



Ketchum Urban Renewal Agency

Regular Meeting

~ Minutes ~

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

Baird Gourlay
208-726-3841

Monday, March 20, 2017

2:00 p.m.

Ketchum City Hall

Present: Chairman Baird Gourlay
Vice Chair Mark Nieves
Commissioner Cameron Packer
Commissioner Gary Lipton
Commissioner, Jim Slanetz
Commissioner, Jae Hill
Commissioner Shelley Seibel

Staff Present: Micah Austin, Director of Planning and Building
Ryan Armbruster – URA Attorney
Grant Gager, Finance Director
Robin Crotty, Secretary

1. Call to Order

Chair Baird Gourlay called the meeting to order at 2:00 PM and welcomed Cameron Packer to the Commission.

2. CONSENT CALENDAR

a. Approval of Minutes:

1. February 21, 2016 Regular Meeting

b. Approval of Current Bills: see packet

Commissioner Jae Hill questioned Ketchum’s utility bills. Director of Planning & Building Micah Austin explained the frequency of the bills.

Commissioner Shelley Seibel questioned the repair and maintenance charges. Director of Planning & building Micah explained that it is all for snow removal.

Vice Chair Mark Nieves questioned the lock shop charges. Director of Planning & Building Micah Austin explained that locks needed to be replaced.

Motion to approve the minutes and the financial report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mark Nieves, Vice chair
SECONDER:	Shelley Seibel, Commissioner
AYES:	Packer, Lipton, Nieves, Hill, Gourlay, Slanetz

3. COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS

Commissioner Gary Lipton gave his opinion of being on the Board, Randy Hall’s leadership and the serious issues coming before the KURA. He talked about parking on the Dollhouse LOT and the KURA involvement and asked the Board to be cautious moving forward. Chair Baird Gourlay asked Gary Lipton to bring his comments before the City Council.

Commissioner Shelley Seibel requested the forecasted revenue be presented at a future meeting.

4. COMMUNICATIONS FROM THE PUBLIC

Executive Director of Sun Valley Economic Development, Harry Griffith advised that he has a company interested in moving to Ketchum and is requesting a tax reimbursement letter from the KURA. The only details he could give was that it is a small showroom for research and development for now and would possibly be moving their entire company here over the next 2 years. They are possibly interested in the Scott building location. He is requesting the KURA to authorize the chairman issue a support letter for a tax reverse incentive. The Project is called KAPA. Time is of the essence

Chair Baird Gourlay asked for questions from the Board. Commissioner Jae Hill questioned the KURA signing a letter about a company they know nothing about. Baird Gourlay explained the process that has been done in the past. Harry Griffith explained the letter will support installing Broadband (an infrastructure request). Harry Griffith explained that this is a pre-application and explained how the process works. Baird Gourlay explained there are no funds coming from the KURA. Jae Hill voiced a number of concerns and Harry Griffith explained the process and the importance of anonymity.

Commissioner Gary Lipton asked Attorney Ryan Armbruster if the letter could include specificity regarding infrastructure. Ryan Armbruster explained that these letters are generally very generic.

Vice Chair Mark Nieves asked if the City will be asked to sign a letter of support? Harry Griffith responded that this request is strictly for the KURA.

Motion to authorize the Chair to send a signed letter of support for project KAPA.

There was concern voiced from Commissioner Mark Nieves that he does not know enough about this project. Chair Baird Gourlay and SVED Director Harry Griffith explained the confidentiality nature and the reason they need to move forward in this way.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Baird Gourlay, Chair
SECONDER:	Mark Nieves, Commissioner
AYES:	Packer, Lipton, Nieves, Hill, Gourlay, Slanetz

Commissioner Jae Hill moved to amend the motion to included more general language and have Attorney Ryan Armbruster review before Chair Baird Gourlay signs.

5. NEW BUSINESS**a. 491 Sun Valley Road Actions and Discussions**

Director of Planning & Building Micah Austin explained that this presentation has 4 different parts.

