

**GREEN RIVER URBAN RENEWAL AGENCY**  
**Board of Directors Minutes**  
**August 15, 2013 - 6:00 p.m.**  
**City Hall Council Chambers**

**Board Members Present:**

Nina Kessner, Chair; Robert Berg, Vice Chair; Michael Brown, Treasurer; Nick Montgomery

**Board Members Absent:**

Cathie Hughes, Secretary; excused absence

**Staff Present:**

Yvonne Castillo, Recording Secretary

**Committee Members:**

None

**Guests:**

Mayor Hank Castillon, Council Liaison; Michael Maresh, Rocket Miner

**Call to Order**

Chair Kessner called the meeting to order at 6:01 p.m.

**Attendance Sign in**

6:01 p.m. – 6:02 p.m.

Board members signed the attendance sheet.

**Approval of Agenda**

6:02 p.m. – 6:03 p.m.

Chair Kessner requested the “Executive Session” to be moved to before “Old Business.”

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

**Approval of Minutes**

6:03 p.m. – 6:04 p.m.

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

**Executive Session**

6:04 p.m. – 6:23 p.m.

Board Member Berg moved to adjourn to executive session for personnel at 6:04 p.m. Board Member Brown seconded the motion. Motion carried. (4-0)

Board Member Brown moved to approve the confidential personnel agreement presented in executive session and the president be authorized and directed to execute the same on behalf of the board. Board Member Montgomery seconded. Motion carried. (4-0)

**Old Business**

6:23 p.m. – 7:19 p.m.

- 1) Final Presentation of URA/Main Street Logo – David Gutierrez

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Mr. Gutierrez presented the logo and guide with three disks to the board. He submitted his invoice to Board Member Brown.

### 2) Status of Non-Profit Status

Board Member Brown reported the paperwork is almost complete.

Chair Kessner reported she asked Ms. Laura Leigh to check on the status of the paperwork. Mr. Richard Honaker has not reviewed the paperwork.

Board Member Brown reported he asked Mr. Honaker and he referred the board to an accountant.

### 3) Status of Wyoming Main Street Review

Chair Kessner reported she contacted Ms. Mary Randolph and told her she would complete and submit the plan. She will complete the plan and submit it to the board for final review before submitting it to Ms. Randolph.

Board Member Berg reported he will talk to the Chamber of Commerce about partnering with them on an after-hours program on business development.

### 4) Status of URA/MS City Workshop re: MoU w/ WYMS

Chair Kessner reported she asked Ms. Jennie Melvin to coordinate with the City Administrator, Mayor and council members to see which date works for everyone to attend a workshop to develop a more comprehensive Memorandum of Understanding (MoU).

Mayor Castillon advised at the workshop the board and city council will need to review the recommendations of the Wyoming Main Street Review and develop a joint response to the review.

### 5) Status of Clock Tower Renovation

Chair Kessner reported Mr. Alan Wilson and Mr. Erek Roosa from the Parks department will be helping with the renovation project. The recommendation of the selection committee was approved at the last meeting. The renovation should be progressing on schedule.

Mayor Castillon reported the council has agreed to help with applying for the \$20,000 Wyoming Main Street Technical Grant. The city hired a grant writer who will be starting September 1, 2013.

### 6) Adoption of revised URA Area Boundaries

Chair Kessner reported Board Member Brown emailed the recommendations by the City Administrator to the board members. The revisions of the areas have not been updated yet. A special board meeting will need to be scheduled to make the revisions so it can be submitted to

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the city council for adoption.

Discussion was had regarding when to schedule the meeting.

A special board meeting is scheduled for September 5, 2013 at 6:00 p.m.

**New Business**

7:19 p.m. – 8:20 p.m.

1) Administrator's Comments

Chair Kessner reported Ms. Melvin will be assisting with the Farmers Market and other events. She is asking for direction regarding the Farmers Market and has submitted a list of questions.

Discussion was had regarding the Farmers Market including cheese orders, cotton candy, market bucks, vendor fees, the cash box, location, signage and advertising.

Chair Kessner will forward the answers to Ms. Melvin.

Board Member Berg moved to approve up to \$1,000 for Farmers Market signage and banners for general advertising. Board Member Montgomery seconded. Motion carried. (4-0)

2) Trunk or Treat Event

Chair Kessner reported Ms. Melvin will be helping with the event. A date needs to be selected.

Discussion was had regarding the planning of the event including partnering with the library and movie theater. Trunk or Treat is scheduled for Saturday, October 12, 2013. Board Members Brown and Montgomery will serve on the Trunk or Treat committee.

3) WYMS Technical Assistance Competitive Grant

Chair Kessner reported there is an additional \$20,000.00 competitive grant that can be used for design, economic restructuring, organization or promotion. It is a 10% match.

Discussion was had regarding project ideas for the grant.

Board Member Berg moved to authorize Chair Kessner to pursue the \$20,000.00 WYMS Technical Assistant Competitive Grant for purposes of an event shelter that may be used throughout the city of Green River to draw people downtown. Board Member Brown seconded. Motion carried (3-1) with Chair Kessner voting no.

4) Recruitment of URA/Main Street Director

Chair Kessner on behalf of the board thanked Mr. Rod Ness for everything he has done for the program and wishes him the best in his future endeavors. Ms. Leigh and Ms. Melvin will be providing temporary assistance. Chair Kessner meets regularly with the Mayor and the City Administrator to ensure the URA/Main Street program carries on. The city has offered assistance

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from the Human Resources Department for advertising and screening applications. The board needs to develop the MoU so that potential candidates are educated about the job responsibilities.

**(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 Brown moved to adjourn the meeting at 8:20 p.m. Board Member Montgomery seconded. Motion carried. (4-0)