

GREEN RIVER URBAN RENEWAL AGENCY
Board of Directors Minutes
September 19, 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:

Jennie Melvin, Zoning & Building Technician; Yvonne Castillo, Recording Secretary

Committee Members:

None

Guests:

Michael Maresh, Rocket Miner

Call to Order

Chair Kessner called the meeting to order at 6:00 p.m.

Approval of Agenda

6:00 p.m. – 6:01 p.m.

Chair Kessner requested “Citizen’s Requests/Communications” to be added to the agenda.

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

Approval of Minutes

6:01 p.m. – 6:02 p.m.

Board Member Brown moved to approve the minutes of September 5, 2013. Board Member Montgomery seconded. Motion carried. (4-0)

Citizen’s Requests/Communications

6:02 p.m. – 6:05 p.m.

- 1) September 24th Board Training

Chair Kessner reported there is board training on September 24, 2013 from 5:00 p.m. to 7:00 p.m. in council chambers. Ms. Laura Schmidt will be facilitating the training.

- 2) October 18th Meeting with WYMS Advisory Board

Chair Kessner reported there is a morning meeting on October 18, 2013 with the WYMS Advisory Board.

Chair Kessner reported she will not be at the October 17, 2013 meeting due to a performance and the board will not have to present the updates at the October 1, 2013 city council meeting per the City Administrator.

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Treasurer's Report

6:05 p.m. – 6:15 p.m.

Board Member Brown reported the current balance is \$11,045 of which \$6,900 is seed money and \$4,100 is façade and cheese money of which up to \$3,000 is allocated for White Mountain Lumber for the façade grant.

Ms. Melvin said Mr. Rod Ness sent an approval letter to Mr. Ken Johnson which states Mr. Johnson's cost estimate of the project was \$5362.33 of which the URA would reimburse him 50% not to exceed \$3000. His final total is over \$6000.

Board Member Brown said half of \$5362.33 is \$2,681.17. The final cost came to \$6,278.88 so if we were to approve half of that it would be \$3000. The grant applicants have an upfront cost. They have to get board approval first before they start the improvements get the amount set do the improvements and be reimbursed later.

Board Member Montgomery abstained from voting on the façade grant because his business performed the work for White Mountain Lumber.

Discussion was had regarding the approval amount.

Board Member Berg moved to approve \$3,000 for the façade grant to White Mountain Lumber. Board Member Brown seconded. Board Member Montgomery abstained. Motion carried. (3-0-1).

Old Business

6:15 p.m. – 6:50 p.m.

1) Board Evaluation Forms

Chair Kessner requested the completed board evaluation forms from the board. The board members need more time to complete the evaluation forms and they will be submitted at the next meeting.

1) Report on MoU Workshop

Board Member Montgomery said last evening the board had a meeting with the city council and Ms. Mary Randolph from Wyoming Main Street on the Memorandum of Understanding (MoU). The meeting went well and city council wants to works with us. They put it in our own hands to submit our recommendation on the MoU and getting the next director. We need to discuss the options of the director being a city employee versus a contractual employee.

Board Member Brown said there is a lot of work we have to do before we submit the MoU. We have to decide what direction we want to go, the job description and what we want before we can approach city council.

Chair Kessner reported the administration and city council are supportive of the program and they are more than willing for us to be independent from the city. Mr. Marty Black proposed other models for us to review. Mr. Black requested we submit our recommendation at the November 5, 2013 city council meeting. We need to evaluate and research the options within the next six weeks.

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Board Member Brown said the city is expecting us to tell them what we want. They are expecting the decision from us whether we want to do the same or try something new. Each board member needs to be involved with the decision.

Discussion was had regarding the different options of the MoU. Chair Kessner will contact Ms. Randolph to provide the board with examples of different MoU's. Another workshop will be scheduled later.

2) Report on City Council Meeting – question re: River Corridor Boundary

Chair Kessner reported the presentation went well. There was a question raised by Council Member Adam Coppolo on why we didn't include the city property east of Uinta Drive which is the horse corrals. I remember our logic at the time was because it was city property and that was a good place to end that boundary along the corridor.

