

**GREEN RIVER URBAN RENEWAL AGENCY**  
**Board of Directors Minutes**  
**November 21, 2013 - 6:00 p.m.**  
**City Hall Council Chambers**

**Board Members Present:**

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

**Board Members Absent:**

None

**Staff Present:**

Misty Springer, Grant Specialist; Jennie Melvin, Zoning & Building Technician; Yvonne Castillo, Recording Secretary

**Committee Members:**

None

**Guests:**

Cortnee Pinski, Mark Peterson, City Council Liaison

**Call to Order**

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

**Approval of Agenda**

6:03 p.m. – 6:04 p.m.

Board Member Brown requested adding the business item “Nomination of Board Secretary” to the agenda.

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

**Approval of Minutes**

6:04 p.m. – 6:05 p.m.

Board Member Berg moved to approve the minutes of October 22, 2013. Board Member Montgomery seconded. Motion carried. (5-0)

**Treasurer’s Report**

6:05 p.m. – 6:11 p.m.

Board Member Brown reported the current balance is \$8,347.43. The only transaction since our last meeting was a deposit of \$457.61 for the remaining cheese sales and donations at Trunk or Treat.

Ms. Melvin presented the financial statement from the City. Ms. Melvin said the past monthly expenses were about \$25,000. The normal expenses are usually \$4,400. We encumbered \$10,350 for the twenty (20) snowflakes we ordered for the downtown lighting. A lot of the expenses that were outstanding for the Farmer’s Market and Trunk or Treat all came in at the same time; there was about \$5,000 for that. Also the time I spent for the URA and Main Street is charged to that budget as well as any time Ms. Laura Leigh spends and Mr. Alan Wilson on the Clock Tower Project. We have used 44% of our budget for the year.

Green River Urban Renewal Agency Minutes

November 21, 2013

Board Member Berg moved to approve the Treasurer's Report. Board Member Montgomery seconded. Motion carried. (5-0)

**Announcements**

6:11 p.m. – 6:14 p.m.

Ms. Melvin welcomed the new board member, Ms. Tiffany Arns.

**Citizen Comments**

6:14 p.m. – 6:33 p.m.

Ms. Melvin said Ms. Cortnee Pinski is here this evening and is interested in purchasing the old church on Flaming Gorge Way. The current property owner is threatening to tear it down. Ms. Pinski has a vision and project for the building. It might be something we can be involved with in the future when we have a plan.

Ms. Pinski presented her ideas for the building. She would like to use it as a non-profit interactive children's museum and is seeking funding from the URA/Main Street.

Chair Kessner said we will be developing our URA plan. Once that plan is in place then we will be identifying individual projects; when we start to identify projects that would be at the point where we could provide assistance through funding or studies. Realistically it takes a while. It is commendable that you are doing presentations and getting support to develop a valuable project for the community. Keep at it even if it is slow going.

**Old Business**

6:33 p.m. – 7:55 p.m.

1) Board Evaluation Forms Summary

Chair Kessner reported she will email the summary to the board.

2) Status of Non-Profit-Mike

Board Member Brown said I sent out an email with the articles of incorporation that will have to be ratified at our next meeting. I have met with our accountant and he gave us some verbiage that the Internal Revenue of Service (IRS) is going to require as part of our articles of incorporation.

3) Update on Carnegie Library

Ms. Springer said you received the letter I sent and I am here in case you had any questions on the decision regarding the decision to not pursue the funding for the Carnegie Library at this time. A better use is to pursue way finding signage.

Discussion was had regarding pursuing funding for way finding signage.

The board was in consensus to pursue the grant for way finding signage.

4) MoU Update

Chair Kessner said I emailed the MoU to the board and there were issues with the first draft. I want to move forward but I want to include the elements this board wants and desires. Board Member Montgomery felt the language wasn't clear regarding the supervisory responsibilities of

## Green River Urban Renewal Agency Minutes

November 21, 2013

the employee and Board Member Brown felt it was lengthy and put a lot of liability on the volunteer board.

Discussion was had regarding the elements of the MoU.

The board came to a consensus to email comments to the subcommittee of Board Member Brown and Board Member Berg within the next week and they will work on the MoU.

Council Member Peterson notified the board he has been appointed by the Mayor as the new council liaison.

