



# Ketchum Urban Renewal Agency

## Regular Meeting

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

~ Minutes ~

**Monday, March 21, 2016**

**2:00 PM**

**Ketchum City Hall**

**Present:** Chairman Baird Gourlay  
Vice Chair Tim Eagan  
Commissioner Mark Nieves  
Commissioner Jim Slanetz  
Commissioner Gary Lipton  
Commissioner Jae Hill

**Absent:** Commissioner Shelley Seibel

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

### 1. CALL TO ORDER

Chair Baird Gourlay called the meeting to order at 2:02 p.m.

### 2. CONSENT CALENDAR

#### a. Approval of Minutes February 16, 2016 Regular Meeting

Commissioner Jae Hill made corrections to a typo on page 3 and to strike a comment.

#### b. Approval of Current Bills

Commissioner Mark Nieves questioned a repair and maintenance charge on the agenda. Micah Austin Director of Planning & Building explained that was a deep cleaning charge.

Commissioner Tim Eagan questioned the AEP Consulting Charge and the C & R Electric charge. Micah Austin Director of Planning & Building explained that they were for the screens at the visitor center and electric work that was done. Tim Eagan questioned the reimbursement of the In-Lieu housing fund. Sandy Cady Secretary Treasurer explained that it is quarterly and it is principal, no interest.

#### Motion to approve the Consent Calendar

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Eagan, Vice Chair
<b>SECONDER:</b>	Jim Slanetz, Commissioner
<b>AYES:</b>	Eagan, Lipton, Nieves, Hill, Gourlay, Slanetz
<b>ABSENT:</b>	Seibel

### 3. COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS

Commissioner Gary Lipton questioned if an Engineer for the LOT Line Shift has been chosen. Micah Austin Director of Planning & Building explained that there was a delay, however, it will be on the May meeting agenda. Gary Lipton questioned where they were on the Kushlan report. Chair Baird Gourlay would like to have a special meeting for the URA Board to come to a decision as to what that property would be best used for prior to having the joint meeting with Council

Commissioner Tim Eagan requested more interaction between the agenda and how it is set. Chair Baird Gourlay explained the current process for setting the agenda and said that going forward the Commissioners can go straight to Micah Austin, Director of Planning & Building to put things on the agenda, however, he requested he be cc'd on the correspondence.

Commissioner Gary Lipton mentioned that he has been approached by the public in regards to when the Starbucks building will be going up for sale. He talked about the incident at the Casino and suggested that when we put money towards a project we may want to consider hiring people from the Valley to do the work.

#### 4. COMMUNICATIONS FROM THE PUBLIC

##### a. Mountain Rides Transportation Authority will present a concept for utilization of property owned by the KURA and the City on Washington Avenue (Jason Miller, Director of MRTA)

Micah Austin Director of Planning and Building introduced Jason Miller Director of Mountain Rides and explained that Jason Miller is here to talk about a concept for the Dollhouse property and City Parking Lot. Jason Miller presented saying the need for this project is still there and described this as a good location. He outlined the areas that would benefit and why. In the past, parking was not integrated into this plan however, this presents a new opportunity. This may increase the parking inventory and this may help leverage all projects into a more interesting project. He gave examples of other resort areas that have made public transportation improvements. Commissioner Tim Eagan questioned the Federal Funding. Jason Miller explained it is grant funding that is given and went on to explain how the grant funding works. Jason Miller pointed out that the Feds require continuing control of the project for the life of the project if they put up 80% of the funding. There was discussion regarding parking and the benefit of parking helping with the funding.

Commissioner Tim Eagan questioned Ryan Armbruster Attorney in regards to selling property that has an easement and what encumbrance that creates for a public buyer and if this exists here. Ryan Armbruster talked about what parts of the parcel are being considered for this project and explained what would need to be done to be considered for this project.

Jason Miller Director of Mountain Rides talked about a transportation center being put in Boise and suggested they visit the location. Ryan Armbruster Attorney outlined that project. Commissioner Gary Lipton asked for a map of bus stops in Ketchum. There was a discussion regarding funding between Gary Lipton and Jason Miller and how long those funds would be available.

