



Ketchum Urban Renewal Agency

480 East Avenue North
Ketchum, ID 83340
<http://ketchumidaho.org/>

Regular Meeting

~ Minutes ~

Tuesday, January 21, 2020

2:00 PM

Ketchum City Hall

CALL TO ORDER

Vice Chair Amanda Breen called the January 21st meeting to order at 2:00 p.m.

ROLL CALL

PRESENT

Chair Susan Scovell – present by phone
Vice-Chair Amanda Breen – Acting Chair
Commissioner Casey Dove
Commissioner Ed Johnson
Commissioner Carson Palmer
Commissioner Jim Slanetz
Commissioner Kristen Spachman
Attorney Ryan Armbruster – present by phone

1. Introduction of new KURA Member Carson Palmer

Vice-Chair Amanda Breen welcomed Commissioner Carson Palmer to the board.

Mayor Neil Bradshaw thanked Carson Palmer for agreeing to serve on the KURA Board. He voiced his support of the current board and thanked them for their participation.

2. Election of Officers

Grant Gager explained the officer's positions

Commissioner Ed Johnson nominated Susan Scovell to stay on as Chair. Chair Susan Scovell nominated Ed Johnson as Vice-Chair. Grant Gager will stay on as Treasurer and Robin Crotty will stay on as Secretary.

Motion made by Commissioner Dove, Seconded by Vice-Chair Johnson.

Voting Yea: Commissioner Breen, Commissioner Dove, Vice-Chair Johnson, Commissioner Palmer, Chair Scovell, Commissioner Slanetz, Commissioner Spachman

CONSENT CALENDAR: (ALL ACTION ITEMS)

Vice-Chair Ed Johnson requested tabling the bills until the end of meeting and Sun Valley Economic Developments presentation.

3. Approval of Minutes: November 18, 2019 regular meeting

Motion to approve Minutes

Motion made by Commissioner Dove, Seconded by Vice-Chair Johnson.

Voting Yea: Commissioner Breen, Commissioner Dove, Vice-Chair Johnson, Commissioner Palmer, Chair Scovell, Commissioner Slanetz, Commissioner Spachman

4. Approval of Current Bills:

Vice-Chair Ed Johnson questioned the reimbursement of Senior Planner, Brittany Skelton's time rather than Director of Planning & Building, John Gaeddert's time. Executive Director Suzanne Frick advised traditionally it was the Planning Director and there has been a shift. There would be approximately a savings of \$30,000 to the KURA. Treasurer Grant Gager advised that there will be an \$87,048 reimbursement coming to the KURA.

At the end of the meeting, the bills were approved.

Motion to approve the bills with modifications to the staff reimbursement.

Motion made by Commissioner Dove, Seconded by Vice-Chair Johnson.

Voting Yea: Commissioner Breen, Commissioner Dove, Vice-Chair Johnson, Commissioner Palmer, Chair Scovell, Commissioner Slanetz, Commissioner Spachman

Motion to approve payment to SVED

Motion made by Commissioner Slanetz, Seconded by Dove.

Voting Yea: Commissioner Breen, Commissioner Dove, Vice-Chair Johnson, Commissioner Palmer, Chair Scovell, Commissioner Slanetz, Commissioner Spachman

COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS

Vice-Chair Ed Johnson talked about being welcoming to developers, however, he reminded the board what their fiscal responsibilities are.

COMMUNICATIONS FROM THE PUBLIC

Gary Lipton, resident, business owner and past member of the KURA, talked about Trail Creek Fund LLC's Owner Participation Agreement. He talked about what this board approved and summarized the agreement. Gary Lipton advised the new owner is called Harriman, LLC and the current contract does not account for the transferability of ownership. He believes the current contract could be null and void and suggested that the board ask Attorney Ryan Armbruster to review the transferability to the new owner. Gary Lipton voiced his support of Vice-Chair Ed Johnson's comments regarding funding developers.

Commissioner Amanda Breen asked for this to be on the next agenda and directed Attorney Ryan Armbruster to do an analysis.

ACTION ITEMS

5. ACTION ITEM: SVED Update and approval of quarterly payment

Commissioner Amanda Breen recused herself due to her husband being on the SVED Board.

Sun Valley Economic Development Executive Director, Harry Griffith, outlined his presentation and displayed a spreadsheet of expenses and profits. He talked about where they stand financially advising they have made a profit. He showed the performance outline and talked about their objective and process. He talked about the future plans and how they can help developers with housing and working with the tourism mechanism.

Commissioner Kristen Spachman asked for clarification on the handout Harry Griffith distributed and he clarified that he's referring to the Mill.