### 5) URA Plan

Board Member Brown said I met with the Organization Committee and talked about the proposed grant that is due in January. It is a highly competitive grant and it wouldn't be the right vehicle for us. The other grant would be due in April and that grant would fit with what we are looking for. The grant would be for hiring a consultant to prepare our URA plan.

Discussion was had regarding what grants to apply for.

The board came to a consensus to hire professionals to prepare the URA plan.

### 6) Santa's Arrival Update

Ms. Melvin said I have a professionally designed poster for businesses to advertise Santa's Arrival. There will be a few vendors and booths. Santa will be arriving on a Harley motorcycle and the Mayor and Santa's helpers will be arriving on a fire truck. We will provide goody bags for the children. We will also be accepting donations for the food bank.

Ms. Melvin reported there are many openings for adopting a tree on Main Street.

### 7) Committee Recruitment Update

Board Member Brown reported the Organization Committee met and discussed developing a new plan and developing something for volunteers. They also discussed revising the by-laws.

Board Member Montgomery reported he met with Chair Kessner and discussed getting the Promotions Committee developed in general and mailing letters to businesses to let them know what the URA/Main Street does.

Chair Kessner reported she hasn't done anything yet with the Design Committee. There are potential members identified and she will meet with them.

Board Member Berg reported he will schedule a meeting with Ms. Melvin to discuss Economic Restructuring training and then he will schedule an Economic Restructuring Committee meeting.

### 8) Technical Assistance Grant - \$11,500 Update

Green River Urban Renewal Agency Minutes

November 21, 2013

Ms. Melvin said we received the \$11,500 Technical Assistance Grant. We have the contract that will be on the council agenda for December 3<sup>rd</sup>. They will be approving the contract.

Discussion was had regarding where to put the grant money in the budget.

The board came to a consensus to leave the grant money in the capital improvements fund.

**New Business**

7:55 p.m. – 8:34 p.m.

1) Budget Timeline

Ms. Melvin presented the budget timeline from the City. The board's budget needs to be submitted to Ms. Leigh by February 7<sup>th</sup>.

Board Member Brown, Board Member Arns and Ms. Melvin will work together on the budget.

2) 5 Year Capital Projects

Ms. Melvin said since we don't not have our URA plan developed it is not like we can say we want \$50,000 to purchase property, we cannot project that right now but what we can project is we know we have three (3) URA boundaries adopted and we need plans for all three (3) of those. It will cost approximately \$50,000 to \$75,000 for each plan. For the five (5) year capital projects you would be looking at planning money.

Discussion was had in regards to the budget money.

Chair Kessner will submit the board's request to Ms. Leigh for the budget amount for the five (5) year capital projects.

3) Review of February Strategic Plan Goals/Objectives

Chair Kessner said last February we met and determined to do a plan to help guide the direction and activities of the board in alignment with some other documents that existed. I forwarded the plan for you to review.

Board Member Brown said we should look at providing more educational opportunities for the board.

Ms. Melvin reported there are board member and committee handbooks available for the board to read.

Chair Kessner reported the National Main Street Conference is in May being held in Detroit and would like everyone to attend.

Discussion was had regarding the Strategic Plan Goals/Objectives.

The board will review the Strategic Plan Goals/Objectives and it will be put on the agenda for the next meeting.

Green River Urban Renewal Agency Minutes

November 21, 2013

---

4) Website Update

Ms. Melvin said the website needs to be updated. There is \$7,000 in the budget for the website. I requested estimates from two (2) companies to update the website. I will forward the estimates to you when I receive them.

Ms. Melvin said the Green River Star has an advertising special for a full page advertisement for half the cost.

Discussion was had regarding how much to spend on the advertisements.

Board Member Brown moved to approve the expenditure of \$1,812 for advertising in the Green River Star over the next year. Board Member Arns seconded the motion. The motion carried. (5-0)

Ms. Melvin reported she asked Mr. David Gutierrez for a bid to do professional recruiting materials and she will submit it the board when she receives it.

5) Nomination of Board Secretary

Chair Kessner said Ms. Cathie Hughes has vacated the Secretary position on the board so we need a new one.

Chair Kessner nominated Board Member Montgomery as Secretary.

Board Member Montgomery accepted the nomination for Secretary.

Chair Kessner moved to accept Board Member Montgomery as URA/Main Street Secretary. All votes were in favor. (5-0)

**(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 8:34 p.m. Board Member Arns seconded. Motion carried. (5-0)