



# Ketchum Urban Renewal Agency

## Regular Meeting

~ Minutes ~

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

Robin Crotty, Secretary

Monday, September 18, 2017

2:00 PM

Ketchum City Hall

**Present:** Chairman Baird Gourlay  
Vice Chair Mark Nieves  
Commissioner Cameron Packer  
Commissioner Gary Lipton  
Commissioner Shelley Seibel  
Commissioner Susan Scovell  
Commissioner, Jim Slanetz

**Staff Present:** Micah Austin, Director of Planning and Building  
Matt Parks – URA Attorney  
Grant Gager - Finance Director  
Robin Crotty - Secretary

**1. Call to Order**

Chair Baird Gourlay called the meeting to order at 2:01 p.m.

**2. CONSENT CALENDAR**

- a. Approval of Minutes: August 22, 2017 Regular Meeting
- b. Approval of Current Bills

**Motion to approve the consent calendar**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Scovell, Commissioner
<b>SECONDER:</b>	Cameron Packer, Commissioner
<b>AYES:</b>	Lipton, Nieves, Siebel, Packer, Scovell, Gourlay, Slanetz

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

Commissioner Gary Lipton voiced that there is no reason to change rules and regulations to provide money to a nonprofit and talked about the distribution of KURA money.

**4. COMMUNICATIONS FROM THE PUBLIC**

KIC Executive Director, Jon Duval informed the KURA that he is stepping away from KIC at the end of October. He thanked this board for their support. Kathryn Kemp Guylay will be taking over as Executive Director. Kathryn Guylay expressed her excitement and gave her background and skill set. She advised that she is here to listen and welcomed each commissioner to sit and have a conversation.

**5. NEW BUSINESS**

- a. Discussion and adoption of a reimbursement agreement with Doug Webb for public infrastructure associated with the 8th and Washington project, as requested by Doug Webb

Director of Planning & Building Micah Austin advised that this the KURA’s first reimbursement agreement. He Introduced KURA Attorney Matt Parks and went over the agreement and what the KURA would be reimbursing, the dollar amount and the time frame. Matt Parks explained to commissioners that this is a straight forward agreement and gave an overview of how it works.

Chair Baird Gourlay advised that this project is in the mission statement of the KURA. Commissioner Jim Slanetz talked about the sunset of the KURA and the need to look closer at this type of agreement. Director of Planning & Building Micah Austin advised that the building permits are good for 3 years and then they would need to re-apply. Matt Parks explained the wording in the contract regarding timing of completion and addressed Jim Slanetz concern and what the board is required to do a year prior to the sunset.

**Motion to approve the Reimbursement Agreement with Doug Webb as proposed.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Scovell, Commissioner
<b>SECONDER:</b>	Cameron Packer, Commissioner
<b>AYES:</b>	Lipton, Nieves, Siebel, Packer, Scovell, Gourlay, Slanetz

**b. Discussion and approval of a reimbursement agreement with Ketchum and Mustard LLC for public infrastructure associated with the Ketchum Coffee Project, as requested by Ketchum and Mustard LLC**

Director of Planning & Building Micah Austin explained that this is identical to the last reimbursement agreement except the dollar amount and he has no concerns at this time.

The exact location was discussed.

Commissioner Jim Slanetz questioned if there is already a sidewalk there. Director of Planning & Building Micah Austin explained the improvements and eliminating the curb cut. Jim Slanetz would like the Commission to look at each of these projects on an individual basis for public benefit.

**Motion to approve the Reimbursement Agreement with Ketchum and Mustard LLC as proposed.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Mark Nieves, Vice Chair
<b>SECONDER:</b>	Cameron Packer, Commissioner
<b>AYES:</b>	Lipton, Nieves, Siebel, Packer, Scovell, Gourlay, Slanetz

**c. Discussion and approval of annual contract for services with Sun Valley Economic Development**

Director of Planning & Building Micah Austin advised that Sun Valley Economic Development Executive Director Harry Griffith was unable to make the meeting. The contract is identical to last year’s contract. No changes, no increase in funding. Chair Baird Gourlay advised that Harry Griffith has a list of other services he could be doing for the board for additional funding. He suggested Harry Griffith make the request for funding himself. Commissioner Gary Lipton would like an update on the number of businesses deals SVED has closed in Ketchum this year.

**Motion to approve contract for services between the KURA and SVED.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Shelley Siebel, Commissioner
<b>SECONDER:</b>	Gary Lipton, Commissioner
<b>AYES:</b>	Lipton, Nieves, Siebel, Packer, Scovell, Gourlay, Slanetz

**d. Discussion and approval of annual contract for services with Ketchum Community Development Corporation**

Director of Planning & Building Micah Austin advised that the contract is similar to the SVED contract and went over the dollar amount. Micah Austin questioned the goals in the contract. Executive Director Jon Duval advised that the numbers will need to be updated from last year's contract. Chair Baird Gourlay advised that we may need to have a retention number as well as a recruitment number. Jon Duval agreed and gave further explanation of the numbers and what they mean. Micah Austin will be working on the verbiage in the contract with Kathryn Gourlay for next year. For this year's contract we will just be updating the numbers prior to Baird Gourlay signing the contract.

