



Ketchum Urban Renewal Agency

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

Regular Meeting

~ Minutes ~

208-726-3841

Monday, May 16, 2016

2:00 P.m.

Ketchum City Hall

Present: Chairman Baird Gourlay
Commissioner Mark Nieves
Commissioner Jim Slanetz
Commissioner Gary Lipton
Commissioner Shelley Seibel
Commissioner Jae Hill

Absent: Vice Chair Tim Eagan

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

1. CALL TO ORDER

Chairman Baird Gourlay called the meeting to order at 2:03 p.m.

2. CONSENT CALENDAR

a. Approval of Minutes:

1. April 18, 2016 Regular Meeting

b. Approval of Current Bills:

Commissioner Gary Lipton questioned the deep cleaning bill at Starbuck. Commissioner Shelley Seibel questioned the handwork bill for Big Wood Landscape. Micah Austin Director of Planning & Building gave explanations of both.

Chairman Baird Gourlay explained the process of the sidewalk project and the Infrastructure bill. Robyn Mattison Director of Public Works/City Engineer explained the background of the approval of this project and the process and tauge the city is in now. Micah Austin Director of Planning & Building explained that the approval amount on the consent is for the amount that was approved last Fall. Commissioner Mark Nieves would like to see the invoices going forward. Commissioner Shelley Seibel questioned the timeline. Commissioner Gary Lipton asked about other sidewalk projects underway. Robyn Mattison outlined the projects that are underway throughout the city that the URA is not involved with. Gary Lipton questioned the total cost. Robin Mattison explained that she does not have the total cost at this time.

Commissioner Gary Lipton questioned the lighting in the crosswalk and requested a diagram. Robyn Mattison Director of Public Works/City Engineer will share the layout and light locations as soon as she has them. Gary Lipton questioned the full funding of this project and if the city is contributing. Robyn Mattison explained that the Warm Springs project is being funded by the URA only.

Micah Austin Director of Planning & Building went over the Resolution that was passed last year in regards to this funding and the not to exceed amount. Micah Austin outlined where the city dollars are involved.

Commissioner Jae Hill questioned the Galena bill. Micah Austin Director of Planning & Building recommended the board remove the Galena Bill to be sure we do not exceed the not to exceed amount.

Commissioner Gary Lipton suggested the URA assist further with the retaining wall. Robyn Mattison Director of Public Works/City Engineer outlined the drawing she received on Friday and her evaluation of the need for the retaining wall.

Micah Austin Director of Planning & Building explained the process in which the URA normally works with the City and the review process of the bills.

Motion to approve the consent agenda after removing the Galena bill from the list of bills.

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

Chairman Baird Gourlay advised Robyn Mattison Director of Public Works/City Engineer to come back to the Commissioners if more money is needed for this project. Commissioner Gary Lipton questioned the completion date of this project. Robyn Mattison Director of Public Works/City Engineer is shooting for this fall. Micah Austin Director of Planning & Building explained the budget process timeline. Ryan Armbruster Attorney talked about amending the budget process if need be.

3. COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS

No comments from the Commissioners

4. COMMUNICATIONS FROM THE PUBLIC

No comments from the public.

5. NEW BUSINESS

a. Discussion and approval of Resolution 16-URA3, adopting criteria for evaluating funding requests (Micah Austin, Planning and Building Director)

Micah Austin Director of Planning & Building presented the approval of Resolution 16-URA3 adopting criteria for evaluating funding requests. Micah Austin outlined what is discretionary for the Board and discussed project funding categories and funding for infrastructure requests. There was a discussion regarding funding 501(c) 3 corporations and Ryan Armbruster Attorney suggested that any entities requesting funds should be an Idaho Non-for profit organization. Commissioner Jim Slanetz questioned BCHA. Ryan Armbruster explained that they would be a public entity.

Commissioner Gary Lipton asked what financials and tax returns can be requested from nonprofits as to how the money is being used. He questioned if we could we ask those types of questions? Chairman

Baird Gourlay said the funds are discretionary and we can ask to see anything. Funding for non-infrastructure requests must either be recognized as an Idaho government entity or a non for profit. Chair Baird Gourlay does not want this to sound like the URA has to have a cash equivalent. Micah Austin Director of Planning & Building will work on improving the definition.

