



Monday, December 14, 2015

2:00 p.m.

Ketchum City Hall

Present: Chairman Baird Gourlay
Vice Chair Tim Eagan
Commissioner Mark Nieves
Commissioner Anne Corrock
Commissioner Gary Lipton
Commissioner Jim Slanetz

Absent: Commissioner Shelley Seibel

Staff Present: Micah Austin, Director of Planning and Building
Matt Parks, Attorney – On Conference Phone
Sandy Cady, Secretary/Treasurer
Robin Crotty, Recording Secretary

1. CALL TO ORDER

Chair Baird Gourlay called the meeting called to order at 2:03 pm.

Motion to add 3c to the agenda for visitor space at 491 Sun Valley Road.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Anne Corrock, Commissioner
SECONDER:	Gary Lipton, Commissioner
AYES:	Lipton, Gourlay, Slanetz, Corrock, Eagan, Nieves
ABSENT:	Seibel

2. CONSENT CALENDAR

a. Approval of Minutes:

1. November 16, 2015 Regular Meeting

There were corrections to the spelling of Tim Eagan’s name in the minutes.

b. Approval of Current Bills:

Micah Austin, Director of Planning & Building explained that the tax bill was added to the bills that were submitted for approval. Vice Chair Tim Eagan questioned if the bill was paid in increments. Sandy Cady Secretary/Treasurer explained that it is paid semi-annually. Micah Austin explained that the Century Link Bill is the first bill that was sent to the URA because it was being mailed to the wrong address. Tim Egan questioned the back door lock charge on the bills. Micah Austin explained that the building could not be locked during the day but the building was secured in the evening. Christmas decorations were discussed. ZGA charges were questioned and Micah Austin explained the budgeting process which was confirmed by Sandy Cady.

Motion to approve consent calendar

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jim Slanetz, Commissioner
SECONDER:	Gary Lipton, Commissioner
AYES:	Lipton, Gourlay, Slanetz, Corrock, Eagan, Nieves
ABSENT:	Seibel

3. COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS

- a. Update from Chair Gourlay and Commissioner Eagan on meetings with Cairde Group regarding their lease with the KURA**

Chair Baird Gourlay explained that he has no report at this time.

- b. Update from Commissioner Lipton regarding installation of an ATM machine at 491 Sun Valley Road and the Digital Screen project.**

Commissioner Gary Lipton gave an update on his research into the installation of an ATM machine at 491 Sun Valley Road. It was agreed by all commissioners that this will need to go out for an RFP to be a public process for the banks.

Commissioner Gary Lipton gave an update on the Digital screen process.

- c. Discussion on visitor’s center space at 491 SV Road**

Chair Baird Gourlay explained that the city is in a contract with the Visitors Center and does not want these two topics to overlap.

Commissioner Annie Corrock gave a report on the property and said the tablets have added to the space. She talked about a guest book for visitors to sign. She talked about signage on the walkability and how to incorporate that onto the log beams. Commissioner Gary Lipton talked about the possibility of installing a gaming board for children. There was a discussion on what could be incorporated and Chair Baird Gourlay suggested the Arts Commission do an RFP for the signage.

Micah Austin Director of Planning & Building recapped the brainstorming. Vice Chair Tim Eagan suggested branding and put small town big life with the logo. Micah Austin will work with Lisa Enourato and Visit Sun Valley.

4. COMMUNICATIONS FROM THE PUBLIC

Citizen Phylis Shafran had questions regarding the refinancing of the bonds and said she would like Suzanne Frick, City Administrator to get back to her regarding this. Micah Austin Director of Planning & Building explained that the URA is locked into the bonds until January of 2020. He explained what can be done prior to that time but 2020 is the earliest time we can make a lump sum payment. Phyllis Shafran had suggestions on the payback method. Micah Austin suggested she contact him with any further questions. Chair Baird Gourlay apologized for not getting back to her prior to now. Phylis Shafran suggested parking structure for the Doll House Lot

