



City of Star Parks, Art & Beautification Committee (PABC)

Monday, June 24, 2024, 6:32 PM

10769 W. State St, Star, ID 83669 at Star City Hall

**1. Roll Call**

PRESENT: Vice Chair Chris Cox, Council Member Jennifer Salmonsens, Staff Liaison Ryan Field, Rod McClure, Arlene Nelson, Claudia Sanders, Sue Speer

ABSENT: Chair Gerri McCorkle, Vicki O'Keefe

**2A. Approval of Prior Meeting Minutes**

Rod made a motion to approve the 4/29/24 and 5/22/24 minutes, Claudia seconded. The vote was unanimous.

**3. Member Reports and Recommendations for City Council**

**3A. Announcements of Resignations**

Chris announced that Gerri and Vicki resigned from the committee.

**3B. Staff Liaison Report – Ryan Field**

- Ryan said the City had an eventful weekend at the Riverhouse. Two young ladies who were not wearing life jackets were rescued from the river, a young man jumped off the shade structure at Freedom Park and hit the dock, and a fight occurred later in the park. Ryan said he will set out life jackets this week at the Riverhouse, and his plan was to chain the stand to the construction fence on the way to the pond. He would like to also install two to four life rings at the dock. Rod mentioned he knew of two extra life rings, and he will coordinate bringing them to Ryan.
- Ryan said the next step in developing Freedom Park is hooking up power, then installing the irrigation system, then planting trees and hydroseeding, and then the City can finalize the title transfer from the developer.
- Ryan said the City announced at its recent budget workshop it will be separating the City Clerk and City Treasurer positions.
- Ryan said City Parks and Recreation staff routinely send out surveys at the conclusion of their programs, and he would like to see PABC create a three to five question survey to solicit public input regarding future PABC projects.
- Ryan requested PABC identify a project it will fund with the profits from the Veterans' banner program. PABC discussed various ideas including a hometown Veterans' wall or monument like the one at Kleiner Park. Arlene mentioned PABC suggested inlaying stars



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in a pathway like the Hollywood Walk of Fame several years ago, and PABC could use that idea to honor local veterans. Sue asked if the stars could be retrofitted to an existing concrete pathway such as the sidewalk recently added around the Freedom Park pond. Arlene offered to check her old PABC notes, and we can discuss options at a future meeting.

### **3C. Councilmember Update – Jennifer Salmonsén**

- Jennifer said the City is proceeding with a mural on the east-facing wall of Steve's Auto Care. The City paid \$500 to a muralist (Odessa) from Chalk & Cloud for a design deposit. Odessa is developing design concepts and will be presenting a few ideas soon. Jennifer asked for a member of PABC to collaborate with her on Odessa's proposal and Arlene volunteered. Once a design can be determined, final approval will be requested of City Council. The goal is to install the mural before the end of the City's fiscal year on 9/30/24. Ryan said the contract with Odessa included a specific timeline and that it will be important for the project to continue progressing smoothly to meet it. Jennifer said Steve Green volunteered to hire someone to power wash the building and prime it. Details regarding a lift still need to be finalized.
- Jennifer said the City is working on its master pathway plan. There will be a survey requesting public input and asking residents to prioritize their wishes given a certain budget. Open houses are tentatively planned for 7/15/24 and 7/25/24.

### **3D. Budget Report – Sue Speer**

Jennifer requested financial reports from the City, and they list \$8,350.00 in PAB receipts and \$9,110.69 in disbursements between 10/1/23 and the 6/13/24 report date, for a net of \$(760.69). Sue said she previously counted a \$50 payment in October 2023 as an accrued expense in the fiscal year ended September 30, 2023, so she calculated a net \$(710.69) for the current fiscal year instead. She presented the attached detail of the \$(710.69) amount itemized by project.

The last page of the budget attachments is a rollforward that calculates the remaining balances in the self-funded and non-self-funded projects. As of September 30, 2023, the rollforward balances in self-funded projects were believed to be \$15,611.00 (\$11,949.33 for Art by the River, \$2,000.00 for Veterans' banners, and \$1,661.67 in dog bricks). All balances remaining in non-self-funded projects transfer to the City's general fund at year-end and re-set to \$0. The Council-approved budget was \$19,000.00 for the current fiscal year. After adding the prior year beginning self-funded project balances, the current budget, and then subtracting the net \$(710.69) spent for the fiscal year to date, the remaining unspent budget totals \$33,900.31 (\$15,611.00 + \$19,000.00 – \$710.69 = \$33,900.31). Sue noted the \$50 expense mentioned



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above was in a self-funded project, so regardless of the year in which it counted, the cumulative total would remain at \$33,900.31.

PABC discussed various projects with remaining budgeted funds:

\$250 for Star Benches - Chris said he previously estimated the cost of constructing a star bench out of wood and thought it could cost about \$200. A composite material like Trex would likely cost more. If PABC made a successful prototype, Jennifer suggested offering the design plan to Star residents so they could make their own. Claudia suggested PABC could charge \$5 - \$20 for the design plan as a fundraising idea.

