



Ketchum Urban Renewal Agency

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

Regular Meeting

~ Minutes ~

Admin

Monday, April 16, 2018

2:00 PM

Ketchum City Hall

Present: Chairman Mark Nieves
Vice Chair Susan Scovell
Commissioner Gary Lipton
Commissioner Jim Slanetz
Commissioner Shelley Seibel
Commissioner Cameron Packer

Absent: Commissioner Amanda Breen

Staff Present: John Gaeddert, Director of Planning and Building
Ryan Armbruster – URA Attorney
Suzanne Frick – Executive Director
Grant Gager - Treasurer
Robin Crotty – Secretary

Also Presents: Neil Bradshaw - Mayor

1. 2:00 PM- CALL TO ORDER

Chair Mark Nieves called the meeting order at 2:01 p.m.

2. CONSENT CALENDAR (ACTION ITEMS)

a. Approval of Minutes:

1. March 19, 2018 regular meeting

Attorney Ryan Armbruster made corrections to the minutes to change the word legislature to statute on page 3 subsection d as well as to note that public comment was opened and closed.

b. Approval of Current Bills

Commissioner Jim Slanetz mentioned that this is the first \$55,000 payment to the Limelight. Treasurer Grant Gager explained the taxes and the pay back.

Motion to approve the consent agenda with corrections to the minutes.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jim Slanetz, Commissioner
SECONDER: Susan Scovell, Vice Chair
AYES: Slanetz, Lipton, Nieves, Seibel, Packer, Scovell, Breen

3. COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS

Commissioner Gary Lipton advised that Adam Elias will be applying for infrastructure money from the KURA in the future. Gary Lipton questioned if the city approved the Warm Springs funding. Executive Director Suzanne Frick advised the money has been funded by the City and the project will begin in the next 10 days. Gary Lipton talked about the letter in tonight's council packet regarding Jack Bariteau and the KURA's position.

Chair Mark Nieves requested the Commissioners and Attorney look over the payment schedule to be sure it works with the KURA plan.

4. COMMUNICATIONS FROM THE PUBLIC

Chair Mark Nieves opened the meeting for public comment.

Mayor Neil Bradshaw introduced and welcomed John Gaeddert as the new Director of Planning & Building for the City of Ketchum. He talked about John Gaeddert's experience and advised that he brings a plethora of experience to the table. There is no other change to staffing in the Planning Department at this time.

No other comments from the public. Public comment closed.

5. NEW BUSINESS**a. Introduction of the new Director of Planning & Building John Gaeddert – Executive Director, Suzanne Frick**

No further introduction.

b. Quarterly Report and Update from Ketchum Community Development Corporation (Kathryn Guylay, KCDC/KIC Director)

KIC Executive Director Kathryn Guylay talked about the 6-month report in the packet and about all the work and collaboration/vibrancy/educational programs they offer and young faces that are coming to our community. She talked about work force readiness and their communication with business owners regarding the workforce. Kathryn Guylay advised that KIC has met all the requirements outlined in their contract. Kathryn Guylay talked about a conference she attended in Telluride and what she learned about collaboration. She believes that data shows they are completely on track. She talked about the issues from the budget and the fact that they will be breaking even at the end of the year. They were able to get 3 months of free rent to assist them in getting back in line with their budget. Kathryn Guylay asked the Commissioners for comments. Commissioner Gary Lipton questioned the income stream that the KIC has generated this year. Kathryn Guylay explained that they have anonymous donors that donated \$10,000 and have been awarded 2 grants. Gary Lipton advised that he still would like to know what other organizations are contributing to the KIC to pay for rent in the future. If they didn't get the 3 months of free rent, he does not think they would be breaking even. Kathryn Guylay explained that they made the decision to get out of the landlord business. They are working on a new revenue that will look more like a membership with different levels. The next time she presents she will have a definitive answer. Shelley Seibel asked if a new location has been announced. Kathryn Guylay said they will have an announcement for new location in May.

c. **Report from Galena Engineering on Infill Sidewalk Project concerning feasibility of completing missing sidewalk sections within the Urban Renewal Area (Sean Flynn PE, Galena Engineering)**

Chair Mark Nieves explained that Sean Flynn and Civil Engineer Samantha Stahlnecker are presenting for Galena Engineering. He gave the background of the sidewalks that have been completed by Galena Engineering.

Civil Engineer Samantha Stahlnecker showed a power point explaining all Galena Engineering looked at in regard to the sidewalk classifications and guidelines and structures that are built in the right away as well as power boxes, signage, fences, and other obstacles. She showed picture's and talked about Quadrant 1 and green and yellow classifications and what will be involved in the sidewalk construction. Commissioner Gary Lipton questioned the green sidewalks and asked if they could do all the easy sidewalks first. Chair Mark Nieves agreed. Gary Lipton continued talking about the hydrant issues and who would be paying for those improvements. Samantha Stahlnecker talked about Quadrant 2 and about the yellow classifications and the need for trees to be removed as well as relocation of hydrants and other things in the right of way. She went over in detail the issues at hand. Quadrant 3 is the most challenging sidewalk section. She talked about the locations of the sidewalks and the issues with each of the areas. Quadrant 4 is the smallest quadrant looked at. She gave details about each of those locations and the challenges they face. The green classifications are easier to construct, and Galena suggests starting with those and then moving onto the others.

