

**KETCHUM URBAN RENEWAL BOARD MEETING AGENDA**

**Monday, October 6, 2014, beginning at 3:00 p.m.**

**480 East Avenue, North, Ketchum, Idaho**



1. CALL TO ORDER
2. COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS
  - a. Discussion of lease proposal for 491 Sun Valley Road property.
3. COMMUNICATIONS FROM STAFF
  - a. Discussion of hiring Phillip Kushlan for consultation services for the KURA – Suzanne Frick, Executive Director.
4. COMMUNICATIONS FROM THE PUBLIC.
  - a. Communications from the public.
5. CONSENT CALENDAR.
  - a. Approval of 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 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.

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**Kushlan | Associates** provides planning and management services to Idaho communities and non-profits. The foundation of the firm is experience and expertise that can address the unique challenges of local government in Idaho. A full range of services is provided including: urban renewal, strategic planning, project management, municipal finance, general planning and zoning, community outreach and organizational development.

## Phillip Kushlan

E-mail: [pkushlan@fiberpipe.net](mailto:pkushlan@fiberpipe.net)

### EXPERIENCE:

**Kushlan | Associates**, Principal (July 2011 – present)  
Boise, ID

**Organizational Development, City of Twin Falls, Idaho (Current)** Provide support to the City Manager and senior staff in reviewing and making recommendations regarding organizational structure and processes that better align with the Community Strategic Plan and providing coaching to the City Manager.

**City Budget Review, Jerome, Idaho (Current)** Provide support for the City Administrator in reviewing and recommending improvements to the process for developing and executing the City's annual budget.

**Strategic Plan for the City of Burley, Idaho (Current)** Working with the City Staff and Council in developing a community-based strategic Plan to guide municipal decision-making. City Council selected our firm and work on the project will commence in the new fiscal year.

**Urban Renewal Plan for Eagle Ridge Urban Renewal Area, Idaho Falls, Idaho (Current)** In concert with Agency Counsel, developing urban renewal plan consistent with statutory requirements for consideration by the Idaho Falls Redevelopment Agency Commission and City Council

**Eligibility Report for the Idaho Falls Redevelopment Agency (July, 2014)** Analyzed the eligibility of properties for inclusion in the proposed Eagle Ridge Urban Renewal Area located in Idaho Falls, Idaho. Reviewed historic, assessor and geological data regarding the area and compared findings to statutory requirements for creating an urban renewal area. Presented findings to the Urban Renewal Board of Commissioners.

**Urban Renewal Plans for the City of Jerome, Idaho Urban Renewal Agency (Current)** In concert with Agency Counsel, developing urban renewal plans consistent with statutory requirements for consideration by the Jerome Urban Renewal Agency Commission and City Council

**Eligibility Report for the City of Jerome, Idaho Urban Renewal Agency** (December 2013 – April 2014) Analyzed the eligibility of properties for inclusion in the city's proposed third and fourth urban renewal districts. Working with the city, county assessor and previous planning efforts, the report identifies the boundaries of two geographical areas with properties that meet the criteria for inclusion in an urban renewal district under Idaho Statutes. Prepared Supplemental Eligibility Report for Area 3 in response to property owner interest in being included in the proposed district.

**Urban Renewal Plan for the City of Hailey, Idaho Urban Renewal Agency (April 2013 – June 2013)** Worked with The Urban Renewal Agency Commission, staff and legal counsel developing an urban renewal plan that met the requirements of state law. Plan adopted in November 2013.

**Eligibility Report for the City of Hailey, Idaho Urban Renewal Agency** (December 2012 – May 2013) Analyzed the eligibility of properties for inclusion in the city's first proposed urban renewal district. Working with the city, county assessor and previous planning efforts, the report identifies the boundaries of a geographical area with properties that meet the criteria for inclusion in an urban renewal district under Idaho Statutes.

**Strategic plan for the City of Twin Falls, Idaho.** The project began with an intensive public involvement program including in-depth interviews with over thirty community leaders, public meeting, social media interaction with the community, and junior high school workshop. Facilitated a city council retreat and meetings with the city staff leadership.

**Capital City Development Corporation (CCDC), the Urban Renewal Agency for Boise City,** Executive Director (1999 – 2011)  
Boise, ID

Served as Chief Executive Officer of the urban renewal agency serving Boise, Idaho. Responsibilities included directing the staff of 14 professionals and support staff, providing professional level staff support to the nine-member Board of Commissioners, providing strategic planning advise and processes, conducting board and organizational development programs, operating and capital budget development and execution, development agreement negotiations, community liaison activities, interagency coordination and state and federal legislative representation.

