

# Ketchum Urban Renewal Agency, Idaho

P.O. Box 2315 Ketchum, ID 83340 (208) 726-3841 Fax: (208) 726-8234



January 3, 2012

Chairman Hall and Board of Commissioners  
Ketchum Urban Renewal Agency  
Ketchum, Idaho

Chairman Hall and Board of Commissioners:

## Appointment of Urban Renewal Officers

### Introduction/History

URA By-Laws, Article 5, Officers

Section A. The officers of the Agency shall be a Chairman, a Vice Chairman, and a Secretary and such other officers as may be determined by the Agency from time-to-time to perform such duties as may be designated by the Agency.

Section B. The officers shall be elected annually by the Agency at the first regular annual meeting of the Agency. Each officer shall hold office until his successor shall have been elected. Any vacancy in any office shall be filled by the Agency by election for the unexpired portion of the term.

Resolution No. 11-URA1, adopted on February 14, 2011, appointed staff to the Board of Commissioners, as follows: Gary Marks as executive director, Stephanie Bonney as legal counsel, Lisa Horowitz as community and economic development director, and Sandra Cady as secretary/treasurer.

### Current Report

January 3, 2012, being the first regular meeting of the year, is now the time to elect URA officers for the upcoming year.

### Recommendation

I respectfully recommend that the Board of Commissioners elect the following Officers: Chairman and Vice Chairman.

### Recommended Motion

"I move to appoint \_\_\_\_\_ as Chairman, and \_\_\_\_\_ as Vice Chairman for the upcoming year."

Sincerely,

A handwritten signature in cursive script that reads "Sandra E. Cady".

Sandra E. Cady  
Secretary/Treasurer

# **Ketchum Urban Renewal Agency**

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P.O. Box 2315 Ketchum, Idaho 83340 (208) 726-3841 Fax: (208) 726-8234

December 27, 2011

Urban Renewal Agency  
City of Ketchum  
Ketchum, Idaho

Chairman and Commissioners:

## **KURA Website Presentation**

### Introduction/History

On Monday, November 7, 2011 the Ketchum Urban Renewal Agency approved the proposal for website design services by Clean Web Design for a Ketchum Urban Renewal Agency (KURA) stand-alone website. Since that time, staff and Commissioner Peters have been compiling content for the site. Staff has been working closely with Clean Web Design toward completion and launch of the website.

### Current Report

The KURA website will be accessible via link from the City of Ketchum website. In order to continue to provide the public timely information regarding meeting times and packet information, the KURA website launch has taken priority over the City of Ketchum site. When the City of Ketchum website goes live, there will be immediate access via link to the KURA website, where all information regarding the Ketchum Urban Renewal Agency, including current meeting information, will reside. The City of Ketchum website is scheduled to go live on Thursday, January 12, 2012 at 11:00 pm. The KURA website will launch prior to that date.

At the Urban Renewal Agency noon meeting on Tuesday, January 3, staff will present a preview of the KURA website.

### Financial Requirement/Impact

There is no financial impact.

### Recommendation

There is no recommendation.

### Suggested Motion

There is no motion required at this time.

Sincerely,

Lisa Enourato  
Assistant to Executive Director



SPECIAL MEETING OF THE KETCHUM  
URBAN RENEWAL AGENCY  
December 5, 2011

Commissioners present: Vice-Chairman Mark Eshman  
Commissioner Larry Helzel  
Commissioner Nina Jonas  
Commissioner Curtis Kemp  
Commissioner Trina Peters  
Commissioner Trish Wilson

Commissioners absent: Chairman Randy Hall

Also present: Executive Director Gary Marks  
Attorney Susan Buxton  
Ketchum Community and Economic Development Director Lisa Horowitz  
Recording Secretary Sunny Grant

1. The meeting was called to order by Vice Chairman Mark Eshman at 5:05pm.

2. Communications from the Board of Commissioners  
Commissioners said it was good to see the Visitor Center/Starbucks lively and busy.

3. Communications from the Public  
Phyllis Shafran asked why the URA was paying almost \$6,000 for Ketchum's newsletter. She also asked why there were more signs for Starbucks on the Visitor Center building than for the Visitor Center. She requested the total cost of the Visitor Center building improvements, and the total cost of the newsletter.  
Executive Director Gary Marks will report later on the cost of the newsletter. A substantial part of the last newsletter was a five-year update on the activities of the URA, as requested by the public.  
CED Director Lisa Horowitz said Visitor Center signs were on order.

