



# Ketchum Urban Renewal Agency

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

## Regular Meeting

~ Minutes ~

Monday, April 17, 2017

2:00 PM

Ketchum City Hall

**Present:** Chairman Baird Gourlay  
Vice Chair Mark Nieves  
Commissioner Cameron Packer  
Commissioner Gary Lipton – present by phone  
Commissioner, Jim Slanetz

**Absent:** 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. 2:00 PM- CALL TO ORDER**

Chair Baird Gourlay called the meeting to order at 2:00 p.m.

**2. CONSENT CALENDAR**

**a. Approval of Minutes:**

**1. March 20, 2017 Regular Meeting**

**b. Approval of Current Bills: see packet**

**Motion to approve the minutes and the financial report.**

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>               |
| <b>MOVER:</b>    | Jim Slanetz, Commissioner                |
| <b>SECONDER:</b> | Cameron Packer, Commissioner             |
| <b>AYES:</b>     | Packer, Lipton, Nieves, Gourlay, Slanetz |
| <b>ABSENT:</b>   | Seibel, Hill                             |

**3. COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS**

Commissioner Jim Slanetz talked about Vyyken and possible upgrades. Director of Planning & Building Micah Austin said if the Board wants to place this on City property he thinks the City could make it work. Chair Baird Gourlay asked this be put on the next agenda for discussion.

Commissioner Gary Lipton talked about bonding options

#### 4. COMMUNICATIONS FROM THE PUBLIC

Mayor Nina Jonas spoke in support of the Argyros project and talked about the parking and the ordinance for FAR. She asked the Commission to consider paying in lieu fees for the project to the City. She briefly talked about the possibility of moving a home onto city property. She presented possible locations. Chair Baird Gourlay asked KURA Attorney Ryan Armbruster about the legalities. Ryan Armbruster explained how public entities stand in the legal system. He explained what a KURA is more likely to support. What needs to be distinguished is what the developer is obligated to for the City. Paying for infrastructure was discussed. Commissioner Gary Lipton questioned supporting nonprofits. Chair Baird Gourlay talked about the benefits of getting a house and suggested this could go on the next agenda.

#### 5. NEW BUSINESS

##### a. *Quarterly Reports on current Contracts for Services*

##### 1. Sun Valley Economic Development (SVED), Harry Griffith

Harry Griffith Sun Valley Economic Development gave the quarterly report. Business, Project Development and Economic Consulting was presented. Harry Griffith talked about project KAPA and where they are in the process. He found a new project for the KURA to fund economic development. He talked about a new mechanism for companies that are looking to relocate or expand their business into Caldwell. He explained how this mechanism can be used in Ketchum. There will be more details coming forward in the future. Regarding economic consulting, he asked if there is any work that SVED can do for the KURA. Chair Baird Gourlay talked about the parking structure and how SVED may be able to assist with the research that will need to be done. Commissioner Gary Lipton questioned what businesses have relocated to the KURA area in the past 6 months. Harry Griffith said he will need to look into this and report back.

**Motion to approve the quarterly report for SVED, finding that SVED has complied with the obligations of the Contract for Services and authorized payment of \$3750.**

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

##### 2. Ketchum Community Development Corporation (KCDC), Jon Duval

Jon Duval, Ketchum Innovation Center gave an overview of where they are in the process of filling the space and who has moved in. He talked about workshops that are currently being worked on and presented a slide with snapshots showing 12 tenant companies. He talked about new businesses and new mentors and about the success to date as well as the events before them this week. Commissioner Gary Lipton questioned if the KURA could give the KCDC more money and the reason for that suggestion. Jon Duval talked about KCDC's goal and what they are working towards. Chair Baird Gourlay suggested a new presentation next July.

**Motion to approve the quarterly report from KCDC, finding the KCDC has complied with the obligations of the Contract for Services and authorized payment of \$7925.**

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

**b. 491 Sun Valley Road Actions and Discussions (continued from March 20)**

**1. Presentation of Appraisal report from Sun Valley Appraisal for KURA-owned property at 491 Sun Valley Road (Micah Austin, Planning and Building Director)**

Director of Planning & Building Micah Austin presented the appraisal report in detail. He talked about all the space in the building as well as the KURA space that is currently being used and could be rentable at a future time. Commissioner Gary Lipton was not in agreement with the appraised value.

Chair Baird Gourlay asked for public comment.

Tim Eagan agrees with Commissioner Gary Lipton. He questioned the land value. He said it was not evaluated as a teardown. He presented a formula that could be used for valuation. Commissioner Gary Lipton went over what has been spent and where they are now.

