

Ketchum Urban Renewal Agency

Regular Meeting

~ Minutes ~

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

(208) 726-3841

Tuesday, January 19, 2016

2:00 PM

Ketchum City Hall

Present: Chairman Baird Gourlay
Vice Chair Tim Eagan
Commissioner Mark Nieves
Commissioner Gary Lipton
Commissioner Shelley Seibel

Absent: Commissioner, Jim Slanetz
Commissioner, Jae Hill

Staff Present: Micah Austin, Director of Planning and Building
Robin Crotty, Recording Secretary

1. CALL TO ORDER

2. ELECTION OF OFFICERS

- a. Election of Chair Position for the KURA Board

Micah Austin, Director of Planning & Building explained what the responsibilities of the Chair are. Gary Lipton, Commissioner had questions regarding the council and non-council members as to whom the chair should be.

Motion to nominate Baird Gourlay for Chair for the KURA Board.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Tim Eagan, Vice Chair
SECONDER: Gary Lipton, Commissioner
AYES: Tim Eagan, Gary Lipton, Mark Nieves, Shelley Seibel
Absent: Jim Slanetz, Jae Hill

- b. Election of Vice-Chair Position for the KURA Board

Motion to nominate Tim Eagan to Vice-Chair Position for the KURA Board.

REESULT: ADOPTED [UNANIMOUS]
MOVER: Gary Lipton, Commissioner
SECONDER: Baird Gourlay, Chair
AYES: Tim Eagan, Gary Lipton, Mark Nieves, Shelley Seibel, Baird Gourlay
ABSENT: Jim Slanetz, Jae Hill

Sandy Cady will continue to fill the position of Secretary/Treasurer.

3. CONSENT CALENDAR

a. Approval of Minutes:

1. December 14, 2015 Regular Meeting

b. Approval of Current Bills

Vice-Chair Tim Eagan questioned the Tax bill and how it is paid. Micah Austin, Director of Planning & Building confirmed that the City pays and then gets half reimbursed.

Motion to approve the Consent Agenda.

REESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Eagan, Vice Chair
SECONDER:	Shelley Seibel, Commissioner
AYES:	Tim Eagan, Gary Lipton, Mark Nieves, Shelley Seibel, Baird Gourlay
ABSENT:	Jim Slanetz, Jae Hill

4. COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS

Commissioner Gary Lipton suggested putting time constraints on Kato Holdings in regards to submitting for a building permit. Micah Austin, Director of Planning & Building recommended that going forward funding requests be limited to the fiscal year. All Commissioners were in agreement.

Commissioner Gary Lipton distributed a letter regarding the digital signage at the visitor center and advised the commissioners of the vandalism that is occurring on one of the screens. Chair Baird Gourlay will talk to Police Chief Dave Kassner

5. COMMUNICATIONS FROM THE PUBLIC

Michelle Griffith ARCH Community Housing Trust had questions in regards to the URA's objective in the designation of a KURA Commissioner to serve on the CDC and asked for clear direction.

Baird Gourlay, Chair said he looks at these as very separate items. He does not see these as conflicting and welcomes all to submit an RFP. Gary Lipton, Commissioner explained the allocation process in 2014 and encouraged all to submit an RFP. Micah Austin Director of Planning & Building explained that it is a request from URA to City Council to consider a city owned property in an RFP. If the City allows the URA to move forward, the URA will then put together an RFP. KCDC can respond to that RFP.

6. NEW BUSINESS

- a. Discussion and Approval of Resolution 16-URA1, commending Anne Corrock for her exemplary service to the Ketchum Urban Renewal Agency.

Move to approve Resolution 16-URA1 commending Anne Corrock for exemplary service as a URA Commissioner from 2014- to 2016.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mark Nieves, Commissioner
SECONDER:	Tim Eagan, Commissioner
AYES:	Tim Eagan, Gary Lipton, Mark Nieves, Shelley Seibel, Baird Gourlay
ABSENT:	Jim Slanetz, Jae Hill

b. Presentation of commendation plaque to Anne Corrock for outstanding civil service as a KURA Board member from 2014 to 2016.