Commissioner Mark Nieves asked if the requirements from last year's project has changed. Jason Miller explained the only change has been the parking element. The maximum amount of funding was discussed.

Micah Austin Director of Planning & Building explained that this is just been brought forward so that the commissioners have this as an option for when they talk with Council.

#### 5. NEW BUSINESS

##### a. Public Hearing, discussion, and approval of the Annual Report of Activities for the KURA (Sandy Cady)

Sandy Cady Secretary Treasurer presented the Annual Report of Activities for the KURA over 2015. She went over the findings and asked for questions regarding the report and financials.

Commissioner Jim Slanetz questioned the liabilities and affordable housing. Sandy Cady Secretary Treasurer explained the financial statements. The in-lieu housing funds distribution was discussed. Sandy Cady will check with auditors regarding putting in lieu housing reimbursement on the liabilities sheet.

Chair Baird Gourlay opened the meeting up for public comment. There was none.

**Motion to approve the annual report and authorize that the annual report has been filed.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Eagan, Vice Chair
<b>SECONDER:</b>	Mark Nieves, Commissioner
<b>AYES:</b>	Eagan, Lipton, Nieves, Hill, Gourlay, Slanetz
<b>ABSENT:</b>	Seibel

**b. Discuss responses to the RFP for ATM services and award contract to most qualified response (Micah Austin)**

Micah Austin Director of Planning & Building explained the RFP that was sent out on February 8<sup>th</sup> 2016. Two responses were received. Advantage Cash Systems and US Bank. Micah Austin outlined the fees and contract terms for both companies and explained that hardware requirements are similar. He explained that there is no power on that wall and that may be an expensive venture and who pays for that will need to be discussed.

Chair Baird Gourlay questioned the charge for the monthly electrical charges and Micah Austin explained that the URA would bear that charge. Commissioner Gary Lipton talked about the location of the machine and had questions for Justin Howells for Advantage Cash Systems.

Micah Austin suggested a review in one years' time.

**Motion to approve the proposal from ACS to provide ATM services at 491 Sun Valley Road and review again in one year.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Gary Lipton, Commissioner
<b>SECONDER:</b>	Jae Hill, Commissioner
<b>AYES:</b>	Eagan, Lipton, Nieves, Hill, Gourlay, Slanetz
<b>ABSENT:</b>	Seibel

**c. Discussion and approval of Resolution 16-URA2 adopting standards for window advertising at 491 Sun Valley Road.**

Micah Austin Director of Planning & Building presented the guidelines for staff for adopting standards for window advertising. They are recommending approval of resolution 16-URA2. Chair Baird Gourlay asked if the commissioners were in agreement with the 10 conditions outlined in the packet. Commissioner Gary Lipton asked for more specifics with number 9. Commissioner Jae Hill asked for another clause to be put with number 9 to include any damage incurred during installing or removal.

There was a discussion regarding what Starbucks should be allowed to do.

Commissioner Tim Eagan moved to approve adoption of resolution 16-URA2.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Eagan, Vice Chair
<b>SECONDER:</b>	Gary Lipton, Commissioner
<b>AYES:</b>	Eagan, Lipton, Nieves, Hill, Gourlay, Slanetz
<b>ABSENT:</b>	Seibel

## 6. OLD BUSINESS

### a. Current funding requests report and update (Micah Austin, Planning and Building Director)

Micah Austin Director of Planning & Building distributed a handout outlining a request for funding from IEG Thundersprings for improvements to a water main and storm water upgrades, improvements associated with bus stop right of way improvements. He also handed out a sheet that itemizes those requests and explained that #2 is not public infrastructure and would come off the list. Micah Austin asked for guidance on a policy question in regards to the URA funding public infrastructure that has been required by the City Council in development agreements. He is requesting that in the April meeting we hold a policy discussion and recommends we take up the Thunderspring request after that conversation in the next meeting.

Ryan Armbruster Attorney said they will need some time to analyze this further and suggested there be a policy discussion and then to URA for a decision.

