

Ashton Urban Renewal Agency
Meeting Minutes
March 31, 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, Stacy Dexter and Sara Bowersox.

Visitors: Michele OMalley, Garth Blanchard, Shon Shuldberg and Jerry Funk

Administrative Support: Katie Cook from ECIPDA

Approval of Meeting Minutes

Mark Chandler asked for approval of the meeting minutes from March 17, 2016. Stacy Dexter made the motion to approve the minutes, Sara Bowersox seconded the motion and the motion passed unanimously.

Board Member Changes

One new board member, Sara Bowersox, was welcomed to the Ashton URA board after being appointed by the Mayor. Stacy Wynn's appointment expires this month and she will no longer serve on the board.

The leadership of the board was also voted on as follows:

Chairman: Mark Chandler-motoned by Teddy Stronks, seconded by Sara Bowersox and unanimously passed by the board.

Vice Chairman: Sara Bowersox-motoned by Stacy Dexter, seconded by Roz Jenkins and unanimously passed by the board.

Secretary: Roz Jenkins-motoned by Mark Chandler, seconded by Stacy Dexter and unanimously passed by the board.

Consideration of Payment of Invoices

Katie Cook reviewed all invoices that were paid since the last meeting of 2015 for the board to ratify: \$750 to the Redevelopment Association of Idaho, \$1500 to the City of Ashton, \$53.00 to Elam & Burke, \$423.08 to Fremont County for taxes owed on the lot before it was purchased by the URA (they were credited the \$423.08 at closing and Katie applied for the tax exemption with Fremont County), \$236.50 to Elam & Burke, \$188.50 to Elam & Burke, \$50 to the City of Ashton for snow removal, and \$1,394.44 to ECIPDA for administration fees.

Two new invoices were presented to the board for payment: \$1,200 to Jensen Poulsen & Company for the 2015 audit and \$48.45 to Targhee Publishing for the publication of the Annual Report notification in the Standard Journal. There were two payments previously voted on by board members via email and documentation of those emails showing majority vote will be kept with the meeting minutes (\$200 for the pocket park renderings and one was for \$1500 for part of

the cost to trim the trees on Main Street). Teddy Stronks motioned to ratify previous payments and to approve the 2 invoices presented. Stacy Dexter seconded the motion and it passed unanimously.

2015 Annual Report-Amended

At the public hearing held on March 17, 2016 some public comment was given by Sheryl Hill. Her comments were noted and an amended copy of the Annual Report was emailed out to the board and public prior to this meeting with those changes.

A new resolution was needed to approve the amended 2015 Annual Report, Mark Chandler read Resolution 2016-2. Sara Bowersox motioned to approve, by Resolution 2016-2, the amended 2015 Annual Report as presented. Mark Chandler seconded the motion and it passed unanimously.

Future Audits

At the meeting on March 17, 2016 a community member, Sheryl Hill, voiced her concern at the cost of the annual audits and asked the board to consider a biennial audit rather than an annual audit. Mark Chandler asked the board members their thoughts on how often the audit should be done if yearly expenditures are under the legal amount for the yearly audit requirement. Stacy Dexter said that he feels the yearly audit is well worth the money and feels it is pretty good insurance policy for staying out of legal trouble.

Stacy Dexter motioned to continue with yearly audits until it is determined or voted on to change that policy. Roz Jenkins seconded the motion and it passed unanimously.

Project Update and Potential Projects

Pocket Park Project

Mark Chandler asked the new board members if they are in favor of the pocket park and they all indicated that they are. Stacy Dexter shared his feelings on the pocket park indicating that ideally the goal is to sell the property for commercial development in the future. That being the case, he is hesitant to put too much money or structures in to the park at this time. He also shared that until a definite maintenance plan is put in place, the project should not move forward. Who will empty the garbage cans, who winterizes the sprinkler systems, etc.? Garth Blanchard shared that their projection to maintain the park on a yearly basis will be about \$3,000. Everyone agrees there is a need for a public restroom in Ashton, but the board did not feel that this park was the best place for the restroom since the park may not be permanent. Concern was raised about the increase in garbage and emptying of the garbage cans on a regular basis.

It was decided that the URA would move forward with "Concept C" provided by Main Street Matters which is the most basic design: lawn, sprinkler, walkway, minimal trees and shrubs, benches and garbage cans. Sara Bowersox and Teddy Stronks will contact 3 contractors with a request for bids to do the clean-up of the lot, labor and trees/shrubs for "Concept C", pet stations and a yearly maintenance plan to establish a baseline. The URA is prepared to continue paying

for the maintenance of the property until the district terminates and then it would become the responsibility of the City. The yearly maintenance amount and length of time will be voted on at a later date once the bids come back. Stacy Dexter motioned to move forward with getting 3 bids from contractors, Mark Chandler seconded the motion and it passed unanimously.

Other Business & Next Meeting Date

Sara Bowersox asked for some clarification on some items:

1. Has the Ashton URA been around for 10+ years? Yes, it was started in 1995.
2. Are the funds the URA has static or is there an income flow? There is an income flow that comes in 2 times a year from taxes.
3. Is the URA under any obligation or timeline to use all of the funds that are available now? The URA is not under any obligation to spend the funds at this time.
4. Is it true that as part of the URA model they are to use funds to help encourage development, economic growth, job development and increase in the tax base through those avenues? That is correct.
5. Can funds be used for a public education event? Katie Cook will check in to that.
6. Is there any governance in regards to using social media to notify and encourage public involvement? Social media can be used to advertise meetings; the board members can post that to any Facebook pages from the City that they would like.
7. She also asked what is typically received from taxes. Katie Cook had the deposits from the tax payments that were received in January from December's taxes and she shared that with the board, the total was \$34,255.93.

Shon Shuldberg asked if the Ashton URA would abide by the 5-year term limits for board members. Katie Cook has information from the attorney in Boise clarifying that and will send it to the board. Here is part of that email:

"Dear Katie,

Idaho Code 50-2006(b)(1) authorizes the mayor to appoint the URA commissioners by and with the advice and consent of the local governing body (in this case the city council). There is no statute prohibiting the mayor from serving on the URA board. Likewise, oftentimes, the mayor with the advice and consent of the city council will appoint a few city councilmembers to sit on the URA Board.

Additionally, there are no term limits. URA commissioners can be appointed for multiple 5 year terms."

The next meeting was not set. Once Sara Bowersox has the 3 bids back from contractors for the pocket park, a meeting will be called. The meeting was adjourned at about 6pm.

Meeting minutes prepared by Katie Cook

Minutes accepted by:

Mark Chandler, Chairman