

KETCHUM URBAN RENEWAL BOARD MEETING CALENDAR

Tuesday, September 4, 2012, beginning at 4:45 p.m.

480 East Avenue, North, Ketchum, Idaho

1. CALL TO ORDER
2. COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS.
3. COMMUNICATIONS FROM THE PUBLIC.
4. PUBLIC HEARINGS.
 - a) Resolution 12-URA4: Amending the FY2011-12 Budget to create additional appropriations in the amount of \$1,500 - Gary Marks, Executive Director.
 - b) Resolution 12-URA5: Adopting the FY2012-13 Budget - Gary Marks, Executive Director.
5. CONSENT CALENDAR.
 - a) Approval of minutes from the August 13, 2012 and August 20, 2012 URA Board meetings.
 - b) Recommendation to approve current bills.
6. EXECUTIVE SESSION to discuss personnel, litigation and land acquisition pursuant to Idaho Code §§67-2345 1(a) (b), (c) and (f).
7. ADJOURNMENT.

Any person needing special accommodations to participate in the above noticed meeting should contact the Ketchum Urban Renewal Agency three days prior to the meeting at (208) 726-3841.

This agenda is subject to revisions and additions. NOTE: Revised portions of the agenda are underlined in **bold**. Public information on agenda items is available in the Clerk's Office located at 480 East Ave. N in Ketchum or (208) 726-3841.

Ketchum Urban Renewal Agency, Idaho

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



September 4, 2012

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

Chairman Eshman and Board of Commissioners:

**Recommendation to Hold Public Hearing
And to Adopt Resolution No. 12-URA4
Amending the FY 11-12 Annual Appropriation Resolution
By Appropriating Additional Monies and Specifying Authorized Activities**

Introduction/History

Per Idaho Code 50-2006 the Urban Renewal Agency is required to pass an annual appropriation resolution and submit the resolution to the City Clerk of the City of Ketchum

On September 6th 2011 the Board of Commissioners adopted Resolution No. 11-URA5 entitled the Annual Appropriation Resolution, appropriating sums of money authorized by law and deemed necessary to defray all expenses and liabilities of the Urban Renewal Agency for the Fiscal Year commencing October 1, 2011 and ending September 30, 2012, for all general, special and corporate purposes.

The Board of Commissioners, by the same procedure as used in adopting the original appropriation resolution at any time during the current fiscal year, amend the appropriation resolution as a result of an increase in revenues from any source.

Current Report

Resolution Number 12-URA4 is a resolution, amending Resolution Number 11-URA5, the Appropriation Resolution for the Fiscal Year beginning October 1, 2011 and ending September 30, 2012. The additional sum of \$1,500 will be appropriated out of the URA Debt Services Fund Balance, to be used for authorized activities as specified in Resolution Number 12-URA4.

Financial Requirement/Impact

If adopted by the Board of Commissioners on September 4, 2012, the budget amendment would appropriate additional monies in the sum of \$1,500.

Recommendation

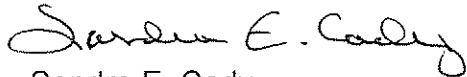
I respectfully recommend that the Board of Commissioners hold the Public Hearing and adopt Resolution No. 12-URA4 Amending the FY 11-12 Annual Appropriation Resolution By Appropriating Additional Monies.

Recommended Motion

"I move to adopt Resolution No. 12-URA4, A RESOLUTION OF THE KETCHUM URBAN RENEWAL AGENCY, OF KETCHUM, IDAHO, AMENDING RESOLUTION NUMBER 11-URA5, THE APPROPRIATION RESOLUTION FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2011, AND ENDING SEPTEMBER 30, 2012: APPROPRIATING ADDITIONAL MONIES TO BE RECEIVED BY THE KETCHUM URBAN RENEWAL AGENCY, KETCHUM, IDAHO, IN THE SUM OF \$1,500; AND, PROVIDING AN EFFECTIVE DATE.

