



Special Meeting

~ Minutes ~

Monday, November 3, 2014

5:00 PM

Ketchum City Hall

Present: Trish Wilson – Vice Chairman
Anne Corrock – Commissioner
Tim Eagan – Commissioner
Gary Lipton – Commissioner
Baird Gourlay - Commissioner
Jim Slanetz - Commissioner

Absent: Mark Eshman - Chairman

Also Present: Suzanne Frick – Executive Director
Stephanie Bonney - Attorney
Lisa Enourato – Assistant to the Executive Director
Katie Carnduff – Administrative Clerk

1. CALL TO ORDER

Vice Chairman Trish Wilson called the meeting to order at 5:01 p.m.

2. COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS.

Commissioner Anne Corrock requested that KURA meetings be live streamed.

Commissioner Gary Lipton informed the board that he will have the final paperwork for the video screens at the November 17, 2014 board meeting.

Commissioner Tim Eagan arrived at the meeting. 5:04 p.m.

3. COMMUNICATIONS FROM STAFF.

a. Lease Agreement with Windermere Real Estate – Suzanne Frick, Executive Director.

Lisa Enourato, Assistant to the Executive Director – presented the lease agreement to the board. The technical changes included changes on the front page: the lease space is 400 not 800, removal of the security deposit, the payment structure is two biannual payments of \$4,800 each. The tenant has requested two additional five year terms upon renewal, rather than two. Lisa removed a portion of A and B which did not apply, updated the address and phone numbers, and changed C which outlined the payment terms. Lisa also removed language from 4c since it did not apply, and 5b was deleted because it did not apply. 7b includes additional of information from Windermere's proposal of what they will be doing in the space.

Commissioner Tim Eagan commented that (6) from 6b regarding janitorial service should be struck from the agreement. Dan Gorham requested they include that the common areas would be cleaned three days a week.

Commissioner Anne Corrock asked about signage. Lisa Enourato said she applied for a sign permit, and it was denied because the signage on the building exceeds the allowed amount by about 25 square feet. The recommendation from the planning department was to put together a master signage plan. She has been working with Windy City Arts and came up with a plan to have 3 signs on the Sun Valley Road side that are the same size, the East Avenue side will remain the same, and the Town Square side will have

the Starbucks sign and then two signs above the doorway for Visit Sun Valley and Windermere. It is administratively approved and does not have to go before the planning and zoning commission. Starbucks and Visit Sun Valley are okay with the plan.

Dan Gorham, Windermere, commented that he would like signage on the East Avenue side, although he learned that the architect is very protective of the East Avenue side, and although he is okay with the signage on the Town Square side, his preference would still be the East Avenue side if that could be worked out.

Lisa Enourato clarified the lease agreement with Visit Sun Valley will now go down to 200 square feet.

Lisa Enourato commented that instead of the door that the KURA was going to provide, Windermere would like to install solar screens.

Commissioner Jim Slanetz asked about the two – five year extensions on the lease. Dan Gorham said they had originally proposed a one year trial period then two fives. After realizing the costs of the work to get the space ready there is a better chance of making up the cost with two five year terms. He would also be following the lease patterns of Starbucks with a five year lease. Commissioner Tim Eagan said two-two year options is much more reasonable. Commissioner Anne Corrock commented that there may be other uses for the space down the road. The board directed staff to revise the lease to two – two year options.

Dan Gorham clarified the fair market value in the lease. The language in 2a. was changed to tie it back to the CPI increases rather than the fair market determination of the landlord. Commissioner Tim Eagan disagreed with the change to 2a. and said it should be set according to a fair market rate. Commissioner Baird Gourlay suggested that they put 10% as the maximum increase. Dan agreed to the do not exceed clause.

Suzanne clarified they are modified the term to 2-2 year options at fair market value but not to exceed a 10% increase for both option periods.

Motion to approve the lease as amended with Windermere at the 491 Sun Valley Road Building.

RESULT:	APPROVED (Unanimously)
MOVER:	Baird Gourlay, Commissioner
SECONDER:	Tim Eagan, Commissioner
AYES:	Anne Corrock, Tim Eagan, Baird Gourlay, Gary Lipton, Jim Slanetz, Trish Wilson.
ABSENT:	Mark Eshman, Chairman

Lisa Enourato clarified that URA would pay for the new signage for Starbucks and Visit Sun Valley, because they are requiring them to have new signs in order to bring in new tenants.

4. COMMUNICATIONS FROM THE PUBLIC.

Mickey Garcia commented on the cleaning of the bathrooms.

Lisa Enourato said that Parks will be putting up Christmas lights on Town Square – the KURA is being requested to pay for a portion of the lights. The estimate is about \$2,000 for the first year and about \$400 every year after that. There was general consensus from the board to pay for the lights.

5. CONSENT CALENDAR

Commissioner Anne Corrock commented on the typo on the minutes for page 2 – example of “DDA” change the day to Tuesday.

Motion to approve the consent calendar.

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Baird Gourlay, Commissioner
SECONDER:	Jim Slanetz, Commissioner
AYES:	Anne Corrock, Tim Eagan, Baird Gourlay, Jim Slanetz, Trish Wilson, Gary Lipton.
ABSENT:	Mark Eshman

6. **ADJOURNMENT.**

Commissioner Baird Gourlay motioned to adjourn at 5:45 p.m., Vice-Chairman Trish Wilson seconded, the motion passed unanimously.



Trish Wilson
Vice Chairman

ATTEST:



Sandra E. Cady
Secretary/Treasurer