**Washington State Public Stadium Authority, Executive Director** (August 1997 to July 1999)  
Seattle, WA

Served as the Executive Director of the Authority. The Public Stadium Authority (PSA) is a public entity created to oversee the construction of a new, voter approved professional 72,000-seat football and soccer stadium and 325,000 square foot exhibition hall in Seattle, Washington. The executive director responsibilities included supporting a seven-member Board of Directors, administering a staff of ten and overseeing the environmental and design processes, negotiating

the development agreement and master lease with the NLF Team Affiliate, acquiring the property and structuring the financing for the project.

**Phillip K. Kushlan and Associates, President** (February 1995 to July 1999)  
Bellevue, WA

Phillip K. Kushlan and Associates was a consulting firm specializing in working with government agencies to find management, policy and planning solutions to current problems. Projects included capital improvement financing and development; organizational assessment and improvements; goal setting and retreat facilitation; annexation and incorporation studies; and executive recruitment.

**City of Bellevue, Washington, City Manager** (February 1985 – February 1995)

Served as Chief Executive Officer of City Government. With 105,000 residents, Bellevue was the fourth largest city in Washington. In 1994, Bellevue had an annual operating budget of \$132 million, and an annual capital budget of \$40 million. With nine General Fund departments and three utilities, the City employed 1,100 city workers.

**City of Bellevue, Washington, Deputy City Manager** (August 1981 to February 1985)

Key responsibilities as Deputy City Manager included the oversight of all City operations.

**City of Cottage Grove, Oregon City Manager** (December 1973 to July 1981)

Cottage Grove had a 1981 population of 7,200. At that time, the city had 83 employees, a \$7 million budget and operated police, fire, and public works departments, ambulance services, water and sewer utilities, and parks and library services.

**City of Springfield, Oregon, Administrative Assistant to the City Manager** (June 1970 to December 1973)

Supported the City Manager of a city of 25,000 that had a \$10 million operating budget and 250 employees.

**EDUCATION:**

Bachelor of Science, Public Administration  
University of Oregon, Eugene, 1970

**ADDITIONAL EDUCATION AND TRAINING:**

1. Local Officials' Study Tour of the Soviet Union, July 1990
2. Senior Executive Institute, Harvard University, Cambridge, Massachusetts, July 1986
3. Rocky Mountain Program for Senior Executives in the Public Service, University of Colorado, August 1984.

## **ASSOCIATIONS:**

- International City/ County Management Association, Member, 1970 to Present
- Urban Land Institute, Member, 1999 to 2011; Public / Private Partnership Council, 2003 – 2007; Idaho District Council Vice Chair 2004-2006
- International Downtown Association; Member, 2003 - 2011
- Boise Metro Chamber of Commerce; Member, 2000 - Present; Board of Directors – 2004 - 2009
- Boise Valley Economic Partnership; Board of Directors, 2002 - 2010
- Downtown Boise Association, Member, Board of Directors, 2000 - July 2011
- Community Planning Association of Southwest Idaho; Board of Directors, 1999 - July 2011
- Valley Regional Transit Agency, Board of Directors, 2000 - 2003
- Association of Idaho Cities, Legislative Committee, 2000 - 2003
- Western Idaho Fair Advisory Board, Member, 2002 - 2005
- Association of Washington Cities, Member 1981-1999
- Municipal League of Seattle, Member, 1981 - 1999
- Bellevue Sister Cities Association, Member, 1985 - 2002; Chair, Kladno, Czech Republic Committee, 1996 - 1999; Vice President, 1998 - 1999
- Washington City/County Management Association, Member, 1981 - 1999, Board of Directors, 1989 - 1990
- Bellevue, Washington Chamber of Commerce, Member, Board of Directors, 1985-1992
- Washington State Transportation Policy Institute; Board of Directors, 1992 – 1995
- King County Charter Review Committee, 1996 - 97
- King County Executive's Task Force of Kingdome Governance, 1995
- Oregon Section, International City Management Association, Member 1970 - 1981; President, 1980; Vice President, 1979; Board of Directors, 1978 - 1981
- League of Oregon Cities, Model Charter Review Committee, 1980–1981; Board of Directors, 1978 - 1980
- Cottage Grove, Oregon Chamber of Commerce, Member, Board of Directors, 1974 - 1981

## **AWARDS AND RECOGNITIONS:**

- Outstanding Public Employee, Municipal League of Seattle/King County. 1995
- Best Public Official, Advance Bellevue, 1995
- Public Service Award, American Society of Public Administration, 1989

## **PRESENTATIONS:**

Training sessions for local officials on strategic planning, capital improvement planning, local government budget and finance, intergovernmental cooperation, Council/Staff relations and municipal press relations. Presentations made at the Association of Idaho Cities, the Association of Washington Cities and the League of Oregon Cities and the National League of Cities. International presentations in Prague, Czech Republic on citizen participation to the Third International Conference on Regional and Municipal Cooperation, (1991); and Vah Valley Council of Governments, Trencin, Slovakia, (1994).