Vice Chair Ed Johnson questioned the most recent 990, talked about the income and asked if the KURA was the largest single contributor. Harry Griffith advised that the County gives \$25,000 and the State gives \$24,500. Ed Johnson advised that the salary line item is at \$150,000 so it is not leaving a lot of funding for other things and that's a concern. Ed Johnson requested SVED find out what kind of options the City of Ketchum has to help with our housing problem and then also what efforts, at the state level, SVED could lobby to get that changed. Harry Griffith talked about other resort communities and the impact that is having on them. He will raise the issue to a broader group. Vice-Chair Ed Johnson would also like to hear what SVED is doing to engage people under 40. Harry Griffith advised that he has been talking with Councilor Courtney Hamilton about the young professional's group and how they will be moving forward. Ed Johnson commented on the increasing amount of people making money without being dependent on the local's economy. He questioned what impact that will have on Ketchum as well as valley wide. Harry Griffith talked about data discovered in the comp plan and he about historical trends. He will continue to look at ways to help. Ed Johnson asked Harry Griffith to walk everybody thru the tiers of membership. Harry Griffith outlined the memberships and who each tier consists of and in closing there was a discussion regarding revenue income as opposed to membership income.

Motion to approve the quarterly update.

Motion made by Vice Chair Ed Johnson, Seconded by Commissioner Spachman.

Voting Yea: Commissioner Dove, Vice-Chair Johnson, Commissioner Palmer, Chair Scovell, Commissioner Slanetz, Commissioner Spachman

Abstaining: Commissioner Breen

6. ACTION ITEM: Update on Culinary Institute and consideration of amending Contract 50028 and adopting Resolution 20-URA02 with the Culinary Institute

Sun Valley Economic Development Executive Director Harry Griffith gave an update on the Culinary Institute and advised they will be opening this summer. He showed a power point outlining the quarterly update and talked about what SVED has accomplished so far this year. He talked about the community participation involving the Hunger Coalition and Senior

Connection. He showed a flyer that will assist in recruiting and talked about where they will be recruiting from.

Harry Griffith talked about urban blight and taking a closed building and signing a 10-year lease. He reported on all they did to update this location to make it a modern kitchen. He went over in detail the facility improvements. He talked about making a versatile event space and all the new things in the space. He showed a visual of the kitchen and advised where they are construction wise. He explained they are in the final stages of construction. Harry Griffith outlined the issues they have run into such as, ADA infrastructure on the outside of the building, as well as ventilation standard issues. They've moved past these issues, but it did delay them 6 to 8 weeks. He showed the budget for 2020. They should be making money in year 4 to 5. He advised of where they are with program documents and went over the 2019 P & L.

Commissioner Kristen Spachman questioned the ADA requirements and what needed to be done? Harry Griffith explained that they did not have to do anything, but it ended up causing a 3-week delay. Executive Director Suzanne Frick advised it was part of the plan check process and advised that there was confusion on the part if the cities ADA consultant. Vice Chair Ed Johnson questioned the C.O. process. Harry Griffith advised they are working on the Health Department Inspection and then the C.O. process will follow that. He is hoping to be ready by the first week in February. Ed Johnson is not in favor of moving up the date. It should be based on the C.O. Chair Susan Scovell has no problem with waiting on the C.O. and paying them ahead. Kristen Spachman asked if we could go half and half. Commissioner Amanda Breen would support going ahead and changing it or going half and half.

Vice-Chair Ed Johnson advised he is excited about the facility and is in full support. Commissioner Carson Palmer questioned what the biggest hurdle is prior to C of O. Executive Director Harry Griffith advised that it's a historical building and there are a lot of new inspectors, so he is just unsure. Chair Susan Scovell advised that she is in full support of this project.

Executive Director Suzanne Frick advised that we need to receive the invoices prior to paying. Therefore, we can pay up to \$12,500 of the invoices that we have received. Harry Griffith explained the invoices before them.

Motion to propose to allow disbursement of up the \$12,500 based on invoice as presented to the URA prior to the certificate of occupancy with the remaining \$12,500 to be paid toward invoices after the C of O is issued.

Motion made by Commissioner Breen, Seconded by Commissioner Spachman.

Voting Yea: Commissioner Breen, Commissioner Dove, Vice-Chair Johnson, Commissioner Palmer, Chair Scovell, Commissioner Slanetz, Commissioner Spachman

Voting Nay: Commissioner Dove, Commissioner Johnson

Commissioner Kristen Spachman asked for future presentation materials when requesting funds.

7. ACTION ITEM: Approval of Resolution 20-URA01 Records Retention Policy & Procedure

Executive Director Suzanne Frick explained the requirement of the Records Retention Policy. Attorney Ryan Armbruster explained that this policy already follows what the City does. Vice-

Chair Ed Johnson questioned emails. Ryan Armbruster explained they are treated as every other document. Suzanne Frick explained that we get public record requests for emails and texts and talked about personal cell phones and the gray area. Ryan Armbruster explained what discoverable is. He also mentioned that we have established a records custodian in the past and there was a discussion on storage of records and advised that everything we do is a matter of public records.

