



## **Ketchum Urban Renewal Agency**

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**P.O. Box 2315 | 191 5<sup>th</sup> Street | Ketchum, ID 83340**

February 21, 2023

Chair and Commissioners  
Ketchum Urban Renewal Agency  
Ketchum, Idaho

### **RECOMMENDATION TO ADOPT RESOLUTION 23-URA01 DESIGNATING THE RECORDS CUSTODIAN FOR THE KURA**

#### Introduction/History

Section 74-119 of Idaho Code requires that the KURA adopt guidelines that identify the general subject matter of all public records kept or maintained by the KURA, the custodian or custodians, and the physical location of such documents. The KURA shall designate at least one (1) person as custodian to receive public records requests and shall provide an alternate custodian or alternate custodians for contingencies. The KURA must note the name and contact information of its custodian of records on its website and shall promptly update such information when it changes.

In 2019 the KURA adopted Resolution 19-URA01 designating staff who no longer serve as KURA staff. The proposed resolution updates the designated staff for the KURA. Once the resolution is adopted by the Board, the KURA website will be updated.

#### Financial Requirement/Impact

There is no financial impact resulting from adoption of the proposed resolution.

#### Recommendation and Motion

Staff recommends the Board approve the following motion:

**"I move to approve Resolution 23-URA01."**

Attachment A: Resolution 23-URA01

RESOLUTION NO. 23-URA01

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF KETCHUM, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF KETCHUM, IDAHO, UPDATING THE DESIGNATED PUBLIC RECORDS CUSTODIAN AND ALTERNATE FOR PURPOSES OF THE URBAN RENEWAL AGENCY OF KETCHUM'S PUBLIC RECORDS REQUEST PROCESSING; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION, made on the date hereinafter set forth by the Urban Renewal Agency of Ketchum, Idaho, also known as the Ketchum Urban Renewal Agency, an independent public body, corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended (hereinafter the "Law") and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code, as amended (hereinafter the "Act"), a duly created and functioning urban renewal agency for Ketchum, Idaho, hereinafter referred to as the "Agency."

WHEREAS, the City Council of the city of Ketchum (the "City") by adoption of Ordinance No. 992 on November 15, 2006, duly adopted the Ketchum Urban Renewal Plan (the "2006 Plan") to be administered by the Agency;

WHEREAS, upon the approval of Ordinance No. 1077 adopted by the City Council on November 15, 2010, and deemed effective on November 24, 2010, the Agency began implementation of the amended Ketchum Urban Renewal Plan (the "2010 Plan");

WHEREAS, Idaho Code § 74-119, requires that public agencies adopt guidelines that identify the general subject matter of all public records kept or maintained by the agency, the custodian(s), and the physical location of such documents;

WHEREAS, Idaho Code § 74-119, also requires Idaho public agencies to designate records custodians and alternates to help members of the public who want to request public records;

WHEREAS, pursuant to Resolution No. 19-URA01 the Agency adopted formal guidelines regarding public records administration and designated a custodian and alternative for purposes of public records requests;

WHEREAS, due to Agency staffing changes, the Agency wishes to update the individuals designated as the custodian and alternative for purposes of public records requests.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE KETCHUM URBAN RENEWAL AGENCY OF THE CITY OF KETCHUM, IDAHO, AS FOLLOWS:

Section 1. That the above statements are true and correct.

Section 2: That the custodian and alternative for purposes of public records requests shall be:

1. Trent Donat, Agency Secretary, is designated as the primary public records custodian for the Agency.
3. Suzanne Frick, Agency Executive Director, is designated as the alternate records custodian for the Agency.

Section 3. That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED by the Urban Renewal Agency of Ketchum, Idaho, on February 21, 2023. Signed by the Chair of the Board of Commissioners and attested by the Secretary to the Board of Commissioners, on February 21, 2023.

URBAN RENEWAL AGENCY OF KETCHUM

By \_\_\_\_\_  
Susan Scovell, Chair

ATTEST:

By \_\_\_\_\_  
Secretary