Commissioner Anne Corrock commented about her 2 years spent on the URA Board. In the future she would like the URA website worked on and gave suggestions. The contents and how to make changes to

the website was discussed. Chair Baird Gourlay asked that this be put on a future agenda since it is not on the agenda.

a. Request from the Ketchum Arts Commission for allocating a percentage of KURA funds towards public art

Trina Peters Chair of the Public Arts Commission presented saying she wanted to bring the URA Commission up to speed on the Arts Commission projects and wants to begin a dialogue about public art. Trina Peters gave the history and the mission of the Arts Commission and explained who is on the board and who participates and explained exactly what the commission does and the procedure in which they do it. She outlined how the funds are received and how they have been distributed in the past and how they would like it to work in the future. Trina Peters advised the URA of the Arts Commission fund raising efforts. Trina Peters outlined the projects they've completed and projects they are currently working on and talked about the artists that have been involved. She showed a power point of their projects and what is coming to Ketchum and outlined how these projects are being paid for and where the funds are coming from.

Chair Baird Gourlay asked Micah Austin, Director of Planning & Building to speak regarding how URA money can be spent.

Micah Austin, Director of Planning & Building said there are 44 projects in the plan and the projects are very specific. Public Art is addressed on page 12 and read the exact description. Micah Austin explained what the % for arts is. He gave examples how funds could be spent. Vice Chair Tim Eagan had questions regarding how funding used to be done and the Transit Hub Art project was discussed. Matt Parks, Attorney said Micah Austin outlined the legalities properly and advised that the URA will have a lot of opportunity to fund. Commissioner Gary Lipton asked if Trina Peters Chair of the Public Arts Commissions could give the board a list of art projects that the Arts Commission would like funding for. Trina Peters will come back to a future meeting with that list. If the URA decides to donate, how the funds would be distributed was discussed.

Commissioner Anne Corrock would like to see what other cities around Idaho have done regarding accepting funds. Attorney Matt Parks said as far as he knows it's been on a case by case basis. There was a discussion between Trina Peters and Matt Parks on how it has worked in the past in the City of Boise.

Chair Baird Gourlay asked for comments from the public regarding this. There were none.

5. NEW BUSINESS

a. Discussion and approval of Audited Fiscal Year 2014-2015 Financial Statements

Moved the presentation of Dennis Brown, CPA to the front of the meeting.

Dennis Brown, CPA issued a clean report on the audit financial statements for the KURA and outlined the changes in the fund this year and explained that there are now governmental pages in the audit. It shows the activity of the agency minus the fixed assets less the debt to come up with the fund balance. The KURA has a positive fund balance. Commissioner Anne Corrock asked for clarification on refunds and reimbursements and Dennis Brown explained.

Dennis Brown, CPA said that there has been a 25% increase in property tax in the last 4 years. There was a discussion regarding historical costs and fair market value. There was a discussion regarding the 4th street right of way value and how it depreciates over time and if they want to keep it on their books or turn it over to the City. Chair Baird Gourlay asked Micah Austin, Director of Planning & Building to look into this.

Citizen Phylis Schafran asked if the restriction regarding the URA in lieu housing funds were still in the financials. Dennis Brown, CPA said they are in the footnotes.

Motion to accept the FY 14/15 Financial Statement.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Eagan, Vice Chair
SECONDER:	Anne Corrock, Commissioner
AYES:	Lipton, Gourlay, Slanetz, Corrock, Eagan, Nieves
ABSENT:	Seibel

b. Discussion and Approval of Resolution 15-URA8, appropriating funds for public infrastructure projects

Micah Austin, Director of Planning & Building said new language has been added since the last time they saw this Resolution and explained the change in the packet. Micah recommended approval.

Motion to adopt Resolution 15-URA8.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Eagan, Vice Chair
SECONDER:	Gary Lipton, Commissioner
AYES:	Lipton, Gourlay, Slanetz, Corrock, Eagan, Nieves
ABSENT:	Seibel

c. Discussion and Approval of Resolution 15-URA10 establishing the regular meeting dates for the Ketchum Urban Renewal Agency in 2016.

