



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**

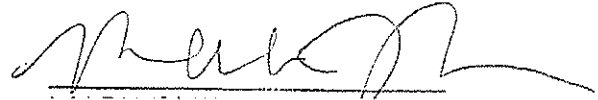
Jonas said the URA Board had agreed to not pay for any cleaning. She questioned the window cleaning and maintenance bills. Horowitz said local property managers clean windows at least four times a year, so she accepted the lowest of three bids.

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,  
Chairman

ATTEST:

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SANDRA E. CADY, CMC  
Secretary/Treasurer