(Roll call recommended)

Sincerely,



Sandra E. Cady
Secretary/Treasurer

RESOLUTION NO. 12-URA4

A RESOLUTION OF THE KETCHUM URBAN RENEWAL AGENCY, OF KETCHUM, IDAHO, AMENDING RESOLUTION NUMBER 11-URA5, THE ANNUAL APPROPRIATION RESOLUTION FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2011, AND ENDING SEPTEMBER 30, 2012; APPROPRIATING ADDITIONAL MONIES TO BE RECEIVED BY THE KETCHUM URBAN RENEWAL AGENCY, KETCHUM, IDAHO, IN THE SUM OF 1,500; AND, PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE KETCHUM URBAN RENEWAL AGENCY OF KETCHUM, IDAHO:

SECTION 1. That Resolution Number 11-URA5, the Annual Appropriation Resolution for the Ketchum Urban Renewal Agency of Ketchum, Idaho, for the fiscal year commencing October 1, 2011, and ending September 30, 2012, be and the same is hereby amended as follows:

That the additional sum of 1,500 be appropriated out of the revenues received from:

URA DEBT SERVICE FUND:

Fund Balance 1,500

TOTAL 1,500

To be used for the following authorized activities:

URA DEBT SERVICE FUND:

Professional Services-Paying Agent 1,500

TOTAL 1,500

SECTION 2. That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED AND ADOPTED by the Ketchum Urban Renewal Agency of the City of Ketchum, Idaho, on September 4, 2012. Signed by the Chairman of the Board of Commissioners, and attested by the Secretary/Treasurer to the Board of Commissioners, on this 4th day of September 2012.

MARK ESHMAN
Chairman

ATTEST:

SANDRA E. CADY
Secretary/Treasurer

Ketchum Urban Renewal Agency, Idaho

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September 4, 2012

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

Chairman Eshman and Board of Commissioners:

Recommendation to Hold Public Hearing and Adopt Resolution No. 12-URA5 The FY 2012-13 Annual Appropriation Resolution

Introduction/History

Per Idaho Code 50-2006 the Urban Renewal Agency is required to pass an annual appropriation resolution and submit the resolution to the City Clerk of the City of Ketchum

On August 13, 2012 the Board of Commissioners adopted Resolution No. 12-URA2 approving the proposed budget for Fiscal Year Beginning October 1, 2012 and ending September 30, 2013, containing the proposed expenditures and revenues necessary for all purposes for said fiscal year to be raised and appropriated within Ketchum, Idaho and providing for publication of Notice of Public Hearing and for Public Hearing Thereon.

Current Report

The Board of Commissioners will hold a Public Hearing on September 4, 2012 at 4:45 p.m. for the purpose of considering and fixing a final budget and making appropriations to each fund for the next fiscal year (2012-13) at which time Ketchum citizens may appear and be heard upon any part or parts of said budget.

The Board of Commissioners will consider adopting Resolution Number 12-URA5, entitled the Annual Appropriation Resolution for the Fiscal Year beginning October 1, 2012, appropriating sums of money authorized by law and deemed necessary to defray all expenses and liabilities of the Urban Renewal Agency and providing an effective date.

Financial Requirement/Impact

The Fiscal Year 2012-2013 Urban Renewal Agency Budget provides budget authority for the services and projects the Agency anticipates to provide during the new fiscal year.

Recommendation

I respectfully recommend that the Board of Commissioners hold the Public Hearing and pass the Annual Appropriation Resolution No. 12-URA5.

Recommended Motion

"I move to approve Resolution No. 12-URA5, The Annual Appropriation Resolution for the Fiscal Year commencing October 1, 2012 and ending September 30, 2013."

Sincerely,

A handwritten signature in black ink, appearing to read "Sandra E. Cady". The signature is written in a cursive style with a large, looping initial "S".

Sandra E. Cady
Secretary/Treasurer

RESOLUTION NO. 12-URA5

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

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KETCHUM URBAN RENEWAL AGENCY OF KETCHUM, IDAHO, TO BE TERMED "THE ANNUAL APPROPRIATION RESOLUTION", APPROPRIATING SUMS OF MONEY AUTHORIZED BY LAW AND DEEMED NECESSARY TO DEFRAY ALL EXPENSES AND LIABILITIES OF THE URBAN RENEWAL AGENCY, FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2012, AND ENDING SEPTEMBER 30, 2013, FOR ALL GENERAL, SPECIAL AND CORPORATE PURPOSES; DIRECTING THE EXECUTIVE DIRECTOR TO SUBMIT SAID BUDGET; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the Agency, an independent public body, corporate and politic, is an urban renewal agency created by and existing under the authority of and pursuant to the Idaho Urban Renewal Law of 1965, being Idaho Code, Title 50, Chapter 20, as amended and supplemented;