## 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
<b>URA DEBT SERVICE FUND</b>			
<b>URA DEBT SERVICE EXPENDITURES</b>			
<b>96-4800-8100 DEBT SRVC ACCT PRNCPL-2010</b>			
US BANK	142391000-10/	URA Bonds - Acct 142391000	95,000.00
<b>96-4800-8200 DEBT SRVC ACCT INTEREST-2010</b>			
US BANK	142391000-10/	URA Bonds - Acct 142391000	158,921.25
Total URA DEBT SERVICE EXPENDITURES:			253,921.25
Total URA DEBT SERVICE FUND:			253,921.25
<b>URBAN RENEWAL AGENCY</b>			
<b>URBAN RENEWAL EXPENDITURES</b>			
<b>98-4410-2500 HEALTH INSURANCE - CITY</b>			
HOROWITZ, LISA	090114	Insurance Reimbursement	180.55-
STARLEY-LEAVITT INS. AGENC	16531-08/14	Administration & Consulting Fees	3.15-
<b>98-4410-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>			
HOROWITZ, LISA	090114	Insurance Reimbursement	20.00-
<b>98-4410-2510 DENTAL INSURANCE-CITY</b>			
HOROWITZ, LISA	090114	Insurance Reimbursement	5.43-
<b>98-4410-2515 VISION REIMBURSEMENT ACCT(HRA)</b>			
HOROWITZ, LISA	090114	Insurance Reimbursement	2.50-
<b>98-4410-4200 PROFESSIONAL SERVICES</b>			
City of Ketchum	093014	Quarterly Maintenance Billiing - Parks Department	1,620.00
COPY & PRINT, L.L.C.	60355	KURA Budgets	145.52-
GRANT, SUZANNE	07/21/14	URA Minutes 04/21/14, 06/16/14	90.00-
MOORE SMITH BUXTON & TUR	50901	J2289-01 - Urban Renewal Agency	2,280.42-
MURRAY, JO	816	Public Relation Services	4,564.70
<b>98-4410-4400 ADVERTISING &amp; LEGAL PUBLICATIO</b>			
EXPRESS PUBLISHING, INC.	2196-08/14	Account 2196	900.48-
<b>98-4410-4600 LIABILITY INSURANCE</b>			
ICRMP	34A180231001	Annual Member Contribution for URA	1,179.00
<b>98-4410-5200 UTILITIES</b>			
CLEAR CREEK DISPOSAL	8149646	ACCT. 952418	241.23-
CLEAR CREEK DISPOSAL	828780	ACCT. 952418	397.23-
FIRE SERVICES OF IDAHO	94796	Annual Service on Fire Ext.	35.00-
IDAHO POWER	2202522062-08	ACCT. 2202522062	629.03-
<b>98-4410-5910 REPAIR &amp; MAINT. - 491 SV RD</b>			
ALLSTAR PROPERTY MANAGE	090114	Janitorial Services	416.00-
C & R ELECTRIC, INC.	73481	Repairs at 491 Sun Valley Road	212.74-
GEM STATE PAPER & SUPPLY	870093-00	Bath Tissue	247.32-
GEM STATE PAPER & SUPPLY	870785-00	Supplies	515.70-

Vendor Name	Invoice Number	Description	Net Invoice Amount
GEM STATE PAPER & SUPPLY	870785-01	Supplies	126.48-
GEM STATE PAPER & SUPPLY	871604-00	Supplies	66.77
GEM STATE PAPER & SUPPLY	875296-00	Supplies	247.10-
EAGAN REAL ESTATE, INC.	7794	Emergency call response	45.00-
<b>98-4410-7000 CAPITAL PROJECTS</b>			
ALPINFOTO, LLC	1105	Gondola Shoot	250.00
TORY TAGLIO	102	Stock Image	50.00
TAL ROBERTS PHOTOGRAPHY	244	Images for Brochure	300.00
BRANDSTORY INC.	227	Copywriting	1,250.00
<b>98-4410-8801 REIMBURSE CITY GENERAL FUND</b>			
City of Ketchum	083114	Administrative Expenses Reimbursement for August 2014	3,122.22-
City of Ketchum	083114	Salary Reimbursement for August 2014	3,154.28-
City of Ketchum	083114	Benefit Reimbursement for August 2014	1,144.66-
City of Ketchum	083114	Administrative Expenses Reimbursement for August 2014	1.22
City of Ketchum	092914	Partial Reimbursement for September Salaries	4,053.22
City of Ketchum	092914	Partial Reimbursement for September Benefits	1,464.39
City of Ketchum	092914	Partial Reimbursement for September Administrative Expenses	2,646.32
Total URBAN RENEWAL EXPENDITURES:			3,283.58
Total URBAN RENEWAL AGENCY:			3,283.58
Grand Totals:			257,204.83

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