



Ketchum Urban Renewal Agency

Regular Meeting

~ Minutes ~

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

Baird Gourlay
208-726-3841

Monday, November 7, 2016

2:00 pm

Ketchum City Hall

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

Absent: Commissioner Shelley Seibel

Staff Present: Micah Austin, Director of Planning and Building
URA Attorney Ryan Armbruster – by phone
URA Attorney Matt Parks – by phone

1. 2:00 PM- CALL TO ORDER

Chair Baird Gourlay called the meeting called to order at 2:05 pm.

2. CONSENT CALENDAR

a. Approval of Minutes:

1. October 17, 2016 Regular Meeting

b. Approval of Current Bills: see packet

Motion to approve the Consent Calendar.

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

3. COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS

Commissioner Gary Lipton asked for clarification in regards to what was agreed on and the money that has been given to Paul Conrad. Director of Planning & Building Micah Austin outlined where they are in the process and he clarified that no money has been distributed at this time.

Commissioner Jae Hill arrived at 2:09 p.m.

4. COMMUNICATIONS FROM THE PUBLIC

No communication from the public.

Director of Planning & Building Micah Austin advised that the agenda needed to be amended. URA Attorney, Ryan Armbruster clarified that the Commission needed to make a motion and second and make a formal vote and advise as to the reason why this wasn't on the agenda when the agenda was posted.

Motion to add Auberge Resort to the agenda for Board consideration of the updated funding request from Trail Creek Fund LLC and the reason for not having this on the agenda is because the numbers were just received from Idaho Power.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Baird Gourlay, Chair
SECONDER:	Mark Nieves, Commissioner
RECUSED:	Tim Egan, Commissioner
AYES:	Lipton, Nieves, Hill, Gourlay
ABSENT:	Jim Slanetz, Shelley Seibel

Director of Planning & Building Micah Austin talked to the board about the need to decide on the owner participation agreement, about the terms of the contract and updated the under-grounding utility numbers as of today.

Jack Barriteau gave an update on the project and explained that the under grounding of the power lines is key. Jack Barriteau presented the cost of \$680,000 to underground from River St. to Gem St. He outlined exactly where the power lines would run and said it would be \$160,000 to underground an additional 500 linear feet. Jack Barriteau would like to submit a formal request to get the undergrounding started.

Commissioner Jim Slanetz arrived at 2:18 p.m.

Chair Baird Gourlay voiced that for a difference for \$160,000 they should look at this.

Director of Planning & Building Micah Austin explained how the property tax reimbursement will work. Chair Baird Gourlay questioned the additional section and who would pay for that. Micah Austin clarified that the URA could pay for it and the reimbursement would be on the same schedule. Micah Austin outlined what needs to be done prior to going to a vote.

Chair Baird Gourlay asked for questions from the Commission. Commissioner Jae Hill questioned what Idaho Power will be doing. Paul Conrad explained the Idaho Power plan and where this would stop and start. Commissioner Jim Slanetz questioned the boundaries. Jack Barriteau talked about the reasons for the Gem Street Property Line. Paul Conrad talked about previous conversations and the percentages of refund and when the refunding would take place. Director of Planning & Building Micah Austin would like more time to prepare this study and bring it back to the board.

Commissioner Gary Lipton questioned Jack Barriteau as to homeowners participating in the payment of this. Chair Baird Gourlay explained that would take an LID and needs to be discussed at the council level.

Chair Baird Gourlay directed staff to move forward with the Auberge group and get an agreement for the meeting in December.

5. NEW BUSINESS

a. Roles and Responsibilities of urban renewal board members (Ryan Armbruster, KURA Attorney)

This will be continued to a meeting when Attorney Ryan Armbruster is present.

b. Discussion and approval of Contract for Services with Ketchum Community Development Corporation (KCDC)

Director of Planning & Building Micah Austin presented the proposed contract for services. Attorney Ryan Armbruster and Executive Director Jon Duval have both reviewed the contract. Micah Austin outlined what the URA has dedicated to projects that are site or project based or dedicated to procuring services we can't provide on our own. He went over the deliverables in the contract and explained each of them. He went over the KCDC goals. Attorney Ryan Armbruster added that the contract complies with the Agency.

Commissioner Jae Hill commented that the corrected title is Ketchum Innovation Center. He reported that the matrix is not in packet and asked why. Director of Planning & Building Micah Austin explained they would be in the packet quarterly. Jae Hill asked for more clarification on the tracking matrix in the quarterly report. Chair Baird Gourlay voiced his concern about this tracking and suggested trying it this way this time and changing it in the future if need be. Jae Hill explained his reasoning for his concern but agreed that they could move forward as is for now.

Commissioner Mark Nieves agreed that the questions will come after the first report. He would like the URA mentioned in section A to show a partnership. Chair Baird Gourlay agreed and suggested this could be passed with adding the verbiage showing a partnership. Director of Planning & Building Micah Austin said the Resolutions should be approved at the Joint Session.