WHEREAS, the City Council of the City of Ketchum, Idaho (the City), on October 30, 2006, after notice duly published, conducted a public hearing on the Ketchum Urban Renewal Plan (the Urban Renewal Plan);

WHEREAS, following said public hearing the City adopted its Ordinance No. 992 on November 15, 2006, approving the Urban Renewal Plan and making certain findings;

WHEREAS, the City Council of the City of Ketchum, Idaho (the City), on November 15, 2010, after notice duly published, conducted a public hearing and adopted its Ordinance No. 1077, approving a revised Urban Renewal Area Plan with a revised revenue allocation area;

WHEREAS, pursuant to Idaho Code Sections 50-2006, 50-2903(5) and 50-1002, Agency staff has prepared a budget and the Agency has tentatively approved estimated revenues and expenditures for the fiscal year commencing October 1, 2012, and ending September 30, 2013, by virtue of its action at the Agency's Board meeting of August 13, 2012;

WHEREAS, Agency has previously published notice of a public hearing to be conducted on September 4, 2012, at 4:45 p.m., at the Ketchum City Council Chambers, located at 480 East Avenue North, Ketchum, Idaho;

WHEREAS, on September 4, 2012, pursuant to Section 50-1002, Idaho Code, the Agency will hold a public hearing at the Ketchum City Council Chambers, located at 480 East Avenue North, Ketchum, Idaho, on the proposed budget and will consider public comment on services, expenditures, and revenues planned for Fiscal Year 2013;

WHEREAS, pursuant to Section 50-2006, Idaho Code, the Agency is required to pass an annual appropriation resolution and submit the resolution to the City Clerk of the City of Ketchum.

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

Section 1: That the sums of money, or as much thereof as may be authorized by law, needed, or deemed necessary to defray all expenses and liabilities of the Agency, as set forth in Exhibit A, which is annexed hereto and by reference made a part of this Resolution, are hereby appropriated for the general, special and corporate purposes and objectives of the Agency for the fiscal year commencing October 1, 2012, and ending September 30, 2013.

Section 2: That the Chairman shall submit said budget to the City of Ketchum upon adoption of this Resolution.

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

PASSED AND ADOPTED by the Ketchum Urban Renewal Agency of the City of Ketchum, Idaho, on September 4, 2012. Signed by the Chairman of the Board of Commissioners, and attested by the Secretary/Treasurer to the Board of Commissioners, on this 4th day of September 2012.

MARK ESHMAN
Chairman

ATTEST:

Sandra E. Cady, CMC
Secretary/Treasurer

EXHIBIT A

REVENUE:

URBAN RENEWAL FUND

Tax Increment Revenue	644,907
Other Revenue	48,000
Fund Balance	<u>121,284</u>
TOTAL URBAN RENEWAL FUND	814,191

URBAN RENEWAL DEBT SERVICE FUND	<u>569,037</u>
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Total Revenue	1,383,228
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EXPENDITURES:

URBAN RENEWAL FUND	814,191
URBAN RENEWAL DEBT SERVICE FUND	<u>387,074</u>
Total Expenditures	1,201,265



REGULAR URBAN RENEWAL AGENCY MEETING
 Monday, August 13, 2012 at 3:30 p.m.
 Ketchum City Hall, Ketchum, Idaho

Present: URA Chairman Mark Eshman
 URA Vice Chair Trish Wilson
 Commissioner Michael David
 Commissioner Randy Hall
 Commissioner Nina Jonas
 Commissioner Jim Slanetz

Absent: Commissioner Trina Peters

Also Present: Gary Marks, Executive Director
 Lisa Horowitz, Community and Economic Development Director
 Lisa Enourato, Assistant to Executive Director

1. CALL TO ORDER

The meeting was called to order by Chairman Eshman at 3:40 p.m.

2. Executive Director presents proposed budget overview.

The budget contains the authority for the services and projects the agency anticipates to provide in the coming fiscal year. It contains 2 segregated self-balancing funds; general fund and the debt service fund. The budget totals \$632,478 in external appropriations. It reflects a decrease of \$108,223 as compared to the current year adopted budget, attributed to the fact there is no capital project going on in this coming year. Budget priorities:

- Fully fund the bonded debt reserve at \$478,588, which equals the average annual debt payment of the bonds over the life of the indebtedness.

