

# MINUTES–CITY OF ASHTON

## COUNCIL MEETING

**Wednesday, August 14, 2024**

**6:00 p.m.**

**714 Main Street**

---

*The purpose of the Agenda is to assist the Council and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Testimony from the public will be solicited for any item or issue listed under the category of **Public Hearings**. The Mayor will not normally allow audience participation at any other time. Idaho Law prohibits council action on items brought under this section except in an emergency circumstance. Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meetings should be addressed to the Office of the City Clerk or call 208-652-3987.*

---

**PRAYER OFFERED BY: Tom Mattingly**

**CALL TO ORDER & WELCOME**

**PLEDGE LED BY: John Scafe**

In Attendance: Tom Mattingly, Teresa Hansen, John Scafe, John Kaelberer and Nate Finley.

Also in attendance: City Clerk Stegelmeier, City Attorney Angell, P&Z Administrator Bowersox, Chief Griffel, Bill Collard, Gregg Bowman, Matt Young, Andrea Simmons, Tyrel Clark and Rachel Hatton.

Mayor Mattingly welcomed everyone and opened the meeting at 6:00 pm.

**1. AMEND AGENDA: **ACTION ITEM****

**3)Multi-Purpose Court Discussion: Bill Collard, City Clerk Stegelmeier, Michele Smith**

Councilman Finley made a motion to approve the Amend Agenda as presented. Councilman Scafe seconded the motion. The motion passed unanimously.

**2. CONSENT AGENDA: **ACTION ITEM****

*Being considered routine by the City Council, these items will be enacted by one motion unless requested by a Councilman or a citizen that one or more items be removed for later discussion.*

- A. **Minutes** – Approval of Meeting Minutes 7-10-2024, 7-25-2024
- B. **Treasurers Report** - As Submitted
- C. **Payables** – Bills for Council approval as a result of City expenditures
- D. **Employee Expenses** – As submitted

Councilwoman Hansen made a motion to approve the Consent Agenda as presented. Councilman Kaelberer seconded the motion. The motion passed unanimously.

**Regular Business:**

*Each speaker will be allowed a maximum of 5 minutes unless repeat testimony is requested by the Mayor/Council.*

**1. ITD Discussion – Gregg Bowman, ITD Representatives **ACTION ITEM****

Gregg Bowman is here to talk to the City Council about the new meetings that will be held for information and comments on the PEL. Gregg gave each member of the council a card with a QR code for information about the meeting. The meeting held here in Ashton will be held on August 21<sup>st</sup> at the Ashton Community Center and a meeting will be held in Island Park on the 22<sup>nd</sup>. There was some discussion concerning the meeting. Gregg then explained that the turning lane restriping has been completed on HWY 20 near the bottom of Ashton Hill. The Mayor asked about some arrows. Gregg will look into putting arrows there. There was no more construction coming up in the Ashton area this summer. The Chester to Ashton project is plugging on with the ITD and the Corps of Engineers working on getting decisions made. Hopefully to complete the environmental document in October. He went on to talk about construction at South St. Anthony and Rexburg. The Council and Mayor thanked Gregg for

# MINUTES–CITY OF ASHTON

## COUNCIL MEETING

his time and coordinating with the City.

### **2. Flagpole Discussion – Matt Young *ACTION ITEM***

Matt is the president of the Ashton Rotary Club. He explained that the club would like to update the corner flower area by adding a flagpole with an American & Idaho state flag. The club is willing to put up the cost. Mayor Mattingly explained that ITD owns the property. City Clerk Stegelmeier shared the information that the corner was a partnership with the City and the Rotary for a permit through the ITD. She explained that talking with the ITD would be the first step. Mayor Mattingly explained that there are rules and regulations that they would have for height and distance, etc. A solar light is a great idea so that the flag would be illuminated as required. Matt went on to say that the club is looking into updating the corner to make it so there is less maintenance required. Councilman Kaelberer likes the idea of getting a flag there. The rest of the Council expressed their support for the project. Matt will bring back more information as needed.

### **3. Multi-Purpose Court Discussion – Bill Collard, City Clerk Stegelmeier, Michele Smith**

Bill Collard lives in the area at 4522 Moose Hill Drive. He has been here for 20 years. He thinks Ashton is the neatest place on earth. He has been playing pickle ball for a few years and thinks the City's Multi-purpose court is just amazing. Last year someone built a backstop to hit balls to bounce back if you did not have someone to play with and he is hoping that it can be brought back. Councilwoman Hansen explained that it had been a safety issue. Mr. Collard will meet with the City's Parks Supervisor, Michele, and get back with the Council.