Vice Chair Mark Nieves would like to get public response regarding this. He would like the appraisal report sent to the board to digest. Chair Baird Gourlay would like more information and would like to know what an RFP would look like in the future.

**2. Discussion of management costs for 491 Sun Valley Road (Micah Austin and Grant Gager, Finance Director)**

Director of Planning & Building Micah Austin and Finance Director Grant Gager presented. \$26,000 in staff time has been spent in 2015 & 2016. Prior to 2015 staff time was not tracked. Vice Chair Mark Nieves asked about the discrepancy in the figures from the early years. Micah Austin explained that he and Grant Gager would need to dig into this. He talked about the maintenance charges. Chair Baird Gourlay questioned snow removal charges. Micah Austin explained. Micah Austin talked about the Sun Valley Marketing Alliance Lease and how to move forward with either a new lease or continue with a month to month. The Commissioners directed Micah Austin to do an RFP.

Commissioner Mark Nieves said that we are still in the Information gathering phase. He would like to see what the public would want. Commissioner Cameron Packer talked about not knowing the worth. Commissioner Gary Lipton is conflicted and would like to put this out to the public for their input.

**3. Discussion regarding the property disposition process (Ryan Armbruster, KURA Attorney)**

KURA Attorney Ryan Armbruster went over the KURA's options. When the board comes to a consensus we would need a resolution to state the process so the policy is all spelled out. How an auction works as it relates to other public amenities and the many options were discussed. How the city could purchase the property was discussed. Commissioner Gary Lipton talked about becoming a co-owner with the City. Ryan Armbruster explained that you cannot bind a future council. What could be on the main and second floors was discussed. Director of Planning & Building Micah Austin questioned loft space in the building. There was a discussion of hiring a property manager.

**c. Discussion of Costs and Revenues for a City/URA paid parking lot (Grant Gager, Finance Director)**

Finance Director Grant Gager went over the cost to transition to paid parking and presented a total cost and what that would consist of. He talked about how the analysis was performed and the assumptions that were made to get to the final figure. Grant Gager gave a sample of a minimum usage day as well as a peak usage day and showed an estimate summary of the revenue's that could be received in each scenario. He talked about other ways to structure paid parking to take in more potential revenue and went over a break-even analysis.

Commissioner Cameron Packer questioned if there are any management costs. Finance Director Grant Gager went over the current costs and how those are factored in. Chair Baird Gourlay questioned the KIOSKS and how many there would be. Grant Gager explained that it could be one KIOSK and went over several KIOSK options.

Director of Planning & Building Micah Austin questioned cost and revenue sharing. Commissioner Jim Slanetz questioned the rate structure. Commissioner Gary Lipton said he thought this was a 2-year project until a real parking structure is built. He voiced his concern about paying off the bonds. Commissioner Jim Slanetz voiced his support of this lot. He would like to see if people use it, then we will know if we have a need for a parking structure.

**Motion to proceed with design and cost estimates on Washington and 1st.**

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

**d. Financial Forecast of Revenues for the KURA (Grant Gager, Finance Director)**

Finance Director Grant Gager presented the Financial Forecast of Revenues for the KURA. He went over the actuals from the audit over the last couple of years. (net tax revenue history) He showed a slide that showed the URA Funds forecasts from the past and where the forecast is now. He went over the scenario analysis and where funds would be coming from and when they would be received. Grant Gager explained when the bonds will be called. The structure of the bond was discussed and Grant Gager reiterated that the URA would be responsible for the repayment of the bond. They talked about the repayment time-frame. Commissioner Gary Lipton questioned when the Limelight will start paying. Grant Gager advised next December.

**e. Discussion of KURA and City of Ketchum strategic planning efforts (Micah Austin, Planning and Building Director)**

Director of Planning & Building Micah Austin talked about future projections and explained that we need to focus efforts on projects that are most beneficial to the community. The list of projects is in the packet. A lot of these are River Run projects. Pg. 30 of the packet goes over the projects and the priorities of the projects. He went over what funds are available for what phase of each project. Chair Baird Gourlay questioned the 10 items on page 30 and 31. He questioned the priority of these projects and went over the 10 on the list and asked the commission to prioritize. Baird Gourlay would like to add something about affordable housing and development of parking. Commissioner Jim Slanetz would like to add the Essential Services Building. Vice Chair Mark Nieves agrees. Baird Gourlay asked Micah Austin to distribute this to the commissioners. The Highest priority is the highest number. There are 8 projects on the list, Micah Austin will tabulate and bring back to the meeting.