4. Request for approval of the final billing from Kearns, McGinnis & Vandenberg for landlord improvements at 491 Sun Valley Road – CED Director Lisa Horowitz  
The construction budget included a 10% contingency. There was a number of small change orders during the landlord part of the building renovation; and also some routine maintenance items that were not construction related or part of the Kearns contract. Kearns went through the list of change orders.  
Ketchum's total cost for building improvements was \$130,512. Building contractor Steve Kearns said the value of the building improvements, including in-kind contributions, was at least twice the billed amount. Four different entities worked together on transforming the building.  
Commissioner Curtis Kemp moved to approve the final billing from Kearns, McGinnis & Vandenberg for landlord improvements in the amount of \$46,692. Motion seconded by Commissioner Trina Peters, and passed unanimously.  
Vice Chairman Mark Eshman thanked architect Susan Desko for her labor of love on the Visitor Center building.

5. FY2010-2011 Ketchum Urban Renewal Agency Budget Audit Report – Dennis Brown, CPA  
Auditor Dennis Brown said his audit of the URA's financial statements for FY2011, ending September 30, produced an unqualified report, or clean opinion, on the activities of the URA.  
Brown said the URA was considered a "component unit" of the City of Ketchum because the Ketchum City Council has oversight authority and appoints the URA's governing body. The URA isn't considered a "business" since its income is passively received.  
Commissioner Larry Helzel moved to approve the FY2010-2011 Ketchum Urban Renewal Agency Budget Audit Report, seconded by Commissioner Curtis Kemp. Motion passed unanimously.

6. Consent Calendar  
a. Approval of minutes from the November 7, 2011 URA Board meeting  
Commissioner Trina Peters moved to approve the minutes from the November 7, 2011 URA Board meeting. Motion seconded by Commissioner Larry Helzel, and passed unanimously.

**b. Recommendation to approve current bills**

Jonas said the URA Board had agreed to not pay for any cleaning. She questioned the window cleaning and maintenance bills. Horowitz said local property managers clean windows at least four times a year, so she accepted the lowest of three bids.

Jonas said she would prefer to spend the newsletter expense on a website.

**Commissioner Trina Peters moved to approve bills for November 3-November 30, 2011, seconded by Commissioner Larry Helzel. Motion passed with five in favor and Commissioner Nina Jonas opposed.**

**6. ADJOURNMENT**

**Commissioner Curtis Kemp moved to adjourn at 5:42pm. Motion seconded by Commissioner Trish Wilson, and passed unanimously.**

\_\_\_\_\_  
MARK ESHMAN,  
Vice-Chairman

ATTEST:

\_\_\_\_\_  
SANDRA E. CADY, CMC  
Secretary/Treasurer

## Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "9610000000"- "9844109930"

| Vendor Name   | Invoice Number | Description                                | Net Invoice Amount |
|---|----------------|--|--------------------|
| <b>URBAN RENEWAL AGENCY</b>                         |                |  |                    |
| <b>URBAN RENEWAL EXPENDITURES</b>                   |                |  |                    |
| <b>98-4410-2550 HEALTH-VISION-CAFETERIA ADMIN</b>   |                |  |                    |
| NBS-NATIONAL BENEFIT SERVI                          | 362473         | HRA Administration                         | 2.50               |
| <b>98-4410-3100 OFFICE SUPPLIES &amp; POSTAGE</b>   |                |  |                    |
| US BANK   | 11/25/11       | Supplies for Visitor Center Ribbon Cutting | 32.10              |
| US BANK   | 11/25/11       | Lunch for URA Meeting                      | 85.25              |
| <b>98-4410-4200 PROFESSIONAL SERVICES</b>           |                |  |                    |
| GRANT, SUZANNE                                      | 120711         | URA Minutes 12/05/11                       | 60.00              |
| KETCHUM COMPUTERS, INC.                             | 8277           | Computer Maintenance                       | 50.00              |
| <b>98-4410-4900 PERSONNEL TRAINING/TRAVEL/MTG</b>   |                |  |                    |
| MARKS, GARY   | 120711         | Travel Expenses                            | 83.49              |
| MARKS, GARY   | 121511         | Travel Expenses                            | 156.43             |
| <b>98-4410-5100 TELEPHONE &amp; COMMUNICATIONS</b>  |                |  |                    |
| SYRINGA NETWORKS                                    | 11DEC0084      | WR Community Wi-Fi                         | 1,374.10           |
| <b>98-4410-5200 UTILITIES</b>                       |                |  |                    |
| IDAHO POWER   | 3900190027-11  | ACCT. 3900190027                           | 227.28             |
| IDAHO POWER   | 4983541863-11  | ACCT. 4983541863                           | 230.06             |
| IDAHO POWER   | 5563550804-12  | ACCT. 5563550804                           | 178.75             |
| INTERMOUNTAIN GAS                                   | 119369006901-  | ACCT. 11936900-690-1                       | 728.07             |
| <b>98-4410-5910 REPAIR &amp; MAINT. - 491 SV RD</b> |                |  |                    |
| CHATEAU DRUG CENTER                                 | 716759         | Supplies for Visitor Center                | 74.50              |
| US BANK   | 11/25/11       | Keys for Visitor Center                    | 9.39               |
| FASTENAL COMPANY                                    | 1DJER31920     | Bathroom Equipment                         | 328.18             |
| JEFF MINTZ WINDOW CLEANIN                           | 3233           | Window Cleaning at URA Property            | 490.00             |
| KEARNS, MCGINNIS & VANDEN                           | 11/11/11       | Visitor Center Phase Two                   | 48,692.00          |
| KEARNS, MCGINNIS & VANDEN                           | 2135           | Installation of shelving in bathroom       | 166.61             |
| IRISH ELECTRIC                                      | 18711          | VisitorCenter Heat Tape                    | 1,078.39           |
| <b>98-4410-8801 REIMBURSE CITY GENERAL FUND</b>     |                |  |                    |
| City of Ketchum                                     | 113011         | Reimbursement for October & November       | 18,262.58          |
| Total URBAN RENEWAL EXPENDITURES:                   |                |  | 72,309.68          |
| Total URBAN RENEWAL AGENCY:                         |                |  | 72,309.68          |
| Grand Totals:                                       |                |  | 72,309.68          |

