GREEN RIVER URBAN RENEWAL AGENCY
SPECIAL BOARD MEETING
Board of Directors Minutes
January 2, 2014 - 6:00 p.m.
City Hall Council Chambers

Board Members Present:
Nina Kessner, Chair; Robert Berg, Vice Chair; Michael Brown, Treasurer; Nick Montgomery, Secretary; Tiffany Arns

Board Members Absent:
None

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

Committee Members:
None

Guests:
Scott Travis, Planning & Zoning Commissioner

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

Approval of Agenda 6:01 p.m. – 6:02 p.m.
Board Member Berg moved to approve the agenda. Board Member Arns seconded. Motion carried. (5-0)

Approval of Minutes 6:02 p.m. – 6:03 p.m.
Board Member Berg moved to approve the minutes of December 19, 2013. Board Member Arns seconded. Motion carried. (5-0)

Treasurer's Report 6:03 p.m. – 6:04 p.m.
Board Member Brown reported no transactions occurred in the last two (2) weeks.

Announcements 6:04 p.m. – 6:05 p.m.
None

Citizen Comments 6:05 p.m. – 6:06 p.m.
None

Old Business 6:06 p.m. – 6:58 p.m.
1) MoU

Board Member Brown reported he had a conference call with Ms. Melvin and the board's attorney and received good feedback from him.

Ms. Melvin said the attorney had a question with your official title being referred to as the Board of Directors. Statute calls the URA Board the URA Board of Commissioners and he recommends we go by statute.

Ms. Melvin presented the board with the draft MoU including the revisions recommended by the attorney.

Ms. Melvin said the attorney summarized that the MoU is addressing the staff administrator's position, funding and the URA Plan.

Discussion was had in regards to the revisions of the MoU.

Chair Kessner reported she had a meeting with Mr. Marty Black, the City Administrator. He discussed the budget and the MoU in regards to the hiring, supervision and termination of the URA/Main Street Administrator. The latest policy revision of the city's personnel manual is of December 2012. He wants the board to consider that the MoU reflects accurately what the board wants. The City Council is flexible and the board can ask for changes regarding those policies and procedures.

Discussion was had in regards to the policies and procedures of the personnel manual.

Chair Kessner said the committee will continue to work with the attorney with the revisions to the MoU and have Mr. Black and the City's Attorney review the MoU also.

2) Budget

Chair Kessner said Mr. Black informed me that sales tax revenue is down about $400,000. The City has put in place a soft hiring freeze that does not impact our job search to fill the position of the URA/Main Street Administrator. The City is also cutting back on travel and training expenses which will affect us for the National Main Street Conference. Instead of encouraging all board members to attend the conference, we will be budgeted for two (2) to three (3) people to attend the conference including the administrator and one (1) to two (2) board members.

Discussion was had in regards to what board members would like to attend the conference. Board Member Berg, Board Member Brown and Board Member Arns are interested in attending the conference.

Chair Kessner said if we are interested in making the URA/Main Street budget independent from Community Development, it is an issue we must address in the MoU.

Ms. Melvin said the budget committee will meet tomorrow to continue working on the budget. It must be submitted to the Director of Community Development so that she can submit it to the City Council.

3) Technical Assistance Application for FYE 2015

Chair Kessner reported she has not met with Ms. Melvin to complete the application.

Ms. Melvin said we can work on it after we approve the budget because it is due to Wyoming Main Street on January 31, 2014.

Board Member Brown reported the attorney's office is still waiting for the approval of our articles of incorporation for the 501(c) from the state.

Chair Kessner said the City is putting out for bid the hazardous materials abatement for the depot and then they will put out for bid the design professional for the external renovation. They hope to have the design contract awarded around March. I will be on the selection committee. They are on track for occupancy in the summer of 2015. There was a small glitch in the grant application that stated that the URA/Main Street office will be housed on the second floor of Lynch Hall but there is no second floor of Lynch Hall but all it took was a call to the business council and they will change it.

New Business 6:58 p.m. – 7:04 p.m.

1) Election of Officers

Chair Kessner reported all officer terms are for one (1) year.

Chair Kessner opened all nominations for Treasurer.

Board Member Arns moved to nominate Board Member Brown as Treasurer. Board Member Berg seconded. Board Member Brown accepted the nomination. Motion carried. (5-0)

Chair Kessner opened all nominations for Secretary.

Chair Kessner moved to nominate Board Member Montgomery as Secretary. Board Member Arns seconded. Board Member Montgomery accepted the nomination. Motion carried. (5-0)

Chair Kessner opened all nominations for Vice Chair.

Board Member Brown moved to nominate Board Member Berg as Vice Chair. Board Member Montgomery seconded. Board Member Berg accepted the nomination. Motion carried. (5-0)

Chair Kessner opened all nominations for Chair.

Board Member Berg moved to nominate Chair Kessner as Chair. Board Member Arns seconded. Chair Kessner accepted the nomination. Motion carried. (5-0)

Ms. Melvin requested a board member to attend a meeting tomorrow with her on the Way Finding Signage Grant. Chair Kessner volunteered to attend.

(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 moved to adjourn the meeting at 7:04 p.m. Board Member Berg seconded. Motion carried. (5-0)