### **4. Surplus Sale Bid Consideration – City Clerk Stegelmeier *ACTION ITEM***

City Clerk Stegelmeier presented the bids to the Council.

Councilman Scafe made a motion to approve Resolution 24-04 and accept the bids for the pipe and the Alero. Councilman Kaelberer seconded the motion. The motion passed unanimously.

### **5. Comprehensive Plan RFP Discussion – P&Z Administrator Bowersox, City Clerk Stegelmeier *ACTION ITEM***

P&Z Administrator Bowersox asked the opinion. Councilman Scafe gave his opinions of the applicants and explained that in the end he thought JUB would be good. He also liked Great West because of their work with small towns. He thought they were all qualified and had good timelines. Councilman Finley explained that his first choice would be Great West because they have worked with small towns a lot. He knows the towns they have worked with and likes what has been done in those towns. His second choice would be Clearwater, third JUB, then HLE. Councilman Kaelberer explained that the two proposals that he liked the best were the Clearwater and the JUB. Clearwater because they had worked with St. Anthony and other local cities. His second choice would be JUB but he felt they were all qualified. Councilwoman Hansen said she really did not have a preference but she did like that Clearwater had worked on St. Anthony's Comp Plan. Her second choice would be JUB and the Great West. P&Z Administrator explained that she leaned toward Great West's proposal also because of the small town work they have done. She felt that the timeline in the Clearwater proposal was longer. She felt that they were doing more than the City needs to do as we are not starting from scratch. JUB was the company that did the last version of the City's Comp Plan in 2008. The plan worked well but Administrator Bowersox was kind of leaning toward something different. She would lean towards the Great West as her first choice. Councilman Scafe thinks it would be good to have a fresh set of eyes to look at a plan. He explained that he did like Great West's small-town experience. P&Z Administrator Bowersox explained that one of the things to keep in mind is the City needs to drive what the City's future becomes. The City can write the recipe for the plan. For example, keeping the small town feel but keeping the most out of what is happening with the highway. The City should not let something like the highway moving just 'happen' to the City. We should use it to our advantage. Make it be what we want it to be. We need to bring the traffic into town. The City wants to stay ahead of growth and

# MINUTES–CITY OF ASHTON

## COUNCIL MEETING

change. Meet that road where it is going to be. The City needs to make plans for the future. Mayor Mattingly expressed his opinion that Great West made a good plan for Phillipsburg, Montana that seems to be working well.

Councilman Scafe made a motion to accept the proposal from Great West as presented. Councilman Finley seconded the motion. The motion passed unanimously.

P&Z Administrator Bowersox will get with Great West and get back with the Council on the next step.

### **6. Short Term Rental Deliberation – City Clerk Stegelmeier *ACTION ITEM***

City Clerk Stegelmeier took the short-term rental Code the Council had suggested and rewrote it into Ordinance form. She sent it to City Attorney Angell for review and he said it was good. City Clerk Stegelmeier asked if there are any changes that the Council would want and then asked that they direct her to publish for a public hearing at the September City Council meeting. Councilman Kaelberer asked about a fee for the permit. City Attorney Angell explained that the fee would be set by resolution and there will be another public hearing when the fees are decided. Councilwoman Hansen asked if that could be discussed at the public hearing. City Clerk Stegelmeier said that it could. Councilman Kaelberer suggested getting with other cities and counties to see what they are charging for fees. Councilman Scafe asked if this was going to be retroactive. City Clerk Stegelmeier explained that it will be for all short-term rentals in the City, there is no grandfathering on this license. There is an example of the checklist for inspection, etc. in the packet so that they can see what will be checked.

Councilwoman Hansen made a motion to publish for a public hearing. Councilman Scafe seconded the motion. The motion passed unanimously.

### **7. Budget FY2025 Deliberation – City Clerk Stegelmeier *ACTION ITEM***

City Clerk Stegelmeier went over the budget. This budget has all the final numbers in it that the Mayor and City Council discussed with her. She went over some of the items on the budget with them. The budget can change at the hearing if necessary.

Councilman Scafe made a motion to approve publish the budget for public hearing as presented. Councilwoman Hansen seconded the motion. The motion passed unanimously.