The numbers with the transfers taken out are \$245,000 in the general fund and the debt service is \$387,000, which is the number that makes the principal and interest payment on the debt. There is also an internal function; the additional, of over \$181,000 to the debt service reserve, taking us to the fully funded level of the debt service. Of the \$387,000, there is \$65,000 in principal and \$320,574 in interest.

- Provide \$25,000 in funding to the proposed transit center.

The increment funds came in about \$43,000 over expectations. There are funds for the Transit Center if agreed upon.

The staffing for the URA is shared with the City with a .45 fte; not even ½ employee total for all those who work for KURA. This includes 10% of the Executive Director, 10% of the Community and Economic Development Director, 10% of Administrative Assistant, 10% of Secretary/Treasurer and 5% of Payroll Clerk. Mr. Marks described the backgrounds of each employee:

- Executive Director with 24 years experience in local government and 17 years experience in urban renewal. Actively manages overall agency and represents KURA at the Idaho Legislature.
- Community and Economic Development Director with 25 years experience in economic development and currently serves as interface to the Sun Valley Road project, primary lead for the affordable housing project, primary lead for the proposed transit center project, primary lead for the wi-fi project and other community and economic development projects as they develop.
- Administrative Assistant with 27 years of administrative experience. Maintains KURA website and assists executive director.
- Secretary-Treasurer with 38 years experience in local government administration. Administers clerical and day-to-day budget needs for the Agency.
- Payroll Clerk with 25 years in local government administration with 22 of those years in payroll administration.

Mr. Marks explained that the necessity for a Payroll Clerk is that she pays the staff and is an internal function.

3. Comments from the Public on the FY2012-2013 Budget

The following concerns were raised:

- Why are legislative expenses being allocated into the URA budget?

Mr. Marks explained that those expenses were for the power bill and maintenance of meeting space – not personnel.

- While it is fiscally responsible for the URA to use City staff, the URA sunsets so to put money from this organization into the city's general fund for staff and maintenance is concerning. When it sunsets the City's general fund gets into an awkward position.

This will not have an affect until the URA sunsets after 29 years.

- There is only one capital outlay (\$25,000), which is disappointing.

Mr. Marks stated that this year, there is approximately \$181,000 directed toward fulfilling the debt reserve this year and it will not be a requirement next year. There will be \$181,000 plus the \$25,000 that's been allotted this year available next year.

- Discuss the URA funding the CDC rather than the City.
- Discuss separate legal advising for URA from the City.

4. Urban Renewal Review

Commissioner Wilson stated there was nothing to discuss except that since there have been no decisions on the transit center, she feels no urgency to make a decision on that funding.

Commissioner Eshman asked if the URA approves the \$25,000 for the transit center and then decided they don't want to fund this, can the money be redirected? Mr. Marks answered yes.

Commissioner Slanetz stated that since there was nothing else on the table that they should put the money into the transit center but he is not yet convinced that's where they want to spend it.

Commissioner Jonas asked about the \$50,000 for professional services. Mr. Marks answered that this was a number they've used in the past for consulting services, projects like the transit center, Sun Valley Road Project, etc. This is a placeholder and if it's not spent it falls back into the fund balance for the following year. If the project occurs, however, there is an allocation for it. Commissioner Jonas asked if some of that money could be used to fund the CDC and Mr. Marks said that he thought they could. Commissioner Jonas also asked that if revenue comes up greater and they want to fund the walkability project, does that need to be allocated now or can that come out of contingency. Mr. Marks thought that the walkability project would fit nicely into the Urban Renewal Plan and that it could come out of contingency. Commissioner Jonas agreed that the debt service reserve fund should go up and that paying for the KCDC professional support would be appropriate to consider.

Mr. Marks will research to respond to Commissioner Slanetz's inquiry about whether there are interest savings or penalties for early payments.

Commissioner Eshman asked if a commitment to improving the Wifi would change the number. Community and Economic Development Director Lisa Horowitz answered that the monthly costs with Syringa will go down this next year if we keep the service. She hopes to bring a proposal to them this fall and this is just a maintenance cost for the current system.

Commissioner David asked about the \$25,000 and was it just the general contribution to the transit project. Ms. Horowitz described the second of 4 to 5 community meetings. The contribution of the KURA would be toward capital improvements if and when the City and the URA pick a site. About 6 sites will be analyzed this fall with the community.