Commissioner Cameron Packer said the board needs to set priorities and then move forward. Vice Chair Susan Scovell would like to bring the neighbors, Executive Director Suzanne Frick and Planning & Building Director John Gaeddert into the discussion. She would like the board to be flexible. Commissioner Jim Slanetz talked about how the roads tie in. It's important to fill in the gaps and not just build sidewalks that lead to the street. Commissioner Gary Lipton questioned the time frame for construction for this summer. A time frame was discussed. Commissioner Gary Lipton talked about Engineering cost and an increase in charges if construction starts next year.

Director of Planning & Building John Gaeddert explained that we need bid specs and to get them to the contractors. Moving forward he would like a good map with all quadrants. John Gaeddert will work with Galena Engineering on cost assumptions.

Executive Director Suzanne Frick advised that this is a partnership between the City and KURA because the City owns the Right of way. The City will have to review plans and specs before going out to bid. Both entities will work hand in glove to be sure all requirements are met. Council will need to be involved. She talked about the ability to get contractors to bid on things late in the spring and about the cities contract engineer, Sherri Newland and her involvement and how this project would move forward.

Finance Director Grant Gager advised the commission that the FY 18 funds have been dedicated. This is now more of an FY 19 project for the KURA

Chair Mark Nieves asked Director of Planning & Building John Gaeddert to move forward and asked Vice Chair Susan Scovell to bring criteria to the board. Commissioner Jim Slanetz offered his assistance. This will be added to the agenda for May.

Director of Planning & Building John Gaeddert would like to talk about agenda scheduling and the possibility of eliminating the July meeting. Commissioner Gary Lipton would like to talk about the cost of renting the Council Chambers for these meetings. Finance Director Grant Gager would like to open the budget in May to get the fiscal year in line and then start focusing on next year's budget.

Galena Engineer, Sean Flynn advised that he talk with Dales Bates and get a copy of the sidewalk assessment that was completed a few years ago. Attorney Ryan Armbruster talked about entering into an agreement with the City and how that will move forward.

- d. **ACTION: Sun Valley Economic Development, requesting Chair Mark Nieves to sign letter of support for an application for the Idaho Dept. of Commerce Rural ED Pro Grant.**

Chair Mark Nieves talked about the letter SVED is requesting. He advised that it is strictly a letter of support. There was a discussion on how the letter should be worded as to not commit funds for the next fiscal year. Attorney Ryan Armbruster suggest saying we support the application and that the agency in the 17 18 FY has committed \$15,000.

Motion to be put together a letter for SVED and the Chair will sign.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gary Lipton, Commissioner
SECONDER:	Jim Slanetz, Commissioner
AYES:	Slanetz, Lipton, Nieves, Seibel, Packer, Scovell
ABSENT:	Amanda Breen

6. OLD BUSINESS

Attorney Ryan Armbruster advised there will be a Special Council meeting on Wednesday to approve the Intent to Sell Agreement He talked about the actions that will take place afterwards. Director of Finance Grant Gager advised that a title report has already been done.

7. LEGISLATIVE UPDATES (Ryan Armbruster, KURA Attorney)

Attorney Ryan Armbruster talked about the agenda and public records law changes. A summary will be distributed at a later date.

8. STAFF REPORTS

Director of Planning & Building John Gaeddert talked about future agendas and advised that the Director of Finance, Grant Gager would like to open the budget in May. Commissioner

Gary Lipton would like Adam Elias added to the May agenda as well. John Gaeddert will get back to the Commission on Galena's progress on the sidewalk project. He also advised the commission that Right of Way Improvements will be coming forth at a future meeting. Chair Mark Nieves talked about possibly not having a June meeting.

- 9. EXECUTIVE SESSION: Pursuant to Section 74-206 (1)(f): "To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated."

Motion to go into executive session at 3:14 p.m. Pursuant to Section 74-206 (1)(f): "To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated."

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mark Nieves, Chair
SECONDER:	Gary Lipton, Commissioner
ABSENT:	Breen
AYES:	Slanetz, Lipton, Nieves, Seibel, Packer, Scovell

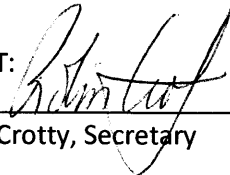
Motion to come out of Executive Session at 3:50 pm.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gary Lipton, Commissioner
SECONDER:	Jim Slanetz, Commissioner
ABSENT:	Breen
AYES:	Slanetz, Lipton, Nieves, Seibel, Packer, Scovell

10. ADJOURNMENT

Motion to adjourn at 3:51 pm.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gary Lipton, Commissioner
SECONDER:	Jim Slanetz, Commissioner
ABSENT:	Breen
AYES:	Slanetz, Lipton, Nieves, Seibel, Packer, Scovell

ATTEST: 
 Robin Crotty, Secretary


 Mark Nieves, Chairman