groups and the board needs to be present. The meeting is scheduled for May 9<sup>th</sup> at 9:00 a.m.

Ms. Melvin reported on May 16<sup>th</sup> is the Lunch and Learn meeting where Laura Leigh will give an overview presentation of the Main Street Conference and would like board members to attend the meeting and provide any photos anyone has to include in her slideshow.

Board Member Kinney reported volunteers are needed for the Citywide Cleanup on May 12<sup>th</sup>.

**(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 7:45 p.m. Board Member Berg seconded. Motion carried (3-0) with Board Members Alvarez and Hughes absent having had to leave the meeting prior to the end of the meeting.