Kyle Koonce with Sun Valley Appraisal will talk about the appraisal process of the building. Finance Director Grant Gager and Planning & Building Director Micah Austin will go over the KURA current costs. Attorney Ryan Armbruster will go over the disposition process and what state statute requires. City Administrator Suzanne Frick and Mayor Nina Jonas will present recommendation on disposition of property.

1. Presentation of Appraisal report from Sun Valley Appraisal for KURA-owned property at 491 Sun Valley Road

Kyle Koonce with Sun Valley Appraisal advised that they are actively working on the appraisal. They are not ready to release a dollar value at this time. He gave a brief outline of how they are looking at the building. Commissioner Gary Lipton asked Kyle Koonce to look at the appraisal as if they do not have a lease at this time as well as what he is currently looking at. The appraisal will be ready for the next KURA meeting.

2. Discussion of management costs for 491 Sun Valley Road

Director of Planning & Building Micah Austin gave the background of the management costs & revenues that are outlined in the KURA packet in detail. He explained that they are fiscal year numbers. He explained that staff expenses are not included in this report. Micah Austin went over the cost of the building at purchase and advised that it was purchased as a public building. He explained that the ownership of the building should remain in the public benefit and the management should leave the KURA. He explained that a plan needs to be made along with a timeline.

The value of the bonds and their forecast was discussed among commissioners and Finance Director Grant Gager. Attorney Ryan Armbruster clarified the debt amount. The obligation to the lender is to pay back over time in incremental revenues. There is no lien or deed of trust.

Commissioner Gary Lipton questioned if we have done everything the mandate said we would do. Director of Planning & Building Micah Austin explained that we purchased the property and developed town square. There were no other specifics.

Commissioner Gary Lipton questioned how the previous KURA approved paying what we paid knowing we could not pay it back out of positive funds. He went on to say that selling the building is the tax payer's decision and he would like to do a survey of the Ketchum citizens. Gary Lipton advised that if the Board decides to move forward they need to be cautious.

3. Presentation and explanation of the property disposition process (Ryan Armbruster, KURA Attorney)

Attorney Ryan Armbruster explained that what the KURA is contemplating doing is not addressed in the KURA statutes. He outlined the steps they would need to follow if they decide to dispose of this property and pointed out that the KURA is free to dispose of property to another public entity with or without consideration. He explained the pros and cons to this process. Ryan Armbruster explained to the commissioners what will happen to this property at the end of the KURA.

Chair Baird Gourlay said he knows of 3 entities that are interested in buying this property. Two of them are interested in tearing the building down. Attorney Ryan Armbruster explained what the KURA would need to do if they decide to go down that road.

Commissioner Gary Lipton sees a 3rd option of turning the building over to the City and they can take over the payments and the bills and they can decide what to do with the property.

Commissioner Jae Hill questioned if the Commission decides to go forward with any of these processes, can the Commission halt the process at any time. Attorney Ryan Armbruster explained that depending on how you move forward you can provide for an out, but at some point, the Commission would have to move forward. There was a discussion regarding the lease.

3. Discussion on City recommendation related to disposition of KURA-owned property (Suzanne Frick, City Administrator)

Mayor Nina Jonas thanked the commissioners for their participation in the KURA and explained that 491 holds a great asset to the community and could service the City into the future. She requested that the KURA hold off on liquidating this asset until the KURA can meet with the Council. Parking still needs to be discussed. Commissioner Gary Lipton advised that there is no written agreement that the KURA needs to pay the debt back. Mayor Nina Jonas agreed and advised that deed restricted housing needs to be addressed. She agreed that housing is the most important. Her point is not to lose 491 until these 3 areas are strategized.

Chair Baird Gourlay would like to bring this topic back to the next KURA meeting. There is a lot of information to disseminate and he would like to see what the revenue stream would be thru 2020.

Commissioner Shelley Seibel asked for a clear breakdown of the expenses. Director of Planning & Building Micah Austin talked about what is already in the packet but advised they could bring back more. Commissioner Jae Hill asked for exactly where all the funds are coming from. Chair Baird Gourlay also asked for information as to how the bond came to the City. He would like to see the numbers.

Chair Baird Gourlay opened the meeting to the public.