Director of Planning & Building Micah Austin explained that Mayor Nina Jonas would like to discuss the priorities that the KURA would like to discuss at the combined meeting. Affordable housing and parking locations and structures is a topic that will need to be discussed. Micah Austin talked about the value of private ownership versus public ownership of 491 Sun Valley Rd. He thinks the KURA should establish a plan for the future property of 491 Sun Valley Rd. The Leadville and dollhouse lots are more parcels that decisions need to be made on.

## 6. OLD BUSINESS

### a. Update from Dick Fosbury on power line undergrounding efforts

Dick Fosbury explained that the project is not yet complete and is asking the KURA for assistance. He explained it looks like were coming in at the low end. Between the City and the KURA each would contribute \$124,000. Private contribution would be at about \$310,000. He still needs to meet with the City Attorney and City Administrator to confirm how the project will work. As long as the KURA is committed to spend the funds along with the City he should have a project to present at the next meeting.

Chair Baird Gourlay requested to sit in on the meeting for assessment. Director of Planning & Building Micah Austin will organize the meeting.

## 7. LEGISLATIVE UPDATES (Ryan Armbruster, KURA Attorney)

Nothing to report.

## 8. STAFF REPORTS

### a. Update on tenants of 211 E 1st Street, McAlvain Construction (Micah Austin)

Director of Planning & Building Micah Austin advised that McAlvain Construction will be vacating the lot at the end of May and doing an environmental analysis. They have agreed to prepare the site for a parking lot. Top soil will come off this site. Donating of the soil was discussed.

### b. Discussion of KURA signage for projects (Micah Austin)

A quote for signage is in front of the Commissioners. Permanent as opposed to Temporary KURA signage for the Limelight and Auberge buildings were discussed.

**There was a vote to approve one \$650 sign for the Limelight Hotel**

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| <b>RESULT:</b> | <b>ADOPTED [4 TO 1]</b>                                 |
| <b>MOVER:</b>  | <b>Baird Gourlay</b>                                    |
| <b>AYES:</b>   | Gary Lipton, Mark Nieves, Cameron Packer, Baird Gourlay |
| <b>NAYS:</b>   | Jim Slanetz   |
| <b>ABSENT:</b> | Seibel, Hill  |

**There was a vote to approve one temporary \$486 sign.**

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| <b>RESULT:</b> | <b>ADOPTED [3 TO 2]</b>                  |
| <b>MOVER:</b>  | <b>Baird Gourlay</b>                     |
| <b>AYES:</b>   | Mark Nieves, Cameron Packer, Jim Slanetz |
| <b>NAYS:</b>   | Gary Lipton, Baird Gourlay               |
| <b>ABSENT:</b> | Seibel, Hill                             |

**c. Discussion of pedestrian scramble at intersection of Sun Valley Road and Hwy 75**

Director of Planning & Building Micah Austin said there has been no conversation regarding the scramble with ITD since the presentation. There was a discussion as to if the commissioners are in support or not. Micah Austin will get a hold of ITD and bring it back to the board.

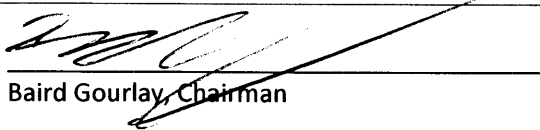
**Motion to proceed to do further work with ITD to gather information.**

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| <b>RESULT:</b> | <b>ADOPTED [3 TO 2]</b>                  |
| <b>MOVER:</b>  | <b>Jim Slanetz</b>                       |
| <b>AYES:</b>   | Mark Nieves, Cameron Packer, Jim Slanetz |
| <b>NAYS:</b>   | Gary Lipton, Baird Gourlay               |
| <b>ABSENT:</b> | Seibel, Hill                             |

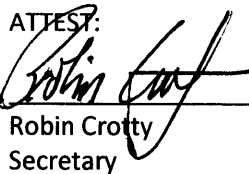
**9. ADJOURNMENT**

**Motion to adjourn at 4:40 p.m.**

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>               |
| <b>MOVER:</b>    | Jim Slanetz, Commissioner                |
| <b>SECONDER:</b> | Cameron Packer, Commissioner             |
| <b>AYES:</b>     | Packer, Lipton, Nieves, Gourlay, Slanetz |
| <b>ABSENT:</b>   | Seibel, Hill                             |



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Baird Gourlay, Chairman

ATTEST:  
  
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 Robin Crotty  
 Secretary