\$250 for City Hall Solar Lights - Sue mentioned if the City would be utilizing a lift for the mural, it could be an opportune time to also install the solar lights at City Hall. Ryan said the City installed additional lights when it recently remodeled the plaza and requested that PABC take pictures of what City Hall looked like at night.

\$16,565.33 for Art by the River (ABTR) and \$600.00 for Pet Fair – Ryan said the City spent another approximately \$500 for ABTR banners since the financial report dates. A meeting is scheduled this Thursday to discuss these events, and a decision will be made about the funds for these projects (please see item 3J and 3K).

### **3E. Discuss Vacant Chair Position – Chris Cox**

#### **3F. Discuss Status of PAB – Chris Cox**

Ryan recommended operating PABC in its current status through the end of September 2024. He said the committee handbook is almost complete and the goal is for the City to adopt it as of October 1, 2024. He said City staff reviewed committee handbooks in other jurisdictions, and he anticipates that Star will follow their example and set fixed terms for committee positions. Ryan said individuals have contacted City Hall about volunteer opportunities and he would like to start accepting applications for new PABC members after October 1, 2024.

Chris said he would be willing to serve as chair and run PABC meetings through September, if he had assistance with other administrative tasks.

#### **3G. Supplies for Chairs in Front of City Hall – Chris Cox (ACTION ITEM)**

Sue made a motion to spend an amount not exceeding \$100 for supplies to refinish the wooden rocking chairs in front of City Hall. Chris will identify what he needs to complete the project and submit his supplies request to Ryan for purchase.

#### **3H. Hometown Parade Expenditures – Sue Speer (ACTION ITEM)**

Sue said she would like to purchase a case of water, two bags of ice, and candy the rake drill team volunteers will distribute along the parade route. She estimated PABC spent \$200 on candy two years ago and ran out early. Ryan said the Parks & Recreation department spent



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about \$300 last year and it was also not enough. After discussion, Sue made a motion to spend \$500 budgeted for parade expenditures, which could include water, ice, candy, and decorations for the trailer. Arlene seconded and the vote was unanimous.

*(At its 5/22/24 meeting, PABC previously approved spending up to \$400 for banners advertising Art by the River, the pet fair, and July 4<sup>th</sup> to be displayed on the parade trailer. Since then, PABC re-inventoried its existing banners, determined we had banners we could use that were in acceptable condition, and this purchase was no longer considered necessary. The entire \$500 previously budgeted for Hometown is still available.)*

### **3I. Discuss and Approve Purchase of Memorial Park Bench at Waggin' Tails Dog Park - Arlene Nelson (ACTION ITEM)**

Arlene shared an example of a composite bench she located for \$1,228. Ryan said the City was attempting to standardize its blue metal benches in parks, but he felt a memorial bench at Waggin' Tails Park could be a special exception and Jennifer agreed. Jennifer will discuss the idea of a special bench with the mayor, and if he grants his approval, Arlene volunteered to continue researching bench options. Suggestions included adding the name of the park, paw prints, stars, etc. to the design. PABC did not vote on this action item yet.

Sue mentioned if Hand & Paw will continue to receive two thirds of the dog brick program profits, the \$2,661.67 remaining year to date project balance should be split \$1,995.01 to PABC and \$666.66 to Hand & Paw.

### **3J. Discuss Art by The River as a City Project**

Ryan said Gerri and Vicki are discussing sponsoring Art by the River as a separate, private project. A meeting is scheduled this Thursday to discuss the transition. Sue requested guidance about how to respond to Facebook inquiries, and Ryan suggested referring them to Vicki. The Facebook event will remain on PAB's Facebook page for the time being but may be transferred to a different host organization later.

### **3K. Discuss Pet Fair as a City Event, Transfer to Hand & Paw**

City staff are also discussing transferring the Pet Fair to Hand & Paw. The Facebook event will remain on PAB's Facebook page for the time being but may be transferred to Hand & Paw later.

### **3L. Discuss Return of Lunaria Grant Funds**

Jennifer said the design of Freedom Park has evolved substantially since the Lunaria grant application. Ryan suggested adding an action item to the July 15, 2024 PABC meeting agenda to vote on returning the \$600 - \$650 grant funds to the Idaho Botanical Garden. If that is PABC's decision, he offered to draft a letter to the Idaho Botanical Garden and request a refund check be issued to them.

### **3M. Discuss Delivery to Finalize Rockitecture Rock**

Ryan said he spoke with his contact at Rockitecture, and the monument rock the mayor identified at Art by the River last year is at their business location. Jennifer offered to follow up



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with them to determine the rock's approximate size, weight, etc. so a decision about delivery could be made. An exact installation location has not been determined.

#### **4. ADJOURNMENT**

- A. The meeting was adjourned at 8:11 PM. The next regularly scheduled Star Parks, Art, & Beautification meeting will be on July 15, 2024 at 6:30 PM at Star City Hall.

Approved on 7/15/24