

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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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
URBAN RENEWAL AGENCY			
URBAN RENEWAL EXPENDITURES			
98-4410-2550 HEALTH-VISION-CAFETERIA ADMIN			
NBS-NATIONAL BENEFIT SERVI	362473	HRA Administration	2.50
98-4410-3100 OFFICE SUPPLIES & POSTAGE			
US BANK	11/25/11	Supplies for Visitor Center Ribbon Cutting	32.10
US BANK	11/25/11	Lunch for URA Meeting	85.25
98-4410-4200 PROFESSIONAL SERVICES			
GRANT, SUZANNE	120711	URA Minutes 12/05/11	60.00
KETCHUM COMPUTERS, INC.	8277	Computer Maintenance	50.00
98-4410-4900 PERSONNEL TRAINING/TRAVEL/MTG			
MARKS, GARY	120711	Travel Expenses	83.49
MARKS, GARY	121511	Travel Expenses	156.43
98-4410-5100 TELEPHONE & COMMUNICATIONS			
SYRINGA NETWORKS	11DEC0084	WR Community Wi-Fi	1,374.10
98-4410-5200 UTILITIES			
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
98-4410-5910 REPAIR & MAINT. - 491 SV RD			
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
98-4410-8801 REIMBURSE CITY GENERAL FUND			
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

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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". The signature is written in black ink and is positioned above the printed name and title.

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 3rd day of January, 2012.

CITY OF KETCHUM, IDAHO

Randy Hall,
Chairman

ATTEST:

Sandra E. Cady
Secretary/Treasurer