Board Member Berg said the lease with the Horse Corral Committee goes through 2020 so we left that out on purpose.

Board Member Brown said the council approved it as is; we would consider recommendations and could make changes later on.

3) Status of Non-Profit

Board Member Brown reported the articles of incorporation are signed and on their way to the state. They will be submitted to the state in conjunction with the By-Laws which our attorney is revising. Once we get the state's approval, the corporation exists and then we can apply for the Employer Identification Number (EIN). Our official name is Green River Development Fund, Inc. Following the state's official stamp of our articles we can then file for our 1023 which is a twenty-eight page document for the 501(c)3. I will meet with our accountant next week.

4) Status of WYMS Meeting October

Ms. Melvin reported the meeting is a quarterly mandatory Main Street managers' meeting. The meeting is on October 18, 2013. On October 19, 2013 from 8 a.m. to 1:00 p.m. there is a training open to everyone; it is Main Street 101 training specifically for the Economic Restructuring Committee.

The board came to a consensus for Ms. Melvin to attend the meeting as the Main Street representative.

New Business

6:50 p.m. – 8:14 p.m.

1) Trunk or Treat Event Planning

Ms. Melvin reported the event is on Saturday, October 12, 2013 from 11:00 a.m. to 1:00 p.m. She presented a map of the proposed location and route.

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Discussion was had regarding the planning of the event including the duration, location, route, budget, advertising, vendors, volunteers, food, activities/games and the pumpkin patch.

Board Member Montgomery moved to approve to spend up to \$800 out of the URA fund to purchase pumpkins for the Trunk or Treat Event. Board Member Brown seconded. Motion carried. (4-0)

2) Contract Options with the City of Green River

Chair Kessner reported discussion was already had.

3) URA plan

Chair Kessner reported now that the areas are adopted by the governing body we have to develop a plan.

Ms. Melvin said I spoke with Ms. Laura Leigh. She suggested the board start thinking about what you want to do with those areas. You have some options. You could do one plan to include all three of those areas or do one area with some projects. The plan will need a priority list of the projects you are interested in pursuing in the future. She recommends you hire a consultant to do a professional plan like the Comprehensive Plan.

Discussion was had regarding the URA plan including areas, different plans and funding.

The board came to a consensus to do one area with different projects and research funding options.

4) Potential Grant Opportunity - CDBG

Chair Kessner reported she met with Mr. Black and Ms. Misty Springer, the grant writer and Ms. Melvin because there is potential for a community development block grant for up to \$500,000. The boards has to decide if we want to pursue something by November and the preliminary screening would be in January and would not be decided on until the following spring. We were offered the assistance of the city staff including the grant writer. If we conceptualize an idea and ask them to run with it they will. I was offered a couple of suggestions. We could also think about other possible projects. The two projects that were suggested were to work with the current owners of the Tomahawk building to obtain a fire suppression system or to help stabilize the structure of the Carnegie Library.

Discussion was had regarding project ideas for the grant. The board will tour the Carnegie Library.

Board Member Montgomery reported he will not be able to attend the October 17, 2013 meeting along with Chair Kessner. The meeting was moved to October 22, 2013.

Ms. Melvin reported a representative called about the Christmas lighting and wanted to know if the board wants to purchase more lights.

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Discussion was had regarding the Christmas lighting. Ms. Melvin will contact Mr. Allan Wilson about the lighting.

Ms. Melvin reported the URA partnered with the Chamber last year with the Adopt-A-Tree program; the Chamber collected all the fees and handled it all. We need to decide if we want to do that again or do we want to manage Flaming Gorge Way.

Discussion was had regarding the Adopt-A-Tree program. The board came to a consensus to manage the Adopt-A-Tree program with the Chamber's partnership.

Chair Kessner reported she would like to order t-shirts for volunteers for Trunk or Treat and other events.

Board Member Berg moved to approve to spend up to \$1,000 for URA/MS t-shirts. Board Member Brown seconded. Motion carried. (4-0)

(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 8:14 p.m. Board Member Montgomery seconded. Motion carried. (4-0)