**Motion to approve the Contract for Services with KCDD with updated retention numbers.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Scovell, Commissioner
<b>SECONDER:</b>	Gary Lipton, Commissioner
<b>AYES:</b>	Lipton, Nieves, Siebel, Packer, Scovell, Gourlay, Slanetz

**e. Discussion of Resolution 17-URA9 transferring property from the KURA to the City of Ketchum**

Director of Planning & Building Micah Austin explained the transition plan of the 491 Sun Valley Rd. building. He talked about the letter the board received from Mayor Nina Jonas expressing her desire for the City of Ketchum to take over the ownership of the building. January 15, 2018 is the date that is on the Resolution for the transfer of the building.

KURA Attorney Matt Parks talked about the transfer of property from the KURA to the City and what is required. Chair Baird Gourlay would like the transfer to take place as soon as possible and requested it be put on the December agenda and to keep this on the agenda for the next couple of months to work thru the process. Commissioner Gary Lipton would like to move the transfer date up. Gary Lipton asked the attorney what confirmation the KURA has of the use after the transfer occurs. Matt Parks explained how the deed restriction would work and the definition of public use. Gary Lipton requested the contract be very specific in the public use definitions. Director of Planning & Building Micah Austin will bring the Warranty Deed to the next meeting for review by the commission. Chair Baird Gourlay agrees the public space should be on the first floor but he does not want to bind a future council. H explained what a city would have to go thru to dispose of a property. Gary Lipton explained how important it is to him to protect the tax payers' money.

**f. Discussion and final approval of license agreement between the KURA and the City of Ketchum for use of the dollhouse lot at 1st and Washington**

Chair Baird Gourlay clarified that this topic is about the parking lot. Director of Planning & Building Micah Austin explained that the commissioners have already approved the license agreement but the two changes that Ryan Armbruster made are now before them. Attorney Matt Parks explained the two changes in detail and advised that the construction will begin this week. He advised that Council should sign this agreement tonight, and how to proceed at the council level was discussed. Commissioner Gary

Lipton asked if there is an Environmental Clause to protect the KURA? He also wants to know if there is a hold Harmless with the City of Ketchum? Matt Parks advised both are in the contract.

Chair Baird Gourlay will ask the council to amend the agenda this evening to include this topic.

**Motion to authorize the chair to sign and then the initial term will end September 30, 2018. term will begin the date of the signature.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Mark Nieves, Vice Chair
<b>SECONDER:</b>	Susan Scovell, Commissioner
<b>AYES:</b>	Lipton, Nieves, Siebel, Packer, Scovell, Gourlay, Slanetz

**g. Property Tax Exemption discussion (Grant Gager, Finance Director)**

Finance Director Grant Gager talked about the state legislature change in regard to property tax exemption. He explained how the exemption will affect the KURA and advised it pertains to non-retail purchases. He talked about the exemptions and went over the impacts on the KURA taxes. He distributed examples of the taxes and a sample ordinance from the Association of Idaho Counties. He asked the Commissioners for questions.

Vice Chair Mark Nieves questioned the refund schedule and how it effects the KURA. Finance Director Grant Gager explained that there are tax dollars that may not be able to be refunded under this new clause. Attorney Matt Park explained the Limelight and the Auberge project and how the reimbursement would pertain to them. Director of Planning & Building Micah Austin distributed a memo from KURA Attorney Ryan Armbruster that gave the Commissioners options on how to work with the County Commissioners and give them direction.

Commissioner Shellie Seibel asked for a timeline. Finance Director Grant Gager advised that deliberations will begin in October and it is a 5-year exemption. Director of Planning & Building Micah Austin presented scenarios of how this could work should this pass. Attorney Matt Parks advises to start putting in the agreements that exemptions requests are prohibited. Commissioner Gary Lipton thought we should sit back and see what happens. Commissioner Jim Slanetz would like to be proactive. Grant Gager explained that time is of the essence. The ball is at the County Commissioner level at this time and he believes they will act quickly. Grant Gager advised that today's presentation is just to make them aware. No action is required at this time. It will be discussed further at the next meeting.

Director of Planning & Building Micah Austin advised that he is looking for direction. Chair Baird Gourlay would like himself, Grant Gager and Micah Austin to move forward prior to the next KURA meeting. He would like to meet with Commissioner Jacob Greenberg to make him aware of the boards concerns.

**h. Discussion on Window Signage Guidelines for 491 Sun Valley**

Director of Planning & Building Micah Austin talked about the requirements of window advertising as outlined in Resolution 16-URA2 and advised that he has had a request from Camp Rainbow Gold for Share your Heart Ball event. He is asking for clarification from the board regarding the policy and is open to making changes to this resolution.

