

**GREEN RIVER URBAN RENEWAL AGENCY**  
**Board of Directors Minutes**  
**January 16, 2014 - 6:00 p.m.**  
**City Hall Council Chambers**

**Board Members Present:**

Nina Kessner, Chair; Robert Berg, Vice Chair; Nick Montgomery, Secretary; Tiffany Arns

**Board Members Absent:**

Michael Brown, Treasurer

**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.

Board Member Berg moved to accept the agenda. Board Member Montgomery seconded. Motion carried. (4-0)

**Approval of Minutes**

6:01 p.m. – 6:02 p.m.

Board Member Berg moved to accept the minutes of January 2, 2014. Board Member Arns seconded. Motion carried. (4-0)

**Treasurer's Report**

6:02 p.m. – 6:05 p.m.

Chair Kessner said Board Member Brown could not attend the meeting but he forwarded me the information to present. The current balance is \$8,347.43 with \$1,474 available for façade improvements. The articles of incorporation were forwarded to the attorney's office for some revisions.

Board Member Berg moved to accept the Treasurer's Report. Board Member Montgomery seconded. Motion carried. (4-0)

**Announcements**

6:05 p.m. – 6:10 p.m.

Board Member Berg reported he attended the Chamber of Commerce board meeting and informed them he was accepted as the liaison to the board. They are having their annual goal setting retreat on January 28, 2014.

Ms. Melvin reported the Chamber invited her to attend their retreat session. She also received an invitation for the Memorial Hospital of Sweetwater County Red Tie Gala to raise funds for cancer care if the board would like to attend on February 1, 2014.

January 16, 2014

The board came to a consensus for Ms. Melvin to attend the Chamber's retreat.

Chair Kessner reported she will not be able to attend the meeting on February 20, 2014.

**Citizen Comments**

6:10 p.m. – 6:11 p.m.

None

**Old Business**

6:11 p.m. – 7:12 p.m.

1) MoU Update

Ms. Melvin said Board Member Berg, Board Member Brown, Mr. Marty Black, the City Attorney and I attended a meeting to discuss the MoU. We discussed how the structure needs to be set up as far as the employee whether it is a city employee under the personnel manual. The attorney felt strongly if it's going to be a city employee the entire personnel manual applies if the board wants to go outside of that then it needs to be a contract employee.

Discussion was had in regards to the MoU including personnel policies, what the responsibilities of the URA are versus the City's and the oversight of the employee.

Ms. Melvin said the draft will be done soon so we can approve it and schedule it for a City Council meeting in February.

2) Way-Finding Grant-update

Ms. Melvin said when we agreed to apply for that grant it was going to be under the URA/Main Street name in partnership with the City but considering the status of our MoU and other things, our grant writer met with Ms. Pat Robbins and she felt it would be better if the City would be the applicant for the grant and Main Street would be a strategic partner. We are contributing \$11,500 to the match for the grant. The cost estimate is around \$250,000 for all the signs and kiosks. We are \$1,000 short of what we need for 50% of the project.

Ms. Melvin requested the board contribute \$1,000 to complete the match so the grant can be submitted.

Board Member Arns moved to approve \$1,000 for the Way-Finding Grant match requirement. Board Member Berg seconded. Motion carried. (4-0)

3) WYMS Technical Assistance Grant

Ms. Melvin said at the manager's training I was informed that the deadline to apply for the grant has been extended by two weeks. We need to come up with a project if we are going to apply for this money. They have changed how they do the technical funds. It is now a competitive grant. We have to have a match and it is a Wyoming Business Council grant. It has changed dramatically. They don't want to pay for studies/plans anymore unless we make a good case for it.

Discussion was had in regards to project ideas for the grant.

January 16, 2014

4) Budget

Ms. Melvin reported Mr. Black requested the budget for next year to be reduced by \$10,000 to \$20,000. The budget needs to be submitted to him by February 7, 2014.

Ms. Melvin presented the draft budget.

Discussion was had regarding the budget line items, events and the URA Plan. A special meeting may be needed to approve the budget before submitting it.

**New Business**

7:12 p.m. – 8:15 p.m.

1) MS Manager's Training-report

Ms. Melvin said I attended the training by teleconference because it was in Casper. The topics covered were technical assistance funding and time management training. The next manager's meeting will be for a week in April in Casper. They will provide a stipend to attend the meeting. They are also finalizing the plans for the National Main Street Conference.

Discussion was had regarding the planning for the National Main Street conference including the funding and travel arrangements for the board.

Ms. Melvin said Wyoming Main Street's 10<sup>th</sup> year anniversary is in April next year. April is volunteer appreciation month so we could possibly do something to promote it.

2) Farmers' Market-discussion

Ms. Melvin said we need to consider moving the Farmers' Market to Uinta Drive. I feel Farmers' Market needs to be a downtown event but considering the Clock Tower is going to be under construction and attendance and vendor satisfaction is very low now is a good time to change the location. If we have it in Harley Davidson's parking lot there will be more visibility and the vendors will be successful. Next year Railroad Avenue will not be an option because it will be under construction and the depot will not be ready. There is not a good location for it downtown this year or next year. Once the depot area is complete we can have it downtown.

Discussion was had regarding the planning of Farmers' Market including the location, vendor fees, promotion and advertising.

Ms. Melvin said I attended a Crystal Classic meeting. We can provide prizes (12) for an ice cube hunt; it will cost approximately \$300. They are giving away 500 chamber gift bags and need promotional material.

The board came to a consensus to provide the prizes for the Crystal Classic.

3) Strategic Planning-discussion

Chair Kessner said I have put together some options for the retreat. We need to set goals and develop a work plan.

January 16, 2014

Discussion was had regarding the retreat including the date, location, facilitator and topics of the retreat. The Strategic Planning Retreat will be held on February 8, 2014 at the Hampton Inn.

4) WYMS Annual Review-discussion

Ms. Melvin reported the review is due January 31, 2014.

Chair Kessner requested board input on completing the form.

Discussion was had regarding completing the review questions.

Chair Kessner and Ms. Melvin will complete and submit the review.

5) Executive Session

Board Member Berg moved to adjourn to executive session for personnel issues at 8:15 p.m. Board Member Arns seconded. Motion carried. (4-0)

**Reconvene**

Board Member Berg moved to reconvene at 9:05 pm. Board Member Arns seconded. Motion carried. (4-0)

Discussion was had to schedule a special meeting on January 23, 2014.

**(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 9:08 p.m. Board Member Arns seconded. Motion carried. (4-0)