

GREEN RIVER URBAN RENEWAL AGENCY
Board of Directors Minutes
June 21, 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:

None

Staff Present:

Rod Ness, URA/Main Street Administrator; Yvonne Kelley, Recording Secretary

Committee Members:

Ed Williams

Guests:

Stephen Slaton, Loanda Slaton

Call to Order

Chairman Brown called the meeting to order at 6:05 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 Kinney seconded. Motion carried. (4-0)

6:06 p.m. – 6:07 p.m.

Approval of Last Meeting's Minutes

Board Member Berg moved to approve the minutes of May 29, 2012. Board Member Hughes seconded. Motion carried. (4-0)

6:07 p.m. – 6:08 p.m.

Citizen's Requests/Communications

Mr. Slaton and Mrs. Slaton, owners of the Daily Knead, voiced their concerns of the fees for business owners for the Farmer's Market. Commercial owners are charged more than private businesses and non-profit organizations. The fees should be equitable for everyone or no fees at all.

6:08 p.m. – 6:30 p.m.

Board Member Berg will discuss their concerns with the Farmer's Market committee.

Treasurer's Report

Board Member Hughes reported the bank account balance has not changed since the last meeting. There will be a deposit from the Chamber of Commerce from the Business Expo.

6:30 p.m. – 6:45 p.m.

Discussion was had regarding spending money on advertising for the Farmers Market.

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Committee Reports

6:45 p.m. – 7:41 p.m.

1) Economic Restructuring – Erin Kinney

Board Member Kinney reported 78 West Railroad Avenue was sold and may be torn down.

2) Promotions – Cathie Hughes

Board Member Hughes reported that she has recruited new committee members. The new Chairperson is April Berg.

3) Organization – Michael Brown

a. Business Expo

Chairman Brown reported the Business Expo was a successful event for its first year. There were twenty (20) to twenty-five (25) vendors. There was a lot of networking.

b. Board Meeting Schedule

Chairman Brown reported a recommendation of the Organization committee is to have monthly meetings instead of semi-monthly meetings.

Board Member Berg moved to approve the meetings to be held once a month starting in July. Board Member Kinney seconded. Motion carried. (4-0)

Board Member Berg moved to approve the meetings to be held on the 3rd Thursdays of each month. Board Member Kinney seconded. Motion carried. (4-0)

c. URA Administrator Timesheets/Vacation Request

Chairman Brown reported the URA has an agreement with the city that the URA/Main Street Administrator has gone from a city position that is supervised by the board. Ms. Leigh reviews and approves Mr. Ness's timesheets. The board can review and approve Mr. Ness's timesheets if needed. The Organization committee recommends that Ms. Leigh approves Mr. Ness's timesheets.

Board Member Hughes moved to approve Ms. Leigh to approve Mr. Ness's timesheets. Board Member Kinney seconded. Motion carried. (4-0)

Discussion was had regarding the administrator's vacation requests.

Board Member Hughes moved to approve the Chairperson of the URA to authorize Mr. Ness's vacation requests if the Chairperson is not available then it will go to the Vice Chairperson and then to the other board members if the Chairperson or Vice Chairperson are not present. Board Member Berg seconded. Motion carried. (4-0)

d. URA/Main Street Invoices

Chairman Brown reported currently Main Street invoices take two signatures on every invoice.

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The first signature would be the person submitting the invoice which is a board member or Mr. Ness and then Ms. Leigh has final approval. Because the administrator is under the board's supervision there is a grey area, the Organization committee recommends that Ms. Leigh still approves the invoices.

Board Member Hughes moved to approve Ms. Leigh to approve invoices. Board Member Kinney seconded. Motion carried. (4-0)

e. Informal Board Retreat

Chairman Brown reported the board retreat the URA attended in January was a brainstorming session. Mr. Ness has requested a formal retreat within the next couple of months. It would be a special board meeting with Mr. Ness to go over his analysis of the program.

Mr. Ness reported it is important that he discusses his vision and focus with the board. The special board meeting will be on July 5, 2012 at 6:00 p.m.

4) Farmer's Market – Robert Berg
a. Advertising

Board Member Berg reported discussion was already had regarding the advertising.

Board Member Hughes moved to approve the advertising for the Farmers' Market with the Radio Network. Board Member Kinney seconded. Motion carried. (4-0)

b. Beehive Cheese Fundraiser

Board Member Berg reported the Beehive Cheese fundraiser is the only event Main Street makes a profit on. That money is then used for the façade renovations. In the past, Main Street bought the cheese and then had to pay back the money to the city. The money that was raised from the fundraiser went into Community Chest. The board has the opportunity to buy the cheese out of the URA account and the proceeds from that would go back into the account. The board wouldn't have to go through Community Chest. The board would basically be the sponsor.

Discussion was had regarding selling cheese at this year's Farmers' Market.

The board came to a consensus to sell cheese during the Farmers' Market.

5) Design – Additional Lighting

Chairman Brown reported the Organization committee discussed purchasing more lighting for the bridge and order it in July and not wait until December.

Mr. Ness will meet with Mr. Allan Wilson to discuss the lighting requirements and share that information with the Design committee.

Old Business

1) Clock Tower

7:41 p.m. – 7:46 p.m.

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Chairman Brown reported the URA has \$10,000 of grant money for the clock tower. The project is on hold until after the fiscal year starting on July 1st.

Discussion was had regarding the goals of the clock tower project.

New Business

7:46 p.m. – 7:55 p.m.

- 1) Façade Renovation Grant - Book and Bean

Chairman Brown reported Book and Bean will have to pay for the improvements upfront but once it is complete, it will get submitted and approved by Community Chest and then she will be reimbursed. The Design committee has approved and recommended it. The board can approve it tonight or give Mr. Ness a chance to speak with Community Chest.

Mr. Ness requested to talk with Community Chest and get familiar with the grant process.

Chairman Brown reported the grant will be on the agenda for the July 5th meeting.

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 Hughes moved to adjourn the meeting at 7:55 p.m. Board Member Berg seconded. Motion carried (4-0)