Commissioner Gary Lipton agreed with Commissioner Mark Nieves and would like to move forward.

c. Discussion and approval of Contract for Services with Sun Valley Economic Development (SVED)

Director of Planning & Building Micah Austin gave a definition of what SVED does and what they will be doing for the URA. He said they would be giving a quarterly report and outlined the projects that SVED is currently working on and the cost of the contract for services which is \$15,000.

Commissioner Gary Lipton suggested that the KURA's name be listed in the contract like in the KIC contract.

Commissioner Jae Hill reiterated his feelings on a specific Matrix. Chair Baird Gourlay suggested creating a matrix after the first quarterly report. Jae Hill voiced his concerns about stagnant projects and the need for tracking. Chair Baird Gourlay gave suggestions on how to move forward with a score sheet. Jae Hill said that he does not think that what they've seen in the past answers the questions he is looking for. Micah Austin agrees with Commissioner Hill and explained what the board will be responsible for and what information will be expected. Chair Baird Gourlay reiterated that after the first quarterly report we could develop the matrix.

Director of Planning & Building Micah Austin explained both resolutions that are up for approval. KCDC URA-7 and SVED - URA-8.

Motion to approve KCDC Resolution URA -7

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jae Hill, Commissioner
SECONDER:	Gary Lipton, Commissioner
AYES:	Eagan, Lipton, Nieves, Hill, Gourlay, Slanetz
ABSENT:	Shelley Siebel

Motion to approve SVED Resolution URA-8

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

d. Discussion and approval of revised lease requirements with Cairde Group for property owned by the KURA at 491 Sun Valley Road.

Chair Baird Gourlay explained the amount of work that has been done over the weekend. Attorney Matt Parks gave an update on what he has received. He explained the process they went thru after receiving the 3 bids and talked about what the Cairde Group would agree to. He went over the issues of cleanliness and maintenance of the property. An Annual increase was discussed. He outlined what was agreed on and what still needs to be discussed. Daily janitorial responsibilities were discussed. SVMA Alliance and Windermere group leases are up. Director of Planning & Building Micah Austin explained that they have not mentioned they would like to renew their lease, however, they have paid and are up to date. Matt Parks explained that these are other issues that need to be ironed out prior to finalizing the lease with Cairde Group. Chair Baird Gourlay would like to tie these leases into the Cairde Group lease. He talked about the CPI's not being included in the proposed lease.

Vice-Chair Tim Eagan asked Attorney Matt Parks for his opinion. Matt Parks would like to move on from here and address how specific services and costs should be allocated. Tim Eagan talked about the terms of the deal and asked for clarification on the fees in the contract. Director of Planning & Building Micah Austin clarified the current deal and explained what we're now looking at. Tim Eagan questioned the scope of the common areas and Micah Austin responded that the URA's responsibility has not changed for common areas and suggested we go back to them with the CPI. Tim Eagan questioned the improvements that are being asked for and Micah Austin outlined the areas. Micah Austin reiterated that the building is not unsafe and Tim Eagan went over what a tenant should be responsible for and explained that we should not be putting money into this unless it is a life safety issue.

There was a discussion regarding the CPI with Matt Parks and how they want him to move forward.

Commissioner Gary Lipton talked about the storage room and asked if the square footage has been added to the formula. He questioned if the tables in the city area are included and said he does not want to spend money on hand driers. Director of Planning & Building Micah Austin addressed the

square footage and explained that it is not included. Vice Chair Tim Eagan voiced his opinion that we should not move backwards but to move forward. Tim Eagan talked about re-platting this property and what will happen with that property moving forward.

The CPI was discussed. Attorney Matt Parks would like to use the storage space as a bartering tool and will be following up with Director of Planning & Building Micah Austin on the two expired leases. Vice Chair Tim Eagan told Matt Parks that he does not want to see any improvement in the contract that will cost the URA anything. Micah Austin would like a meeting by phone to approve the new lease when it is ready. Matt Parks agreed that a special meeting in the next 10 days would be best.

6. OLD BUSINESS

No old business

7. LEGISLATIVE UPDATES (Ryan Armbruster, KURA Attorney)

No legislative updates

8. STAFF REPORTS

Director of Planning & Building Micah Austin advised that the tennis courts are done for the season. The crew will be back in the Spring to finish.

The re-plat is done but not recorded. We need to do a quit claim deed and that will be ready before the next meeting. Chair Baird Gourlay will be placing this on the next agenda.

The meeting will be moved to December 12, 2016 at 2:00 pm.

Motion to change next meeting from December 19, 2016 to December 12, 2016.

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

- 9. EXECUTIVE SESSION PURSUANT TO: Idaho Code Sections 74-206(1)(f), to communicate with legal counsel to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated and 74-206(1)(c) to acquire an interest in real property not owned by a public agency.**


10. ADJOURNMENT

Motion to adjourn

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



Baird Gourlay, Chair



Sandra E. Cady
Secretary/Treasurer