Tim Eagan questioned Director of Planning & Building Micah Austin as to how many hours a week he spends on 491 Sun Valley Rd. Micah Austin advised that he dedicates approximately 6 hours a week to this building. Tim Eagan advised that when you factor in management hours, the net profit is zero. He went onto talk about affordable housing and infrastructure. He urged liquidating this asset and outlined all that could be done with that property.

There was no other public comment.

b. Discussion of paving the Dollhouse Lot for public parking or for some other use (Micah Austin, Planning and Building Director)

Director of Planning & Building Micah Austin explained that the McAlvain lease is up and the Board needs to decide what to do with this lot going forward and what is required of McAlvain. He talked about the options of paving, leasing, developing or do nothing. Micah Austin advised that parking is an issue at that end of town and a parking count has been completed by the City. He talked about paving the lot and about the analysis in the packet. These are temporary options (2 years). He has been working with Galena Engineering and went over the different options that are outlined in the packet. He

showed a power point that outlined all the perspective parking spots and explained all that would need to be done to the site in each scenario. He advised that these are all preliminary designs.

Commissioner Jae Hill questioned the performing arts studio that is scheduled to open. Director of Planning & Building Micah Austin talked about the different lot's they are interested in.

Vice Chair Mark Nieves questioned if these are paid or free parking spots. Director of Planning & Building Micah Austin explained that the intent of the City is for them to be paid parking. City Administrator Suzanne Frick explained that a parking management plan will be presented to council at the meeting following this. She explained that the goal is to provide an answer to these existing issues and talked about what the proposed parking looks like and about long and short term goals. Suzanne Frick explained that they are trying to find out if the KURA is amenable to the parking lot idea and if they are, staff will then present to them a design. Suzanne Frick explained that they are looking at enforcement issues and the commissioners brain-stormed ideas.

Chair Baird Gourlay would like to discuss with each of the commissioners their thoughts on this. He questioned if a hard surface could be put down that isn't paved for future development other than a parking lot. Commissioner Jae Hill talked about the potential for development later. He said he is in favor of layout #1 and talked about the pros and cons of this layout.

Commissioner Cameron Packer asked about cost estimates. Director of Planning & Building Micah Austin will have that by the next meeting.

Vice Chair Mark Nieves is in support of option #1 and #2 and suggested they ask McAlvain Construction to pave or stone rather than landscape. The idea was discussed among all commissioners.

Commissioner Jim Slanetz is in favor of public parking and Mark Nieves ideas.

Commissioner Shelley Seibel questioned the shared costs. City Administrator Suzanne Frick explained that after a design is decided on the shared cost question could be answered.

Commissioner Gary Lipton talked about a parking tax from hotels and voiced that he is in favor of parking.

Chair Baird Gourlay said that the first option is one that everybody seems to be in favor of and some changes to the second option. He asked Director of Planning & Building Micah Austin to talk to Executive Director of Mountain Rides, Jason Miller, and ask if the transit authority would have funds to assist?

Director of Planning & Building Micah Austin clarified that he will come back with preliminary costs and charging for parking.

c. Discussion of pedestrian improvements at the intersection of Sun Valley Road and Highway 75 (Micah Austin, Planning and Building Director)

Micah Austin introduced Bruce Christensen from ITD and advised that he is a traffic engineer and has worked for ITD for 17 years. Bruce Christensen advised that there are no pedestrian scrambles in this district but he talked about other areas that have had them and the cycle length that has been used. He questioned what the KURA envisions a pedestrian scramble to look like and what problem the Board is trying to address. Commissioner Jae Hill gave his suggestions and what he has seen work in other communities. He explained that it is faster to drive and park than it is to walk due to the way in which the lights work now.

