

Ashton Urban Renewal Agency
Meeting Minutes
March 16, 2017
Ashton, Idaho

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

Attendance

Board Members: Mark Chandler, Devin Burton, Teddy Stronks, and Sara Bowersox.

Visitors: Sara Reinke, Brandon Hoffner, Garth Blanchard, and Michelle OMalley, Sher Poulsen from Jensen Poulsen & Company PLLC (via telephone to review the 2016 audit only)

Administrative Support: Katie Cook from ECIPDA

Welcome

Mark Chandler welcomed everyone and asked for a motion to go out of order on the agenda until Sheri Poulsen from Jensen Poulsen & Company PLLC could call in to review the 2016 audit.

Teddy Stronks made a motion to go out of order on the agenda. Sara Bowersox seconded the motion and it passed unanimously.

Henry's Fork Foundation

Brandon Hoffner passed out floor plan designs to the board members which can be found archived with the meeting minutes. Brandon stated that the Ashton Urban Renewal Agency helped the project move forward with their assistance paying for the asbestos removal. There have been several problems that have come up as the project moves forward. Due to fire code regulations the north wing, which originally was not going to be completed, now will be completed. The north wing still needs asbestos that needs to be removed. Brandon Hoffner asked the Urban Renewal Agency for financial assistance to help with the remaining asbestos removal. The estimate to remove the asbestos in the north wing is \$16,000.

Devin Burton made a motion to approve the additional \$16,000 for asbestos removal, Sara Bowersox seconded the motion and it passed unanimously. Brandon Hoffner will e-mail the final invoice to Katie Cook for payment.

Presentation of FY 2016 Audit

Sheri Poulsen presented the 2016 audit via telephone and indicated that the Ashton Urban Renewal Agency was given an unmodified opinion meaning it is a clean opinion and no problems were found. The audit can be found archived with the meeting minutes. Sara Bowersox made a motion to approve the audit as presented, Devin Burton seconded the motion and the motion passed.

Approval of Meeting Minutes

Mark Chandler made a motion to approve the meeting minutes from November 30, 2016. Devin Burton seconded the motion and it passed unanimously.

Board Leadership

The board discussed board leadership changes. Devin Burton made a motion to approve Sara Bowersox as Chairman, Mark Chandler as Vice Chairman, and Devin Burton as Secretary/Treasurer. Teddy Stronks seconded the motion and it passed unanimously.

Consideration of Invoices

Katie Cook presented two invoices for approval: the first was for \$74 to Elam & Burke, for review of Supreme Court Decision on tax exempt findings for home of the elderly and determine the impact on the current agreement with Ashton Memorial Hospital. The second invoice was from Jensen Poulsen & Company PLLC for the 2016 Audit in the amount of \$1,200. Mark Chandler made a motion to approve both invoices as presented. Devin Burton seconded the motion and it passed unanimously.

Katie Cook then reviewed invoices that were paid since the last meeting for Board ratification. The first two payments were \$85.24 and \$42.62 to the City of Ashton for the pocket park utilities. The second payment was \$69 to Elam & Burke for their legal advice regarding possible community donation for the pocket park. The last payment was \$32,627.85 that had been previously approved by the board for the Henry's Fork Foundation asbestos removal. Sara Bowersox made a motion to ratify the payments presented by Katie Cook. Teddy Stronks seconded the motion and it passed unanimously.

Katie Cook also addressed an invoice from the Redevelopment Association for \$190 for the Agency's yearly dues. This is a subcommittee of urban renewal agencies in the state who keep track of all government actions that could impact urban renewal agencies. Ashton Urban Renewal can call into their monthly meetings if they choose. Mark Chandler made a motion to approve the invoice for \$190 for the Redevelopment Association of Idaho. Teddy Stronks seconded the motion and it passed unanimously.

Katie Cook then read the e-mail from Meghan Conrad from Elam & Burke regarding the process of the public donating funds to go towards the pocket park. Meghan indicates that there do not appear to be any prohibitions on accepting donations; however, the Agency is not the type of entity that would allow the donor to take a deduction for the gift. The Agency should issue a receipt and send a thank-you letter. Meghan's e-mail can be found archived with the meeting minutes.

