

**GREEN RIVER URBAN RENEWAL AGENCY**  
**Board of Directors Minutes**  
**May 16, 2013 - 6:00 p.m.**  
**City Hall Council Chambers**

**Board Members Present:**

Nina Kessner, Chair; Robert Berg, Vice Chair; Cathie Hughes, Secretary

**Board Members Absent:**

Michael Brown, Treasurer

**Staff Present:**

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

**Committee Members:**

None

**Guests:**

David Gutierrez, Scott Travis, Joel Gallob, Rocket Miner; Hank Castillon, Mayor

**Administrator's Comments**

6:03 p.m. – 6:08 p.m.

- 1) Grant Writing Workshop Report

Mr. Ness reported he attended a week long grant writing workshop in Cheyenne.

- 2) Wyoming Rural Development Council Appointment

Mr. Ness reported Mary Randolph from the Wyoming Business Council asked him to be on the community assessment team. The team reviews communities' agriculture, volunteerism, economic development, education, infrastructure, health, housing needs, planning, town beautification, town communications, activities and recreations. When a community requests an assessment as a member he would go to that community and help the other team members create an assessment and review the results.

**Call to Order**

Chair Kessner called the meeting to order at 6:08 p.m.

**Attendance Sign in**

6:08 p.m. – 6:09 p.m.

Board members signed the attendance sheet.

**Approval of Agenda**

6:09 p.m. – 6:10 p.m.

Board Member Berg requested adding a new business item to the agenda, Appointment to the Community Assessment Team.

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

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**Approval of Minutes**

6:10 p.m. – 6:11 p.m.

Board Member Hughes requested the grammatical error be corrected on page four (4).

Board Member Berg moved to approve the amended minutes of April 18, 2013. Board Member Hughes seconded. Motion carried. (4-0)

**Citizen's Requests/Communications**

6:11 p.m. – 6:13 p.m.

Ms. Melvin reported Mr. Scott Travis; a commissioner from the Planning and Zoning Commission is in attendance this evening.

**Treasurer's Report**

6:13 p.m. – 6:18 p.m.

Mr. Ness reported the balance has not changed since last month. The balance is \$13,210.81. The program funds have changed due to the traveling expenses for New Orleans.

Board Member Hughes moved to approve the treasurer's report. Board Member Berg seconded. Motion carried (4-0)

**Committee Synopses**

6:18 p.m. – 6:38 p.m.

1) Economic Restructuring

Chair Kessner reported the committee is vacant.

Mr. Ness reported he has a possible committee member from US Bank.

2) Promotions – Robert Berg

Discussion was had regarding the roles of the liaisons and chairs of the committees and volunteer recruitment. Board Member Berg is moving from the Promotions Committee to the Economic Restructuring Committee as liaison.

a. Clean Up Day

Chair Kessner reported the board will provide volunteers to help with the Green River Cleanup Day.

b. Farmers Market

Mr. Ness reported he has been receiving vendor applications. The Farmers Market will start on July 10, 2013 and continue for ten (10) weeks.

3) Organization – Michael Brown/Nina Kessner

a. Program Strategic Plan Update

Chair Kessner reported the plan the board set up in the February sessions is what the board is operating from. The priorities on the agenda are tied to the plan. She attended a council meeting to give an update of the URA's progress and will update the council again next week.

4) Design – Cathie Hughes

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Mr. Ness reported Ms. Harris and her daughter will be doing the planting and watering of the flowers. The flowers will be bought locally.

### Old Business

6:38 p.m. – 8:05 p.m.

#### 1) Logo Presentation-David L. Gutierrez

Mr. Gutierrez discussed his background and the process of developing the logo. He presented the logo to the board.

The board came to a consensus to have Mr. Gutierrez move forward with the revisions of the logo.

#### 2) Appointment to Community Assessment Team

Board Member Berg moved to approve Mr. Ness accepting the appointment to the Community Assessment Team and going to the training on May 29, 2013. Board Member Hughes seconded. Motion carried. (4-0)

Board Member Hughes left the meeting at 6:57 p.m. due to a family emergency.

#### 3) Revisions of the 2005 URA Action Plan

Discussion was had on how to make revisions that follow the state statute procedures of the URA plan so that a draft plan including the URA area can be submitted to the city council.

#### 4) Wyoming Main Street Annual Review-June 25, 2013

Chair Kessner reported the Wyoming Main Street Annual Review is on June 25, 2013. The review team will interview some of the elected officials. They will also meet with the board and make their recommendations.

Mr. Ness reported the review team will meet with the board and share their findings of the strengths and weaknesses of the program. They will also provide recommendations for improvement.

#### 5) Status of Clock Tower

##### a. Grant

Mr. Ness reported the grant hearing is next Wednesday. The Wyoming Business Council's staff gave a recommendation for approval.

##### b. RFP

Mr. Ness reported the RFP can be put out to bid at the beginning of next month but we cannot sign any contracts until the grant is approved otherwise we can run into problems with the state attorney. He wrote the RFP as a design build bid and the finance department has never done a design build bid before so he is getting together with them next week and rewriting it because of

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some of the information added from the state.

6) Non-profit Status

Mr. Ness reported he will have the non-profit status paperwork submitted by the end of next month. He is working with Mr. Chris Meats in the finance department.

7) Status of Attorney

Chair Kessner reported Board Member Brown is researching attorneys.

8) Status of Accountant

Chair Kessner reported Board Member Brown is researching accountants.

9) Potential Board Applicant

Chair Kessner reported a board volunteer application has been submitted.

10) City Council Update

Chair Kessner reported she attended the council meeting to give an update of the URA's progress and will update the council again next week.

**New Business**

8:05 p.m. – 8:15 p.m.

1) Agency Application

Mr. Ness reported he received a contract for the application. It will include a four (4) category application for \$1,500.00 plus \$1,000.00 per year. Additional categories can be added as needed.

2) Rodeo

Mr. Ness reported there are twenty six (26) businesses that have signed up to participate in the welcome bags and raffle.

3) Lincoln Highway Motorcade

Mr. Ness reported the Lincoln Highway Motorcade is coming through the community on June 24, 2013. There will be about sixty (60) cars and over one hundred (100) people. Classic car owners are traveling the historic Lincoln Highway. They will stop at the depot and have dinner in Green River. The URA and the chamber will be helping with the dinner.

**(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**

Chair Kessner adjourned the meeting at 8:15 p.m.