Commissioner Anne Corrock was not present however they went forward with the presentation of the plaque for her service. They will request Anne Corrock to attend the next meeting for presentation.

c. Designation of a KURA Commissioner to serve on the Ketchum Community Development Corporation

Motion to nominate Gary Lipton to continue to serve on the Ketchum Community Development Corporation.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mark Nieves, Commissioner
SECONDER:	Shelley Seibel, Commissioner
AYES:	Tim Eagan, Gary Lipton, Mark Nieves, Shelley Seibel, Baird Gourlay
ABSENT:	Jim Slanetz, Jae Hill

d. Discussion and Approval of Idaho Power quote for engineering services for evaluating the feasibility of undergrounding powerlines within the Revenue Allocation Area.

Micah Austin, Director of Planning & Building presented the history of undergrounding powerlines and explained that this is a quote that identifies where transformers and access lines would be. Micah Austin explained that if we move forward with this, it cannot be a single act by the URA. This is the first step and then a decision will need to be made as to how to proceed.

There was a discussion regarding the quote and the update fee among Commissioner Gary Lipton and Micah Austin, Director of Planning & Building. Gary Lipton voiced his concerns regarding the KURA being a bank and he thinks the stakeholders in the alley way should contribute.

Paul Conrad explained that he applied for Franchise fees to assist with this. This has been discussed with Robyn Mattison, Director of Public Works/City Engineer and Suzanne Frick, City Administrator. The use of franchise money was discussed.

Motion to accept the quote for engineering and design services from Idaho Power for \$6,968 for undergrounding powerlines within the alley between Main and Washington from 1st Street to 8th Street.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gary Lipton, Commissioner
SECONDER:	Mark Nieves, Commissioner
AYES:	Tim Eagan, Gary Lipton, Mark Nieves, Shelley Seibel, Baird Gourlay
ABSENT:	Jim Slanetz, Jae Hill

e. **Discussion and Approval of a letter from the KURA to the Ketchum City Council requesting to issue a Request for Proposals (RFP) on property owned by the City of Ketchum for redevelopment purposes**

Micah Austin, Director of Planning & Building presented by explaining the Dollhouse Lot proposal for Community Housing. The city parking lot is not included in the plan. The letter in front of them is for City Council approval. The recommendation is for a joint effort, the discussions leading up to the RFP would include a discussion between the two agencies and he outlined what the RFP will consist of. Micah Austin Director of Planning & Building said the timeline would be 18 months if the city does a joint effort. Ryan Armbruster, Attorney talked about the selection process of the developer. Micah Austin explained how and why those lots were chosen.

Chair Baird Gourlay asked about the restriction of housing being transferable. Micah Austin Director of Planning and Building explained how the properties would be redeveloped. Ryan Armbruster, Attorney said when we go out to RFP we will need to be sure we describe everything accurately.

Commissioner Mark Nieves has questions how the selection process works with multiple agencies. Ryan Armbruster, Attorney explained that it would have to be outlined carefully and how property can be disposed of. Chair Baird Gourlay suggested a subcommittee. Ryan Armbruster explained that this will be impossible if both parties don't agree.

There was a discussion regarding the Phil Kushlan study that has been completed, among Vice-Chair Tim Eagan, Micah Austin, Director of Planning & Building and Chair Baird Gourlay. Vice-Chair Tim Eagan talked about the cost effectiveness of building above ground rather than underground. Chair Baird Gourlay said he will do some research regarding building above and below ground. Paid parking was discussed for both locations. Micah Austin Director of Planning & Building said if the board would like he would pursue both locations and offered to redo the letter and do two RFP's.

There was a discussion as to what the council knows, the previous feasibility study and pursuing both properties.

Commissioner Gary Lipton is in agreement to pursue both and would like to put a deadline in place for City Council to give their decision.