Commissioners voiced their concerns and/or questions. Micah Austin Director of Planning & Building explained that only a portion of this project is supported by the URA. The cost of the bus stop was discussed. Commissioner Jae Hill verified the cost and asked that during the presentation he would like to see the valuation of the entire project. Commissioner Mark Nieves voiced his concerns in regards to the development agreements that were put in place between the Council and the Limelight Hotel and the Council and Thundersprings. There was a discussion regarding the requirements of the Thundersprings Agreement. Ryan Armbruster Attorney explained that this is not an agenda'd item and should be put on the next agenda. Chair Baird Gourlay will put this on the May 16, 2016 agenda.

## 7. COMMUNICATIONS FROM THE PUBLIC

### a. Presentation from Royce Milaskey regarding the Harriman Square project for 4th and Leadville.

Mr. Milaskey presented the history of Ketchum and Harriman Square and the Sun Dial and asked the Ketchum commit to restoring Harriman Square and was asking for \$35,000 to \$45,000 to make that happen. Chair Baird Gourlay explained the history of the rebuild and advised that this is a request for City Council.

## 8. LEGISLATIVE UPDATES (Ryan Armbruster)

Ryan Armbruster Attorney gave the legislative update. He explained that going forward, City Council members can be on the URA board but less than half can be made up of council members.

Micah Austin Director of Planning & Building explained that all the changes don't really effect this current board. Chair Baird Gourlay asked about funding a city building. Ryan Armbruster Attorney explained the current and previous bill. Vice Chair Tim Eagan questioned board appointments. Ryan

Armbruster explained that Mayor and Council will appoint all the board member's midterm as well as end of term.

## 9. STAFF REPORTS

### a. Update on Community Housing project proposal letter sent to the City of Ketchum and discussion of establishing a subcommittee.

Micah Austin Director of Planning & Building talked about the letter that was addressed at the council meeting and explained there will be a joint meeting. Micah Austin, Suzanne Frick City Administrator and Ryan Armbruster Attorney are drafting an MOU. Chair Baird Gourlay would like to rule out a subcommittee and would like all seven commissioners to have input. This would be prior to meeting with City Council. The meeting will be noticed; however, it would be a work session. Ryan Armbruster Attorney explained that the MOU will be done first and then the RFP.

### b. Request from Windermere Real Estate for use of common areas within 491 Sun Valley Road once per month for a client outreach gathering

Micah Austin Director of Planning & Building explained that Windermere is requesting to use the vault and to serve alcohol on the 1<sup>st</sup> Friday of each month. Commissioners were in agreement that they were not in favor of alcohol at the event and that there needed to be a universal policy.

**Motion to deny the request from Windermere.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Eagan, Vice Chair
<b>SECONDER:</b>	Jae Hill, Commissioner
<b>AYES:</b>	Eagan, Lipton, Nieves, Hill, Gourlay, Slanetz
<b>ABSENT:</b>	Seibel

### c. Discussion on Board Member conduct when meeting with community members

Micah Austin Director of Planning & Building talked about the public reaching out to Commissioners and how they should respond. Ryan Armbruster Attorney explained that it is a common sense approach regardless of what is coming up before them. Commissioner Jae Hill asked about quasi-judicial. Ryan Armbruster explained that it is not quasi-judicial they should disclose prior to the meeting so that it is on the record.

Micah Austin Director of Planning & Building explained that the lease for Starbucks is coming up and asked commissioners to keep in mind who the appraiser broker should be. There was a discussion regarding the RFQ process and when that request would go out.

## 10. ADJOURNMENT.

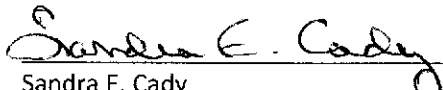
Motion to adjourn at 4:42 p.m.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Baird Gourlay, Chair  
**SECONDER:** Tim Eagan, Vice Chair  
**AYES:** Eagan, Lipton, Nieves, Hill, Gourlay, Slanetz  
**ABSENT:** Seibel



Baird Gourlay, Chairman

ATTEST:



Sandra E. Cady  
Secretary/Treasurer