

**Ashton Urban Renewal Agency**  
**Meeting Minutes**  
**May 2, 2016**  
**Ashton, Idaho**

Chairman Mark Chandler called the meeting to order about 4:30 PM.

Attendance

Board Members: Mark Chandler, Mayor Teddy Stronks, Roz Jenkins, and Sara Bowersox.

Visitors: Michele OMalley, Shon Shuldberg, Leitha Whitmore, Garth Blanchard, and Sheryl Hill

Administrative Support: Katie Cook from ECIPTDA

Approval of Meeting Minutes

Mark Chandler motioned to approve the meeting minutes from April 21, 2016. Sara Bowersox seconded the motion and the motion passed unanimously.

Engineering Services

Marvin Fielding, from Keller & Associates, was called and put on speaker phone to discuss a contract between the Ashton URA and his engineering firm. In order for the City to issue a permit for the concrete work, they are requiring that a boundary and topographic survey be done to determine exactly where the boundary lines are so that the sidewalk is installed in the correct location. The survey will cost \$1600. A site plan also needs to be completed by an engineer and would cost \$1000. Sara Bowersox motioned to contract with Keller & Associates for the required survey and site plan, Roz Jenkins seconded the motion and it passed unanimously.

Consideration of Payment of Invoices

One new invoice was presented to the board for payment: \$50.87 to Stronks and Sons for the weed treatment materials at the Pocket Park which Teddy Stronks applied at no charge. Sara Bowersox motioned to approve the invoice presented. Roz Jenkins seconded the motion and it passed unanimously.

Landscaping Services

Josh Grover from Grover Landscaping was present to discuss the landscaping of the Pocket Park. Sara Bowersox let everyone know that the handout they received is the exact information that was sent out to the landscaping contractors for bid (included with minutes). It has since been discussed that there are some possible changes that should be addressed, such as water wise flower beds and ground cover. GEMS is willing to participate on a volunteer basis to install some flowers and ground cover if Grover Landscaping would lay the ground work for the flower beds. Michele OMalley presented a list of shrubs, trees, and perennials (included with minutes) that she feels would be a great addition to the project. She brings extensive knowledge and experience in landscaping and is willing, along with GEMS, to purchase and install the shrubs and perennials if given a budget to work with. They anticipate that the cost would be around \$1500.

Some concerns were discussed in regards to tree placement and the amount of trees that are planted. The Nativity is often placed on this corner at Christmastime and so it would be important to be able to see that from the road. In the winter, no leaves will be on the trees, so it should be visible. If in the future a gazebo is added, it would be good to have the middle space open and the trees around the edge to allow for that. The City of Ashton has a list of approved trees and a permit would need to be obtained from them before the trees are installed.

Mark Chandler brought up the future need of electricity in to the park and suggested installing 3” conduit from the alleyway to about the center of the park. No electricity will be pulled in at this time, but at least it would be in place if in the future the need arose for electricity to the park. The engineering work should be done by the end of this week and then the concrete contractor can get to work next week so Josh Grover can get going on the landscaping soon after to meet the mid-June goal of having the project done.

There may be a need to bring in some topsoil due to the poor soil conditions of the lot. Josh Grover will build that in to his new scope of work which he will have for the next meeting. There is also a need for metal curbing to define the flower beds from the grass which Josh will account for in his new estimate. One spruce and five deciduous trees were part of the original bid which will remain the case with the possibility of adding more trees next year or soon thereafter. It is a concern to not overplant the park. Safety and the sight triangle are important things to consider when installing the trees so that visibility for vehicles will not be an issue. The bid did include a quick connect or hydrant to be installed to be able to connect a hose to. Josh suggested that the sprinkler be stubbed in to the beds for future drip systems to water the ground cover.

The URA would ask that Grover Landscaping work in conjunction with the GEMS group, and others that may want to participate, to prep the ground and establish the flower beds so that GEMS could install the shrubs and flowers. Some other things to discuss are future weeding of the beds as well as the need to freshen up the mulch on a yearly basis.

Josh Grover will prepare a new estimate for the next meeting.

## Public Comment

Sheryl Hill sent an email about 30 minutes prior to the meeting (included with minutes) which the board did not have time to read and prepare for comment. Sheryl Hill and Shon Shuldberg found an error in the Annual Report of the incorrect budget being included in that report. Katie Cook took responsibility for the error, but would need to have time to read the email and address the inquiry.

The day after the meeting Katie emailed the board members the correction to the Annual Report and confirmed that the correct budget had been submitted to the newspaper and for the public meeting and was the budget that was approved in September. It was an error only in the Annual Report which has been corrected.

Sheryl Hill also questioned the Board about what the urgency is for the pocket park at this time and suggested that the Board step back and take things slower. She also expressed frustration

that she and Shon Shuldberg have not been asked to serve on the Board, as they are both willing. There is no way for the Board to be held accountable for the public funds they use as they are not elected and don't take an oath, Sheryl wants to see more diligence from the Board.

### Project Discussion

There is a \$3500 charge to install a water meter at the pocket park site. Teddy Stronks motioned to move forward with the installation of the water meter at a cost of \$3500. Sara Bowersox seconded the motion and it passed unanimously.

Mark Chandler motioned that a 3" conduit of approximately 30' be installed for future electricity to the park be installed. Teddy Stronks seconded the motion and it passed unanimously.

### Other Business and Next Meeting Date

The meeting was adjourned at about 5:25pm and those that wanted to, walked to the pocket park with Josh Grover to discuss the design. The next meeting date was set for Monday, May 9<sup>th</sup> at 4:30pm.

Meeting minutes prepared by Katie Cook

Minutes accepted by:

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Sara Bowersox, Vice Chairman