

**Ashton Urban Renewal Agency**  
**Meeting Minutes**  
**July 25, 2016**  
**Ashton, Idaho**

Chairman Mark Chandler called the meeting to order about 4:45 PM.

Attendance

Board Members: Mark Chandler, Mayor Teddy Stronks, Stacy Dexter, Devin Burton and Sara Bowersox

Visitors: Garth Blanchard, Michele OMalley, Barbara OMalley, Shon Shuldberg, Tom Howell, John Scafe, Jerry Funke, Judy Royer, Portia Loosli, Christine Dexter, Ladawn Baum, and Tim Maurer

Administrative Support: Katie Cook from ECIPDA

Board Member Changes

Mark Chandler let the board know that Roz Jenkins resigned from the board and that the Mayor, along with City Council, approved a new appointment to the board. Devin Burton, who works at Bank of Idaho, will be joining the board. Mark Chandler made a motion to approve Devin Burton to the Ashton URA board, Sara Bowersox seconded the motion and the motion passed unanimously.

Approval of Meeting Minutes

Mark Chandler asked for a motion to approve the meeting minutes from June 6, 2016 and June 21, 2016. Teddy Stronks motioned to approve the meeting minutes from June 6<sup>th</sup> and June 21<sup>st</sup>, Devin Burton seconded the motion and the motion passed unanimously.

Consideration of Payment of Invoices

There were a few new invoices presented to the board for approval. The first invoice was to pay Grover Landscape \$8,813.90 which is the remainder owed to them for landscape work at the pocket park. The second invoice was from ECIPDA for quarterly administrative billing for \$3,493.91. The third invoice was from the City of Ashton for a partial water bill at the pocket park in the amount of \$9.66. The fourth invoice was from 3H Construction for the concrete work done on the sidewalks by the pocket park for \$15,464.00. The last invoice was for Keller and Associates for the survey work in the amount of \$2,200. All of the above mentioned invoice had been previously approved for payment other than the City of Ashton bill and the ECIPDA bill.

Sara Bowersox made a motion to allow ECIPDA to issue payment to the City of Ashton for all future water bills received so there is no delay in payment between meetings. Mark Chandler seconded the motion and the motion passed unanimously.

Teddy Stronks made a motion to approve the two invoices, that had not previously been approved, for payment. Sara Bowersox seconded the motion and it passed unanimously.

## Preliminary Budget

Katie Cook presented a preliminary budget for FY 2017 to the board for approval. The preliminary budget was presented as follows:

### **ASHTON URBAN RENEWAL AGENCY PRELIMINARY FY 2017 BUDGET**

	<b>FY 2015 Actual</b>	<b>FY 2016 Budget</b>	<b>FY 2016 Expected</b>	<b>FY 2017 Projected</b>
<b>REVENUE:</b>				
Cash Carry Forward	190,477	248,482	216,282	219,344
Tax Increment Revenues	65,667	39,000	43,969	50,000
Other Revenue	35,247	15,400	15,180	15,400
<b>TOTAL</b>	<b>291,391</b>	<b>302,882</b>	<b>275,431</b>	<b>314,726</b>
<b>EXPENDITURES:</b>				
Audit Services	1,200	1,200	1,200	1,200
Administrative Fees	5,296	10,000	8,927	8,000
Legal Fees	2,449	8,000	2,150	2,000
ICRMP Insurance	0	1,122	1,144	1,144
Miscellaneous Expense	6,246	1,000	1,188	1,000
Maintenance & Utilities	0	0	1,500	1,100
Project Expense	59,918	281,560	39,978	300,282
<b>TOTAL</b>	<b>75,109</b>	<b>302,882</b>	<b>56,087</b>	<b>314,726</b>

Stacy Dexter motioned to approve the budget and to print it as presented in the newspaper as required by law for the public hearing. Mark Chandler seconded the motion and the motion passed unanimously.

## Project Discussion

### Historical Society

Tom Howell from the Historical Society came to present a proposal. They had a grant and other avenues lined up for a location, but they are not going to work out. There are several buildings on Main Street available for a location for the Historical Society and Tom is working with several of the owners. Tom has a 501-C3 which would allow him to personally purchase a building, so it is privately owned, and then he would lease it back to the Historical Society. Because it would be a non-profit owner and non-profit tenant, he thinks it would be easier to get grants. He is asking for some money from the Ashton URA to make improvements to the building. There are funds available from the Vasak Trust for the project as well.

Mark Chandler expressed that the URA would be interested in learning more of what he is thinking and Sara Bowersox asked that he bring a more specific plan of exactly how he would like to see the Ashton URA participate at a future meeting.

### Pocket Park

Mark Chandler and several others were contacted by the Standard Journal regarding the pocket park that was going to be printed in the paper the next day. A copy of the article is archived with the notes from this meeting.

Mark Chandler is not opposed to giving Main Street Matters money and give them authority to do what they please at the park with the budget given. To that response, Sara Bowersox expressed that because they are non-elected board members who can oversee tax dollar expenditures, it would be wise to continue to oversee the project and allocate where the funds are spent. It was decided that from an accountability standpoint, it is best for the board to continue to allocate the funds for the park.