# Ketchum Urban Renewal Agency, Idaho

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January 3, 2012

Chairman Hall and Board of Commissioners  
Ketchum Urban Renewal Agency  
Ketchum, Idaho

Chairman Hall and Board of Commissioners:

**Recommendation to Adopt Resolution No. 12-URA1  
Establishing KURA Regular and Administrative Meeting Dates  
For the Upcoming Year..**

Introduction/History

Each year, pursuant to Idaho Code § 67-2343(1), the Ketchum Urban Renewal Agency establishes the regular meetings and administrative meetings for the upcoming year.

Current Report

It has been determined that listing all regular meetings to be held in 2012 and January 2013; and administrative meetings to be held in 2012 would be beneficial to the residents of and visitors to the City of Ketchum.

Attached is Resolution Number 12-URA1 for the Chairman and Board of Commissioners consideration.

Financial Requirement/Impact

None

Recommendation

I respectfully recommend that the Board of Commissioners adopt Resolution No. 12-URA1.

Recommended Motion

*"I move to approve Resolution No. 12-URA1, establishing the dates for regular meetings and administrative meetings for the upcoming year."*

Sincerely,

A handwritten signature in cursive script that reads "Sandra E. Cady".

Sandra E. Cady  
Secretary/Treasurer

**RESOLUTION NUMBER 12-URA1**

**A RESOLUTION OF THE KETCHUM URBAN RENEWAL AGENCY, ESTABLISHING THE DATES FOR ALL REGULAR MEETINGS FOR 2012 AND JANUARY 2013; AND ADMINISTRATIVE MEETINGS FOR 2012.**

WHEREAS, regular meetings of the Ketchum Urban Renewal Agency shall be held on March 5, 2012, May 7, 2012, August 6, 2012, November 5, 2012, and January 7, 2013 at 12:00 noon at Ketchum City Hall; and

WHEREAS, administrative meetings of the Ketchum Urban Renewal Agency shall be held on the third Monday of each month at 5:30 p.m. at Ketchum City Hall unless such date is a holiday, in which the meeting shall be held on the following Tuesday; and

WHEREAS, pursuant to Idaho Code § 67-2343(1), any public agency that holds meetings at regular intervals of at least once per calendar month scheduled in advance over the course of the year may satisfy this meeting notice by giving meeting notices at least once each year of its regular meeting schedule; and

WHEREAS, the Board of the Ketchum Urban Renewal Agency has determined that listing all regular meetings to be held in 2012 and January 2013; and administrative meetings to be held in 2012 would be beneficial to the residents of and visitors to the City of Ketchum.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE KETCHUM URBAN RENEWAL AGENCY that the regular meetings of the Ketchum Urban Renewal Agency for 2012 and January 2013 are as follows:

March 5, 2012  
May 7, 2012  
August 6, 2012  
November 5, 2012  
January 7, 2013

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE KETCHUM URBAN RENEWAL AGENCY that the administrative meetings of the Ketchum Urban Renewal Agency for 2012 are as follows:

|                             |                    |
|-----------------------------|--------------------|
| January 17, 2012 (Tuesday)  | July 16, 2012      |
| February 21, 2012 (Tuesday) | August 20, 2012    |
| March 19, 2012              | September 17, 2012 |
| April 16, 2012              | October 15, 2012   |
| May 21, 2012                | November 19, 2012  |
| June 18, 2012               | December 17, 2012  |

This Resolution will be in full force and effect upon its adoption this 3<sup>rd</sup> day of January, 2012.

CITY OF KETCHUM, IDAHO

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Randy Hall,  
Chairman

ATTEST:

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Sandra E. Cady  
Secretary/Treasurer