Chair Baird Gourlay advised this is a temporary decision since the building will be given back to the City. He said if this is a nonprofit they should just need to have an office presence in Ketchum/Sun Valley and include the Area of City Impact. Commissioners Cameron Packer and Susan Scovell agree. Vice Chair Mark Nieves suggested adding, "up to the boards discretion". Commissioners Jim Slanetz and Shelley

Siebel agree with adding discretion. Commissioner Gary Lipton questioned if we want to open this up to nonprofits to all the cities. He also suggested adding a standard fee to be able to advertise.

Director of Planning & Building Micah Austin advised that he gets 1 or 2 inquiries a month for window advertising on the 491 building. There was a discussion as to if we should open up the advertising valley wide. Chair Baird Gourlay suggested giving these suggestions to the council because they will be taking this over. Micah Austin talked about the current procedure for the requests. Shelly Seibel questioned the length of time for advertising. Micah Austin explained he normally limits it to 2 weeks and he is the keeper of the calendar.

Chair Baird Gourlay summarized that the board wants to move forward with moving to including an Area of City Impact. Micah Austin will construct a new resolution and bring it back for approval at the next KURA meeting.

**i. Continued from August 22: Request from Argyros Performing Arts Center for public infrastructure located at 120 S. Main Street related to the proposed construction project within the Revenue Allocation Area**

Director of Planning & Building Micah Austin clarified what Argyros is asking for. He advised that this request does not meet the requirements and asked the board for direction.

Chair Baird Gourlay would like a decision made today by the commissioners. He commented that he believes this is an incredible benefit to the community and would like to give a fixed amount. He talked about the proposed snow melt system and voiced his support of this nonprofit.

Vice Chair Mark Nieves questioned Micah Austin regarding his suggestion, "trim the ask". Micah Austin advised he has not heard back from Argyros. Mark Nieves feels that sets the tone, however he does agree with Baird Gourley's suggestion of picking a line item to support. He agrees it's a good project and would like to do what the KURA has done for Doug Webb and Ketchum & Mustard. Commissioner Cameron Packer agree but does not want to set a precedent. Commissioner Susan Scovell agrees. Commissioner Jim Slanetz is also in agreement and talked about the benefit of the public parking lot. Commissioner Shelley Seibel is open to looking at some areas in which the KURA can participate. Commissioner Gary Lipton agrees with Mark Nieves and referred to the benefit the KURA has already received for the parking lot.

Jim Garrison and will bring back a reimbursement agreement to the next meeting. Micah Austin outlined the procedure and cost reimbursement process.

**b. Update undergrounding power efforts by Dick Fosbury**

Chair Baird Gourlay advised that Dick Fosbury is not present. He gave the background of this project to the board and advised what they are looking at. Baird Gourlay is asking the board if they still have an interest in doing this and if the board should commission somebody else to do the work. Because of future work that may be done he is unsure if this should go forward. Commissioner Gary Lipton suggested drafting a letter asking for final project by October 16, 2017. Commissioner Jim Slanetz agrees with putting this topic on hiatus. All Commissioners are in agreement with a letter and not moving forward at this time. Vice Chair Mark Nieves is in support of shelving this for a bit but would like to figure out how we could make this happen in the future. Gary Lipton questioned Paul Conrad's involvement and why he hasn't come back to the board to discuss this any further. Commissioners discussed the project and the details that they each understood.

Micah Austin will send an email to Dick Fosbury tomorrow.

7. OLD BUSINESS

8. LEGISLATIVE UPDATES (Ryan Armbruster, KURA Attorney)

9. STAFF REPORTS

Director of Planning & Building Micah Austin would like to discuss the boards identity regarding the funding application process at a future date and how the board would like to move forward with this. He wants the board to think about if they want to focus on small projects or large projects or a combination of the two. This will be discussed at a future meeting. Chair Baird Gourlay will put this on the October agenda.

Director of Planning & Building Micah Austin advised that he will be bringing a completed project to the board at a future date.


Commissioner Cameron Packer would like to see a list of projects that may be on the horizon. Director of Planning & Building Austin will bring them to the next meeting.

Commissioner Gary Lipton talked about the success of the Ribbon Cutting today at the Skate Park.

10. ADJOURNMENT

Motion to adjourn at 4:05 p.m.

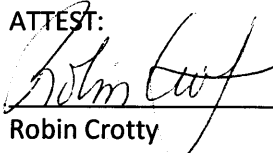
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Baird Gourlay, Chair
<b>SECONDER:</b>	Gary Lipton, Commissioner
<b>AYES:</b>	Lipton, Nieves, Siebel, Packer, Scovell, Gourlay, Slanetz




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Baird Gourlay, Chairman

ATTEST:




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Robin Crotty  
Secretary