

GREEN RIVER URBAN RENEWAL AGENCY
Board of Directors Minutes
April 18, 2013 - 6:00 p.m.
City Hall Council Chambers

Board Members Present:

Erin Kinney, Chair; Robert Berg, Vice Chair; Michael Brown, Treasurer; Nina Kessner, Secretary; Cathie Hughes

Board Members Absent:

None

Staff Present:

Rod Ness, URA/Main Street Administrator; Jennie Melvin, Council Liaison; Yvonne Kelley, Recording Secretary

Committee Members:

None

Guests:

None

Call to Order

Chair Kinney called the meeting to order at 6:03 p.m.

Attendance Sign in

6:03 p.m. – 6:04 p.m.

Board members signed the attendance sheet.

Approval of Agenda

6:04 p.m. – 6:05 p.m.

Chair Kinney requested adding a new business item to the agenda, Election of Officers.

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

Approval of Minutes

6:05 p.m. – 6:06 p.m.

Board Member Kessner moved to approve the minutes of March 21, 2013. Board Member Berg seconded. Motion carried. (5-0)

Citizen's Requests/Communications

6:06 p.m. – 6:07 p.m.

None

Treasurer's Report

6:07 p.m. – 6:09 p.m.

Board Member Brown reported the balance has not changed since last month. The balance is \$13,210.81.

Mr. Ness said the funds we received from the chamber from the community chest for the Book and Bean façade grant, was over \$800. We need to write them a check for \$800.00.

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Board Member Hughes requested a letter from the chamber to keep for auditing purposes.

Mr. Ness said he will take care of it.

Committee Synopses

6:09 p.m. – 6:15 p.m.

- 1) Economic Restructuring – Erin Kinney

Chair Kinney reported the committee has not met.

- 2) Promotions – Robert Berg

Board Member Berg reported the chamber has requested the board's help with the Green River Cleanup Day.

Discussion was had regarding the cleanup day. The board will provide volunteers for the event.

- 3) Organization – Michael Brown

Chair Kinney reported the committee has not met.

- 4) Design – Cathie Hughes

Board Member Hughes reported she has recruited Rebecca Briesmaster from the chamber to be a committee member. Jenissa Bartlett of Sweetwater County Travel and Tourism is a possible volunteer.

Old Business

6:15 p.m. – 7:15 p.m.

- 1) Adoption of URA Plan – Depot Project

Mr. Ness reported the URA Depot Project's first phase is to work on Lynch Hall.

- 2) Logo and Theme Campaign

Mr. Ness reported Mr. David Gutierrez will present three (3) distinct logos before the next meeting and the board will need to choose the logo so Mr. Gutierrez can finalize it.

- 3) Clock Tower

Mr. Ness said on April 1, 2013 the members from the Wyoming Business Council performed a site visit. It went well. We had to answer questions that were in the grant. On May 23, 2013 in Thermopolis, I am attending a meeting with the Wyoming Business Council. All the grant petitioners will be attending. They will be asking questions about our proposed grant. They will have their final decision within a month.

- 4) Attorney specializing in real estate

Mr. Ness will research attorney candidates. Chair Kinney presented Mr. Ness with a list of possible candidates.

5) Non-profit status/Accountant

Board Member Brown will research accountant candidates.

Mr. Ness reported he will work on submitting the paperwork for the URA to become a non-profit 501(c)3.

6) Strategic Planning – Nina Kessner

Board Member Kessner submitted the strategic plan to the board members.

Discussion was had regarding the strategic plan.

Board Member Kessner recommended the strategic plan to be reviewed and updated on a quarterly basis.

7) National Main Street Conference

Mr. Ness and Board Member Kessner discussed what they learned at the National Main Street Conference with the board including how the different communities run their Main Street programs including their façade grant programs and marketing of events.

8) URA Plan – Mike & Nina

Chair Kinney reported Board Member Brown and Board Member Kessner have not met to review the URA plan but will schedule a time to meet.

New Business

7:15 p.m. – 7:31 p.m.

1) Flaming Gorge Days booth

Chair Kinney asked the board if they wanted to have a booth at the Flaming Gorge Days. The Board decided to have a booth.

Mr. Ness reported he needs a few volunteers to help with the booth. They will be making cotton candy and providing literature and marketing of the URA program.

Board Member Hughes reported she is vacating a property and wanted the board to know the space is available to rent if they are interested in relocating Mr. Ness's office from city hall.

2) Farmer's Market

Mr. Ness reported he will be sending out vendor applications.

Board Member Kessner suggested changing the name from farmer's market to fresh market and include other vendors.

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3) Election of New Chair

Chair Kinney reported she has resigned as Chair because she is relocating.

Board Member Berg moved to elect Nina Kessner as Chair. Board Member Hughes seconded. Motion carried. (5-0)

Board Member Kessner moved to elect Cathie Hughes as Secretary. Chair Kinney seconded. Motion carried. (5-0)

Administrator's Comments

7:31 p.m. – 7:37 p.m.

Mr. Ness said I will be attending a grant training class on April 29, 2013. We will be partnering with the chamber for the national high school rodeo finals. We will be giving away welcome bags (700) and any business in town can provide coupons or promotional material for the bags. We will give 200 bags to the local hotels to hand out. At the shooting range, we will provide booth spaces for businesses. We are also going to ask for sponsorships to get their names on the bags. We will take that money and have a raffle. People will have to spend money in local businesses to get receipts to participate in the raffle.

Board Member Kessner thanked Mr. Ness for coordinating all the details for the National Main Street Conference.

(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 Kessner moved to adjourn the meeting at 7:37 p.m. Board Member Berg seconded. Motion carried (5-0)