### **8. Sewer Dump Discussion – City Clerk Stegelmeier *ACTION ITEM***

City Clerk Stegelmeier explained that she was looking over the equivalent dwelling unit (EDU) resolution and noticed that there is an EDU for sewer dump stations. She looked over what the City is making at the \$10 fee and it would pay the fees with about \$4,000 left over. If the City turned over the kiosks to them – then there would be no reason to dig up the parking lot to separate the park water from the kiosks at the Visitor Center. Idaho Parks & Recreation are getting a contract ready for us to run the kiosks but it might be a better solution to have them run it themselves. Councilman Scafe's understanding is that Idaho Parks & Rec were not interested in running them but maybe they would now. Councilwoman Hansen said that she thought we should discuss it and see what they think. Councilman Scafe said that Parks & Rec have done a lot of work and the facility looks great. City Councilwoman Hansen agreed. Councilman Kaelberer mentioned a holding tank project and the Council discussed the costs, etc. There is still some discussion that needs to be had on the tank. The Council does want City Clerk Stegelmeier to discuss the EDU dump station numbers with Idaho Parks & Rec now.

### **9. Heavy Water Users Discussion – Councilman Finley, Deputy Clerk Warnke, City Clerk Stegelmeier *ACTION ITEM***

Councilman Finley had just started talking to Deputy Clerk Warnke on Monday about the heavy water users. He thinks that a raise in the cost for large amounts of water would help to offset some of the overtime, power, chlorine, etc. for the water fund. He wanted to get the numbers out to the Council so everyone could look through the amounts of the heavy water users and think about the pricing. Mayor Mattingly asked who was using the large amounts of water. There were not many but it was a lot of water. Councilwoman Hansen asked if we had contacted the users to see if they had any leaks. City Clerk Stegelmeier said they had contacted one of the users and they told the City that they are just using

# MINUTES–CITY OF ASHTON

## COUNCIL MEETING

that much. Councilwoman Hansen said she thought maybe we should have a discussion with the users to tell them what we are thinking. Councilman Kaelberer said that some of the examples that are in the information have some cost step systems. He feels that two or three steps would be sufficient. Councilman Scafe is concerned that those users may possibly get upset and stop keeping their yards nice. We want the town to look nice. Councilman Kaelberer explained that some of them are overwatering and the yards would still be nice with less water. Councilman Finley explained that he is just watering for a couple of hours on a timer at night and his nice is nice. Everyone will look through the information and discuss it more at the next meeting. We will get the rates together first and then meet with them. City Attorney Angell thought a cost per square foot might be helpful because the properties are just larger.

### **10. Maple Leaf Drive & Railroad Avenue Construction Update – City Clerk Stegelmeier, Keller Associates representative **ACTION ITEM****

City Clerk Stegelmeier reported that the project is slated to start later in the week. They will be working on it soon. The door hangers are ready to be out. The construction meetings for this project will be every Wednesday morning at 9 am. The Council is welcome to attend. Councilwoman Hansen offered to help with door hangers. Councilman Scafe does think that the residents who will be affected need to be made aware of the project. City Clerk Stegelmeier explained that the City has been announcing it as an upcoming project in the newsletter, etc.

### **11. Wastewater Screen Project Update – City Clerk Stegelmeier, Keller Associates representative **ACTION ITEM****

City Clerk Stegelmeier said the Council has an updated budget. They are working on the concrete and then the building will be starting soon. They have one more line of pipe to do close to the old armory and then they will have all the pipe complete.

### **12. Executive Session – City Attorney Angell **ACTION ITEM****

I.C. 74-206 Certain City-related matters may need to be discussed confidentially as a matter of law (Acquisition of real property, personnel matters, attorney-client communications) subject to applicable legal requirements, the Council may enter executive session by roll call vote to discuss such matters.

(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities are to be evaluated.

(f) To communicate with legal counsel for the City of Ashton to discuss legal ramifications of and legal options for pending litigation.

Councilwoman Hansen made a motion to enter executive session. Councilman Scafe seconded the motion. Mayor Mattingly called for a roll call vote. Councilman Scafe, aye; Councilwoman Hansen, aye; Councilman Kaelberer, aye. The motion passed.

The Council entered Executive Session at 7:28 pm.

Councilwoman Hansen made a motion to exit Executive Session. Councilman Finley seconded the motion. The motion passed unanimously.

The Council exited Executive Session at 7:34 pm.

### **13. ADJOURNMENT**

Councilwoman Hansen made a motion to adjourn. Councilman Finley seconded the motion. The motion passed unanimously.

The meeting ended at 7:35 pm.

Minutes respectfully submitted by Cathy Stegelmeier, City Clerk.

Attest

---

Cathy Stegelmeier

City Clerk

---

Tom Mattingly

Mayor