Chair Baird Gourlay opened the meeting for public comment.

Paul Conrad questioned if the RFP would be limited to the two properties that are being discussed. Chair Baird Gourlay confirmed that this RFP is for these 2 properties. Micah Austin, Director of Planning & Building clarified that if there are other opportunities out there, a different RFP would need to be written. Paul Conrad insinuated that there may be other possible opportunities coming forward. Chair Baird Gourlay presented a possible timeline.

Michelle Griffith Arch Community Housing Trust questioned if the parking could be relocated someplace else and suggested making the RFP as broad as possible.

Commissioner Mark Nieves was unsure of the boards focus and outlined what this board is responsible for.

Motion to approve the letter from the KURA to the City of Ketchum proposing a joint effort to seek development proposals for property owned by the KURA and the City of Ketchum comprising Lots 5, 6, 7 and 8 of Block 19 Ketchum Townsite.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Eagan, Vice-Chair
SECONDER:	Gary Lipton, Commissioner
AYES:	Tim Eagan, Gary Lipton, Mark Nieves, Shelley Seibel, Baird Gourlay
ABSENT:	Jim Slanetz, Jae Hill

f. Discussion and Approval of a Request for Proposals (RFP) for Automatic Teller Machine (ATM) at 491 Sun Valley Rd.

Micah Austin Director of Planning & Building explained that Ryan Armbruster and Matt _____put the RFP together. The timeline is March 1, at 3:00 p.m.

Vice-Chair Tim Eagan asked why we don't set a floor for a monthly fee and will look into a dollar amount.

Motion to send out a request for proposal for ATM services at 491 Sun Valley Road.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gary Lipton, Commissioner
SECONDER:	Tim Eagan, Vice-Chair
AYES:	Tim Eagan, Gary Lipton, Mark Nieves, Shelley Siebel, Baird Gourlay
ABSENT:	Jim Slanetz, Jae Hill

7. OLD BUSINESS

a. Current funding requests report and update.

Micah Austin, Director of Planning & Building discussed a public upgrade and confirmed that if it is a public upgrade it will be on the next agenda.

8. LEGISLATIVE UPDATES

Ryan Armbruster, Attorney talked about problematic legislation and outlined all that would be a concern.

9. STAFF REPORTS

a. Update on improvements and damages at 491 Sun Valley Road

Robyn Mattison, Director of Public Works/City Engineer talked about the design of the sidewalks. The grant was approved 11 years ago. The designers have been asked to give a bid on the design. Robyn Mattison will be handling the design going forward.

Micah Austin, Director of Planning & Building explained that the water lines will be replaced in the 491 Sun Valley Road Building in the next two weeks

b. Clarification on funding request parameters within a fiscal year.

Micah Austin Director of Planning & Building said this has already been addressed.

c. Welcome Jae Hill to the KURA Board of Commissioners.

Micah Austin, Director of Planning & Building introduced Jae Hill as the new Commissioner, however, he is not here today because he is sick. The Commission will welcome him at the next meeting.

Vice Chair Tim Eagan asked if they could possibly hold an executive session. Ryan Armbruster, Attorney said it could be done but it is not something the public likes. Chair Baird Gourlay determined an executive session was not needed and the meeting was adjourned.

10. ADJOURNMENT.

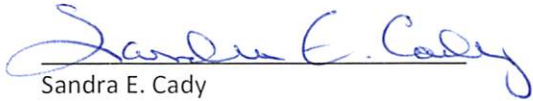
Motion to adjourn at 3:25 p.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Eagan, Vice Chair
SECONDER:	Gary Lipton, Commissioner
AYES:	Tim Eagan, Gary Lipton, Mark Nieves, Shelley Siebel, Baird Gourlay
ABSENT:	Jim Slanetz, Jae Hill



Baird Gourlay, Chairman

ATTEST:



Sandra E. Cady
Secretary/Treasurer