5. Resolution 12-URA2: Approving the Proposed Budget

Commissioner Hall motioned to adopt resolution 12-URA2, seconded by Commissioner Wilson, unanimously approved.

6. Adjourn

Commissioner Hall motioned to adjourn, seconded by Commissioner Jonas, unanimously approved.

The meeting was adjourned at 4:00 pm.

Mark Eshman
Chairman

ATTEST:

Sandra E. Cady, CMC
Secretary/Treasurer



**SPECIAL MEETING OF THE KETCHUM
URBAN RENEWAL AGENCY
August 20, 2012**

This Special Meeting of the Ketchum Urban Renewal Agency was called to order by Vice-Chairman Trish Wilson at 5:15 p.m. at City Hall, Ketchum, Idaho.

Commissioners present: Vice-Chairman Trish Wilson
Commissioner Michael David
Commissioner Randy Hall
Commissioner Nina Jonas
Commissioner Trina Peters
Commissioner Jim Slanetz

Commissioners absent: Chairman Mark Eshman

Also present: Executive Director Gary Marks
Secretary/Treasurer Sandy Cady
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 Trish Wilson at 5:15 pm.

2. Communications from the Board of Commissioners
No comments from the Commissioners at this time.

3. Communications from the Public
Sun Valley Marketing Alliance Board President Jake Peters thanked the URA for doing a great job.

Communications from Staff

4. Resolution 12-URA3: Providing for publication of notice of Public Hearing and for Public Hearing for an Amendment to the 2011-12 Fiscal Year Budget

FY2012 is the first fiscal year with a full-year debt repayment on the bond, and therefore includes a paying agent fee. The money is in the fund, and the City needs to amend the budget to allow the fee to be paid.

Commissioner Trina Peters moved to pass Resolution 12-URA3, providing for publication of notice of Public Hearing and for Public Hearing for an Amendment to the 2011-12 Fiscal Year Budget. Motion seconded by Commissioner Randy Hall, and passed unanimously.

5. Contract for Independent Auditing Services

Executive Director Gary Marks said the URA's three-year agreement with an auditing firm for the annual independent audit expires this year. The current auditor Dennis Brown has proposed a contract for an annual audit for the next three years. The FY2012 audit will cost \$1,400, FY2013 \$1,500, and FY2014 \$1,600.

Secretary/Treasurer Sandy Cady said the auditor initially provided a very low bid when the URA came into existence. The auditor has now raised his price to be in line with the time and effort it takes to complete the URA audit.

Commissioner Trina Peters moved to accept the contract for auditing services with Dennis Brown, seconded by Commissioner Randy Hall. Motion carried unanimously.

6. Consent Calendar

- a. Approval of minutes from the August 6, 2012 URA Board meeting
- b. Recommendation to approve current bills

Commissioner Randy Hall moved to approve the Consent Calendar for August 20, 2012. Motion seconded by Commissioner Nina Jonas, and passed unanimously.

7. ADJOURNMENT

Commissioner Randy Hall moved to adjourn at 5:25 pm. Motion seconded by Commissioner Nina Jonas, and passed unanimously.

TRISH WILSON,
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 = "961000000"- "9844109930"

Vendor Name	Invoice Number	Description	Net Invoice Amount
URBAN RENEWAL AGENCY			
URBAN RENEWAL EXPENDITURES			
98-4410-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	06/30/12	HRA Claims 04/01/12-06/3012	238.39
98-4410-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	06/30/12	HRA Vision Claims 04/01/12-06/3012	97.08
98-4410-4200 PROFESSIONAL SERVICES			
GRANT, SUZANNE	08/20/12	URA Minutes 08/20/12	22.50
MOORE SMITH BUXTON & TUR	43140	1536-03 - General	357.15
MOORE SMITH BUXTON & TUR	43148	1536-26 - Urban Renewal Agency	1.86
NBS-NATIONAL BENEFIT SERVI	387051	HRA Admin Fees	2.50
98-4410-4900 PERSONNEL TRAINING/TRAVEL/MTG			
MARKS, GARY	081612	Travel Expenses	133.77
Total URBAN RENEWAL EXPENDITURES:			853.25
Total URBAN RENEWAL AGENCY:			853.25
Grand Totals:			853.25