Commissioner Jae Hill questioned the operational expense definition. Ryan Armbruster Attorney explained that if we were to sponsor an event that would be an economic driver and explained that we are trying to not pay for salaries or administrative expense. The wording was discussed among all and it was decided that Micah Austin Director of Planning & building will add language.

Commissioner Mark Nieves talked about removing 3 altogether as was talked about in the last meeting. Chair Baird Gourlay explained why 3 should stay.

There will not be a vote until changes come before the commissioners at the next meeting

b. Request for Infrastructure Funding from IEG Thunder Spring LLC (Micah Austin, Planning and Building Director)

Micah Austin Director of Planning and Building requested to withdraw their application for consideration. Commissioner Gary Lipton would like to extend an offer to Thunder Spring in regards to funding the placement of a solar light on the corner. Micah Austin explained that the light has already been approved thru the application process.

c. Discussion and approval of schedule for adoption of Fiscal Year 2016-17 Budget (Sandy Cady, Finance Director)

Micah Austin Director of Planning & Building outlined the budget calendar and advised the commissioners when they can expect documents for review and how it will be handled this year.

August 29, 2016 will be a special meeting in regards to the approval of the budget. The approved budget will go into effect on October 1, 2016. There may be a special meeting on August 1, 2016 if needed but not anticipated at this time.

6. OLD BUSINESS

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

Micah Austin Director of Planning & Building explained that he will be talking about the Trail Creek Fund LLC's request from last year and that this will be discussed when he has a list of infrastructure requests. Commissioner Gary Lipton questioned the Trail Creek approvals that went thru the City in regards to employee housing and questioned if the URA can hold the \$1.5 million if the employee housing is not completed. Commissioner Jae Hill suggested a possible lien on the property. Ryan Armbruster Attorney explained that we don't pay anything until the project is completed. The agreement will be written as such.

Chair Baird Gourlay explained the development agreement and how it works. Commissioner Jae Hill questioned if the \$1.5 million would be paid in increments. Micah Austin and Baird Gourlay explained how the money will be receipted and dispersed.

Micah Austin Director of Planning & Building gave background on the request from KIC and the dollar amount of the request and explained that he is in need of more information. It is for public infrastructure and will be coming to the commission at the June 20, 2016 meeting.

7. LEGISLATIVE UPDATES (Ryan Armbruster, KURA Attorney)

Ryan Armbruster Attorney distributed a presentation for the commissioners to review. He outlined the changes that were made during the last legislative session. The possibility of funding a school was discussed.

Chair Baird Gourlay questioned why somebody would want to de-annex a piece of property. Ryan Armbruster Attorney explained the reason behind this and the process.

Commissioner Gary Lipton asked for clarification on the close out date of the URA. Ryan Armbruster explained that it is set by statute.

Commissioner Gary Lipton questioned the URA taking a piece of property from eminent Domain. Ryan Armbruster Attorney said they can and explained how it could be used and the findings that would need to be made. Gary Lipton asked Ryan Armbruster to bring a presentation to the URA can do eminent Domain.

8. STAFF REPORTS

None

9. EXECUTIVE SESSION PURSUANT TO: Idaho Code Sections 74-206(1)(f) and 74-206(1)(c)

Motion to go into Executive session to discuss 74-206(1)(f) and 74-206(1)(c)

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


Motion to come out of Executive Session at 5:25 p.m.

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

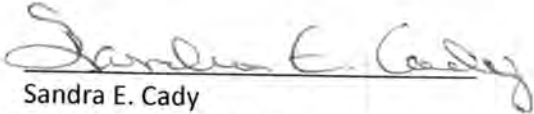
10. ADJOURNMENT

Motion to Adjourn at 5:26 p.m.

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


Baird Gourlay, Chair

ATTEST:


Sandra E. Cady
Secretary/Treasurer