

GREEN RIVER URBAN RENEWAL AGENCY
Board of Directors Minutes
May 3, 2012 - 6:00 p.m.
City Hall Administration Conference Room

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:

Laura Leigh, Director of Community Development; Jennie Melvin, Zoning & Building Technician; Yvonne Kelley, Recording Secretary

Committee Members:

Dottie Krauss

Guests:

Hank Castillon, Mayor; Allan Wilson, Director of Parks & Recreation; Gary Killpack, Council Liaison; Lavern Bernal, SW-WRAP, Terry Lowen, SW-WRAP

Call to Order

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

Attendance Sign in

Board members signed attendance sheet.

6:00 p.m. – 6:01 p.m.

Approval of Agenda

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

6:01 p.m. – 6:02 p.m.

Approval of Last Meeting's Minutes

Board Member Kinney moved to approve the minutes of April 19, 2012. Board Member Hughes seconded. Motion carried. (5-0)

6:02 p.m. – 6:03 p.m.

Citizen's Requests/Communications

6:03 p.m. – 7:00 p.m.

1) Mayor

Mayor Castillon reported the UP Depot property may be transferred to the City. Issues that need to be addressed before the transfer are safety, a long term plan, occupancy, short term plans and grant money.

2) Gary Killpack

Mr. Killpack presented the contract for economic development and grant writing provided by Lisa Mueller.

3) Parks & Recreation Request

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Mr. Wilson reported they have funds available now and he needs to know what the URA plans to do with the grassy area.

Chairman Brown stated our budget proposal for next year includes picnic tables, trash cans and some electric work.

Board Member Alvarez will work with Mr. Wilson on the grassy area plans.

Mr. Wilson reported flowers need to be ordered for the main street flower pots.

Board Member Alvarez reported the URA has \$12,000 allotted for flowers and flower pots.

Mr. Wilson reported he has a purchase order from Electrical Connections for \$1,494.82 for the electric work for lights on the pedestrian viaduct and he does not have any money in his budget for it and requests the URA to pay for it.

Board Member Alvarez moved to approve to pay for the electric work for lights on the pedestrian viaduct. Board Member Kinney seconded. Motion carried (4-0) with Board Member Hughes absent having had to leave the meeting prior to the end of the meeting.

Discussion was had regarding the purchasing and maintenance of the flowers and flowers pots.

Board Member Kinney moved to approve the purchase of planters, plants and supplies for the downtown. Board Member Berg seconded. Motion carried (4-0) with Board Member Hughes absent having had to leave the meeting prior to the end of the meeting.

4) SW-WRAP

Ms. Bernal and Mr. Lowen reported they are planning to open the Solid Rock Community Café on June 1, 2012 at 142 East Flaming Gorge Way. It will be a community gathering place in Christian context. It will be sponsored by SW-WRAP.

Treasurer's Report

7:00 p.m. – 7:48 p.m.

1) Current Fund Review

Ms. Leigh explained the difference between the budget and the checking account balance.

Discussion was had regarding Resolution No. R11-79 which states the URA/Main Street Board and the City have agreed not to spend more than \$10,000 on By-Laws development (URA), State Required Plan (URA), retaining an Attorney (URA), and to open a Checking account (URA). The URA/Main Street Board and the City have agreed not to spend more than \$40,000 on General Maintenance (Main Street), implementing the Strategic Plan (Main Street), Clock Tower enhancements (Main Street), and Christmas Lights (Main Street).

Discussion was had regarding the current budget and what to spend it on before July 1, 2012.

2) Historic Preservation Conference

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Ms. Leigh reported there is no money budgeted for board members to attend the conference.

3) Line Item Expenses

Ms. Leigh explained each line item of expenses.

Discussion was had regarding the Clock Tower request for proposals.

Discussion was had regarding how to spend this year's budget for supplies such as a hot dog machine, an event tent, helium machines, a face painting setup and outdoor heaters.

Committee Reports

7:48 p.m. – 8:30 p.m.

1) Election of Committee Chairs

Board Member Alvarez moved to approve the committee chairs as Dottie Krauss, Design Committee Chair; Scott Kinney, Organization Committee Chair and Sheridan Norberg, Economic Restructuring Committee Chair. Board Member Kinney seconded. Motion carried (4-0) with Board Member Hughes absent having had to leave the meeting prior to the end of the meeting.

2) Erin Kinney

Board Member Kinney reported the Economic Restructuring Committee didn't meet. They will try and meet next Tuesday.

3) Deborah S. Alvarez

Board Member Alvarez reported the Design Committee is working on the flower pots and the Book & Bean façade renovation.

4) Cathie Hughes

None

5) Michael Brown

Chairman Brown reported the Organization Committee met and the Business Expo is advertised and everything is ready to go.

Chairman Brown reported he met with the Historical Preservation Commission to discuss the walking tour this summer. They are happy we are putting on this event. He also talked to them about potentially approaching them sometime this year about a grant to put placards on historical buildings.

6) Robert Berg

Board Member Berg reported the Farmers Market Committee will meet next week.

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Discussion was had regarding the help needed from all the committees and the food vendors.

Old Business

8:30 p.m. – 8:40 p.m.

1) URA Administrator Update

Chairman Brown reported the URA Administrator candidate has accepted the position. He will begin on June 11, 2012.

Chairman Brown reported he is releasing Ms. Leigh and Ms. Melvin from the day to day operations of the URA for the next five weeks; they have helped for the last six months and are too busy.

2) Flower Pots

Discussion was already had.

3) Clock Tower Request for Proposals

Chairman Brown reported the board is going to wait until the beginning of the next fiscal year to request proposals.

New Business

8:40 p.m. – 9:14 p.m.

1) Way Finding Signs

Chairman Brown reported he is the quasi-liaison to the Way Finding Signs Committee. They had a meeting last week with the consultant and discussed way finding signs for Green River.

2) City Wide Clean Up

Board Member Kinney reported the City Wide Clean Up is on May 12, 2012. The URA is signed up for four sections of downtown. Volunteers are needed.

3) Technical Assistance Grant

Ms. Leigh reported Chairman Brown needs to sign the Letter of Agreement with Wyoming Main Street. It is the annual commitment with the Wyoming Main Street. It has already gone to council and the Mayor has signed it.

Ms. Leigh distributed the technical assistance contract. It is a grant and it needs to go to council to get approval. It breaks down everything the URA requested; \$10,000 for the Clock Tower Mall design; \$5,000 for business owner training and \$5,000 for Expedition Plaza design. It will be on the May 15th council agenda.

4) URA Budget – City Presentation

Ms. Leigh explained the budget requests submitted for the next fiscal year. The budget presentation to council is on May 17, 2012 at 6:30 p.m. The board will have to present the things they requested that are not included in the draft budget and the reasons why.

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The regular board meeting time will change from 6:00 p.m. to 5:30 p.m. on May 17, 2012.

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 Berg moved to adjourn the meeting at 9:14 p.m. Board Member Kinney seconded. Motion carried (4-0) with Board Member Hughes absent having had to leave the meeting prior to the end of the meeting.