The dates were discussed.

Motion to approve Resolution 15-URA10.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Eagan, Vice Chair
SECONDER:	Mark Nieves, Commissioner
AYES:	Lipton, Gourlay, Slanetz, Corrock, Eagan, Nieves
ABSENT:	Seibel

6. OLD BUSINESS

a. Discussion and approval of a letter from the KURA Board to Kato Holdings LLC regarding the Board’s intent to reimburse Kato Holdings LLC up to \$58,975 for qualified public infrastructure improvements within the project area.

Chair Baird Gourlay recused himself. Vice Chair Tim Eagan chaired the meeting.

Micah Austin, Director of Planning & Building explained that there is currently not an active building permit and he suggests we send a letter of intent.

Motion to approve the letter of intent to reimburse Kato Holdings LLC for qualified public infrastructure improvements up to \$58,975.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Anne Corrock, Commissioner
SECONDER:	Mark Nieves, Commissioner
AYES:	Lipton, Gourlay, Slanetz, Corrock, Eagan, Nieves
ABSENT:	Seibel

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

Micah Austin Director of Planning & Building explained that there have been no new funding requests.

Commissioner Gary Lipton asked if under new Business 5b - is there going to be an appropriation for funds for sidewalks. Micah Austin, Director of Planning & Building explained that it has been agreed to pay \$300,000 however, the URA has not paid for anything yet and won't until they are completed and the city requests the funds. Gary Lipton asked for specifics on the sidewalk project and asked for a description on the lighting plan. Chair Baird Gourlay also has concerns regarding lighting. The Commissioners requested Robyn Mattison, Public Works Director/City Engineer be present at the next URA meeting in January.

7. LEGISLATIVE UPDATES

Attorney Matt Parks said that at the next legislative session they will be looking at restricting the use of tax increment funds for public buildings. Vice Chair Tim Eagan had concerns and Matt gave his thoughts on how the legislation will go.

8. STAFF REPORTS

Commissioner Gary Lipton brought up 3a saying he had a conversation with a local person regarding the lease on the Starbucks building.

a. Discussion of January meeting and election of officers

Micah Austin, Director of Planning & Building explained they need to elect a Chair and Vice Chair in January. This will be the first item on the agenda in January.

Micah Austin, Director of Planning & Building would like to focus on community housing in 2016. At the end of 2016 the Dollhouse lot will not have a lease and the limelight hotel will be completed. He suggested the URA start looking at a project that would be suitable for that lot.

Chair Baird Gourlay, Vice Chair Tim Eagan and Micah Austin, Director of Planning & Building have been working with the film festival and the banners that are allowed on the windows each year. The drafts of the flags are in and have been approved.

Commissioner Gary Lipton asked council for direction on the doll house lot. Chair Baird Gourlay said this committee can make recommendations to council.

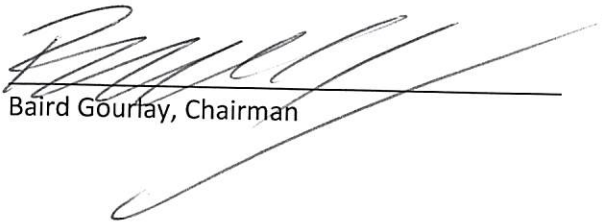
Vice Chair Tim Eagan has concerns regarding lack of acknowledgement of commissioners when their terms expire. He suggested a plaque thanking them for their service and said this should be a policy. Micah Austin, Director Planning & Building said he will put a policy together.

Chair Baird Gourlay thanked Commissioner Anne Corrock for her service. She offered her services to participate in the future with research when needed.

9. **ADJOURNMENT.**


Motion to adjourn at 3:57 p.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Eagan, Vice Chair
SECONDER:	Gary Lipton, Commissioner
AYES:	Lipton, Gourlay, Slanetz, Corrock, Eagan, Nieves
ABSENT:	Seibel



Baird Gourlay, Chairman

ATTEST:



Sandra E. Cady
Secretary/Treasurer