Bruce Christensen explained that further study is needed by ITD and advised that currently they are using split phasing, and talked about the positives and negatives of this. He explained the lighting that is used on Airport Way in Hailey and the pros and cons of that system. He asked if phasing could address the concerns and explained that the process would involve a further study, a traffic engineer, and more specificity before moving forward. Bruce Christensen went onto explain that he hasn't done this before and gave some alternate suggestions. Vice Chair Mark Nieves and Commissioner Lipton brain stormed. Commissioner Jae Hill explained his thoughts on pedestrian safety and asked for next steps. Bruce Christensen explained that a traffic engineering study be done and explained that he does not think the current situation is unsafe. He believes there are too many cars and not enough pedestrians to warrant a scramble. He will email the commissioners some engineers that he has worked with in the past. Chair Baird Gourlay advised that the elected officials need to weigh in on this issue before moving forward.

d. Public Hearing and approval of the KURA Annual Report of Activities for 2016.

Director of Finance Grant Gager explained that there is the annual report in the packet for review and questions.

Vice Chair Mark Nieves asked if it should be noted that the funds for the under-grounding power lines were never expended. Director of Planning & Building Micah Austin advised that that we can make that note and went on to explain that Idaho Power does not require the under-grounding at that location because of the new design.

Chair Baird Gourlay asked if there has been any public comment received. Finance Director Grant Gager advised that there has not.

Motion to approve the 2016 Annual Report of the Ketchum Urban Renewal Agency.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Baird Gourlay, Chair
SECONDER:	Mark Nieves, Commissioner
AYES:	Packer, Lipton, Nieves, Hill, Gourlay, Slanetz

e. Update on Northwood Natural Area study RFP (Jen Smith, Parks and Recreation Director)

Jen Smith Director of Parks & Recreation distributed a draft for a grant. She talked about what she will be asking for from council. Director of Planning & Building Micah Austin explained why this is before the KURA. Wheelchair accessibility was discussed.

Commissioner Gary Lipton was in support. Vice Chair Mark Nieves talked about the message that will be given when supporting these types of projects.

6. OLD BUSINESS

a. Update from Dick Fosbury on power line undergrounding efforts

Dick Fosbury advised he is making progress however, the weather has been difficult to work around in analyzing the site as well as he took ill. He talked about how he met with Bob Rubel from Idaho Power and all other work that he has completed this month and what he has yet to do. He explained that the budget they looked at last year needs to be updated. (hook ups and undergrounding). He is waiting to hear back from the City Attorney regarding assessment issues. Director of Planning & Building Micah

Austin explained that if he talks to the City Attorney that would need additional funding than what was approved with Fosbury's bill.

Dick Fosbury advised that everything should be ready to wrap up at the next meeting. Chair Baird Gourlay offered assistance in talking to the homeowners.

7. LEGISLATIVE UPDATES (Ryan Armbruster, KURA Attorney)

Ryan Armbruster gave an update of the Legislature and advised that not much in this session will affect the KURA.

8. STAFF REPORTS

Director of Planning & Building Micah Austin gave an update on the easement and the progress of getting it recorded.

Director of Planning & Building Micah Austin advised the commissioners that two digital advertising contracts at 491 Sun Valley Rd. have pulled out. There is nobody leasing the screens at this time. He outlined the costs and gave some options. He asked for direction from the board with how to move forward with those screens and the costs the KURA is incurring. Chair Baird Gourlay directed Micah Austin to look into discontinuing those services.

Commissioner Gary Lipton asked with the KURA would get their tour thru the Limelight Hotel. Chair Baird Gourlay would like to wait until June so the project is almost finished.

Commissioner Gary Lipton brought up signage. Director of Planning & Building Micah Austin explained that the Limelight Hotel has agreed to recognize the KURA. He would also like to see one on Warm Springs.

Vice Chair Mark Nieves asked what Director of Planning & Building Micah Austin wants the commissioners to do regarding the digital signage. Micah Austin explained that what he is looking for is direction on the long-term plan on those screens. Attorney Ryan Armbruster reminded commissioners that only non-profits should be using that space. Funding of nonprofits was discussed.

9. ADJOURNMENT

Motion to adjourn at 4:06 p.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mark Nieves, Vice Chair
SECONDER:	Jim Slanetz, Commissioner
AYES:	Packer, Lipton, Nieves, Hill, Gourlay, Slanetz


Baird Gourlay, Chairman

ATTEST:


Robin Crotty
Secretary