Katie Cook also read a thank-you letter from Brandon Hoffner and Brady Taylor from Henry's Fork Foundation for the Agency's donation for the asbestos remediation.

Public Hearing 2016 Annual Report

Consider and Approve 2016 Annual Report by Resolution

Mark Chandler opened the Annual Report Public Hearing. Katie Cook reviewed the 2016 Annual Report which was sent to the board members prior to the meeting. The 2016 Annual Report can be found archived with the meeting minutes. Community member Sheryl Hill emailed Katie some input and changes she would like to see made to the Annual Report. Katie Cook stated that there were changes made to the Annual Report such as verbiage and code updates since it had been sent to the Board. Katie addressed Sheryl's question on public meeting

vs. public hearing. In visiting with the attorney, they specified that because the meeting notice was published in the newspaper before the meeting, it is considered a public hearing. The attorneys also highly recommended the agency pass the annual report by a resolution so as to record the meeting with specific dates and for public transparency. The attorneys reviewed Resolution 2017-01 and updated the document. Mark Chandler asked for any questions or comments on the Annual Report.

There were no board comments, so Mark Chandler asked if there were any public comments. Garth Blanchard addressed a question he had on revenue expenditures on the 2016 Audit on an old outstanding check. Katie Cook contacted Sheri Poulsen in regards to the outstanding check. Sheri Poulsen stated that the outstanding check was a check made out to the Standard Journal years ago and had been kept on the books, but that was never cashed. Katie had called the Standard Journal in 2016 and asked if they had any record of the check or an outstanding invoice and since they could not find one, Sheri noted it on the audit to clear it from the books so no outstanding payments show. No other comments were made so Mark Chandler closed the public hearing and asked for a motion to approve the report as presented. Teddy Stronks made a motion to approve the 2016 Annual Report, Sara Bowersox seconded the motion, and the motion passed.

Mark Chandler and Katie Cook read Resolution No. 2017-01 in its entirety. Mark Chandler asked for a motion to approve and adopt the 2016 Annual Report by Resolution No. 2017-01. Mark Chandler made a motion to approve and adopt the Annual Report Resolution No. 2017-01, Devin Burton seconded the motion and it passed unanimously.

Project Update and Potential Projects

Garbage Removal

When there are events, those holding the events are responsible for emptying the trash receptacles. However, no formal plan has been created for times the receptacles need to be emptied when no events have taken place. Teddy Stronks will talk to the City Council about the City of Ashton being responsible for the garbage removal.

Sidewalk Damage from Dog Derby

Katie Cook addressed the sidewalk damage that Sheryl Hill brought to the attention of the board. Katie Cook contacted the Lion's Club insurance department to file a claim, and was contacted by the adjuster. Katie also contacted Reed Hill who did the original sidewalk work to give an estimate of the replacement cost. Reed indicates that it will be about \$7,000 to \$8,000 to remove the damaged portion and re-pour the new section. Katie Cook will continue to follow up on the claim.

Scratches on benches/trash receptacles

The pocket park benches and trash receptacles were delivered with some scratches on them. Rather than send them back, Teddy Stronks will see if there is some touch-up paint available through Lucky Dog Recreation.

Sculpture

The board discussed possible art ideas, and continue this discussion at the next meeting.

Cracked Pavers

Michelle OMalley addressed the cracked pavers that need to be replaced. The board discussed possibly meeting in April and visiting the Pocket Park.

Other Business/Next Meeting Date

The next meeting was set for April 27th at 4:30pm. Part of the meeting will be a walk to the pocket park to discuss further improvements to the park.

Adjournment

Mark Chandler made a motion to adjourn the meeting, Devin Burton seconded the motion and it was passed unanimously. The meeting adjourned at 5:45pm.

Meeting minutes prepared by Florencia Lambert

Minutes accepted by:

Sara Bowersox, Chairman