A \$1500 budget was previously established for GEMS to purchase landscape materials to properly prepare the ground and plant the flower beds, but it has been determined that there needs to be more funds allocated for that to happen. The ground is much too hard and needs to have top soil rototilled in to the dirt, weed barrier needs to be installed and mulch laid after the planting has been done. Katie Cook contacted Grover Landscape prior to the meeting to see what the cost of those additional items would be. The bid came back at \$5300 for materials and labor (top soil, rototilling, mulch, etc.). Stacy Dexter motioned to approve the \$5300 estimate for Grover Landscaping to get the beds in order to make the flower beds ready to plant shrubs and ground cover. Sara Bowersox seconded the motion and it passed unanimously.

Michele OMalley indicated that the flower beds are about twice the size she originally thought they would be and therefore GEMS will need more than \$1500 to plant them. Stacy Dexter motioned to approve a total budget of \$3000 for any materials that will be needed for Michele and GEMS to properly prepare and plant the flower beds. Sara Bowersox seconded the motion and it passed unanimously.

The bid from Grover Landscaping appears to not include the weed barrier, but it will definitely be needed. Sara Bowersox motioned to approve adding on the labor and material as needed for Grover Landscaping to include the weed barrier when doing the other work. Stacy Dexter seconded the motion and it passed unanimously.

Michele OMalley expressed concern that the two maple trees that were planted will grow to be 40-55' tall which will engulf the crabapple trees years down the road. The other concern is that one of the maple trees was planted below a power line. If it grows to be as tall as 55' feet, it will need to be trimmed to avoid the power lines. Katie Cook will contact Grover Landscaping to see if the tree can/should be relocated.

There are several community members that are concerned that trees were not planted on the west side of the park. The board members reminded those present that the park was to be done in phases because it is easier to add things then it is to take them away. The board plans to revisit the possibility of adding trees on the west side next year.

Sara Bowersox also brought up a point that she feels needs to be considered when planning for future additions to the pocket park. The dog sled races come to Ashton each February and the

start/finish line is right at the intersection where the park is located. She wants to be sure that we are considerate of their needs and how the park may affect them. John Scafe was at the meeting representing the dog sled races and he wants to be sure to know ahead of time what they can and can't do with regards to the park.

It was also brought up that 511 Main had a water line cut when the work was being done to install the water meter for the Ashton URA. The URA board discussed that they need to make sure any damage done from the work done for them is repaired.

### Park Benches

There is some concern that the cement benches that are in the city park would be too big for the pocket park. Garth Blanchard and Michele OMalley brought an example of a metal bench that can be ordered through Lucky Dog Recreation, a local company, that ship from Utah. They have a 10-year warranty and would fit the park better than the cement benches. The Community Foundation has funds available from the Vasak Trust that was given to them of about \$2400 and the Community Foundation is willing to match that amount for a total of \$4800 to purchase benches. The concern is that some of the previous donors will retract their interest if they are not the cement benches. The cost of four 4' benches would be \$5,519.10 which includes a plaque on each bench and shipping. The cost is very comparable to what the cement benches would cost.

Mark Chandler motioned to approve purchasing four 4' benches from Lucky Dog Recreation. Devin Burton seconded the motion and it passed unanimously. The Community Foundation will cover \$4800 of the cost and the Ashton URA will cover the rest. Sara Bowersox made a motion to pay up to \$800 to cover the cost of the benches over the \$4800 being paid by the Community Foundation. Stacy Dexter seconded the motion and it passed unanimously.

### Other Business

It was brought up that it would be good to have a discussion with Elam & Burke in regards to the request the Ashton URA received from the Henry's Fork Foundation and that they could possibly be on the phone at the next meeting to answer any questions the board may have. The board wants to be sure that they can participate in the project with what has been requested. The board asked that Katie Cook get in touch with Elam & Burke to arrange those details. Henry's Fork Foundation has provided the board with a request for what they intend to ask the Ashton URA to participate in at the next meeting. Katie will send that to the attorney for review.

Devin Burton brought up an email that was received by the board from Sheryl Hill shortly before the meeting. He would like to have on the next meeting's agenda a chance to direct Sheryl's concern. It will be added on to the agenda for the next meeting.

### Public Comment

Garth Blanchard showed the board a revised sketch of the park. Main Street Matters received a lot of feedback about the park being unbalanced and the lack of trees on the west side. He said that everything has been approved to do in the park from the sketch other than the trees on the west side. His question to the board was: Why don't you approve the trees on the west side and finish the park? He asked that the board simply think about putting in a few trees on the west

side now rather than waiting until next year. To which the board responded that it will be discussed next year because the board would like to see what happens with snow removal and the dog derby before planting the trees on the west side.

### Next Meeting Date

The next meeting date and budget public hearing was set for August 15, 2016 at 4:30pm.

The meeting was adjourned at about 6:15pm.

Meeting minutes prepared by Katie Cook

Minutes accepted by:

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Mark Chandler, Chairman