Motion to approve Resolution 20-URA01 the Records Retention Policy & Procedure.

Motion made by Commissioner Dove, Seconded by Commissioner Slanetz.

Voting Yea: Commissioner Breen, Commissioner Dove, Commissioner Johnson, Commissioner Palmer, Commissioner Scovell, Commissioner Slanetz, Commissioner Spachman

8. ACTION ITEM: Recommendation to Accept the Audited FY19 Financial Statements

Commissioner Amanda Brown introduced Dennis Brown, with Workman & Company. Dennis Brown advised that they have issued an unmodified report and talked about the debt service fund, the General Fund, what was budgeted and spent and what the additional property tax revenue was. He talked about the General Fund balance as well as the carryover and asked the Commissioners for questions.

Commissioner Kristen Spachman talked about the Asset, the 4th Street corridor. Dennis Brown explained government auditing standards and advised that 4th St. is a physical asset that we have control over.

Commissioner Casey Dove questioned page 12 and the fixed asset, 1st and Washington, and requested they be re-labeled. Treasurer Grant Gager clarified what the two different numbers currently mean. Casey Dove questioned the past authorization of spending the In-Lieu housing funds. Grant Gager advised it did not occur.

Vice Chair Ed Johnson questioned if we need to restate our financials. Executive Director Suzanne Frick advised leaving the funds there. Commissioner Jim Slanetz questioned the unassigned debt service. Grant Gager advised the excess is due to the timing of the bond payment. The funds are earning interest in the State Government Investment Pool. Casey Dove questioned the end date of the bond. Grant Gager explained that the revenue allocation area has been extended to 2034.

Motion to approve audited financials.

Motion made by Commissioner Dove, Seconded by Commissioner Spachman.

Voting Yea: Commissioner Breen, Commissioner Dove, Vice-Chair Johnson, Commissioner Palmer, Chair Scovell, Commissioner Slanetz, Commissioner Spachman

DISCUSSION ITEMS

9. Discussion of 3-5-year funding priorities and long-term goals for KURA

Vice Chair Ed Johnson talked about being more strategic and looking at a 3 to 5-year plan so we can apply for grants. This would give us the ability to approach the City in requesting funding from the Council if need be. It would also allow us to be more strategic. Ed Johnson would like to develop a strategic allocation project for the next 3 to 5 years. Attorney Ryan Armbruster

talked about what other URA's do. Ed Johnson believes we would have to create it now but then would become part of the annual budgeting process.

Executive Director Suzanne Frick suggested the staff create the first outline and put it on the next agenda for general discussion.

10. Update on lighting for the Warm Springs Bike Path

Executive Director Suzanne Frick advised that Paul Stoops created the original plan and since, he has passed away. We will be going out for RFP in February for design work. We will initially get a designer and present to the KURA for approval. Commissioner Casey Dove questioned if there has been any discussion about under-grounding line. Suzanne Frick advised that there has not, due to cost.

11. Update on FY 19/20 sidewalk infill project

Executive Director Suzanne Frick advised that the bid documents are ready to go out, however there are 2 questions:

1. What is the amount the board would like to identify available for sidewalks?
2. After we have that we can go out to bid in February and then be ready for construction as the ground thaws.

Suzanne Frick advised that there is \$168,000 available right now. Commissioner Carson Palmer questioned Treasurer Grant Gager as to how much money each year is dedicated for sidewalks. Grant Gager advised that in 2016 they spent approximately \$370,000 for Warm Springs and since then \$150,000 to \$300,000.

12. Discussion of FY 20 infrastructure funding commitments

Executive Director Suzanne Frick talked about the Warm Springs design work, the structuring and engineering of the sidewalks explaining they would be the two projects the KURA is funding this fiscal year. There was a discussion among commissioners and staff on what and how they would fund different projects. Treasurer Grant Gager outlined the way in which the work was bid last year explaining there was a base bid and a bid for optional segment of work.

Executive Director Suzanne Frick summarized that there will be a base bid at \$400,000. If the bids come in low, she will come back to the board to discuss additional segments.

13. ACTION: Discussion regarding the KURA Logo

Executive Director Suzanne Frick asked the commissioners if they approve of the Logo before them?

ADJOURNMENT

Motion to adjourn at 3:36 p.m.

Motion made by Commissioner Slanetz, Seconded by Vice-Chair Johnson.

Voting Yea: Commissioner Breen, Commissioner Dove, Vice-Chair Johnson, Commissioner Palmer, Chair Scovell, Commissioner Slanetz, Commissioner Spachman

Susan Scovell

ATTEST:

Robin Crotty, Secretary