

**KETCHUM URBAN RENEWAL BOARD MEETING Agenda**

**REGULAR MEETING**

**November 18, 2019 beginning at 2:00 PM**

**480 East Avenue, Ketchum, Idaho**



**CALL TO ORDER**

**ROLL CALL**

**COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS**

1. Election of Vice Chair

**COMMUNICATIONS FROM THE PUBLIC**

**CONSENT CALENDAR: (ALL ACTION ITEMS)**

2. Approval of Minutes from October 21, 2019
3. Approval of Current Bills: see packet
4. Approval of Resolution 19URA-11 Establishing KURA meeting dates for 2020

**NEW BUSINESS**

5. ACTION ITEM: Approval of MOU between the KURA and City to provide annual funding to off-set a portion of the cost for the new Ketchum Fire Department ladder truck

**DISCUSSION ITEMS**

6. Demonstration of the new website

**ADJOURNMENT**

Any person needing special accommodations to participate in the above noticed meeting should contact the Ketchum Urban Renewal Agency prior to the meeting at (208) 726-3841. This agenda is subject to revisions and additions. NOTE: Revised portions of the agenda are underlined in bold. Public information on agenda items is available in the Clerk's Office located at 480 East Ave. N in Ketchum or (208) 726-3841.

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Urban Renewal Board Meeting Agenda



Ketchum Urban Renewal Agency

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

Regular Meeting

~ Minutes ~

Admin

Monday, October 21, 2019

2:00 PM

Ketchum City Hall

**Present:** Chair, Susan Scovell  
Commissioner Jim Slanetz  
Commissioner Ed Johnson  
Commissioner Amanda Breen  
Commissioner Kristen Spachman

**Absent:** Commissioner Casey Done  
Vice Chair Cameron Packer

**Staff Present:** Suzanne Frick – Executive Director  
Grant Gager – Treasurer  
Attorney Ryan Armbruster

**CALL TO ORDER**

Chair Susan Scovell called the meeting to order at 2:00 p.m.

**ROLL CALL**

**CONSENT CALENDAR: (ALL ACTION ITEMS)**

1. Approval of Minutes: September 16, 2019 regular meeting

Attorney Ryan Armbruster advised that he was present by phone.

**Motion to approve minutes with noted correction.**

***Voting Yea: Commissioner Breen, Commissioner Johnson, Commissioner Scovell, Commissioner Slanetz***

***Voting Abstaining: Commissioner Spachman***

2. Approval of Current Bills: see packet

Commissioner Ed Johnson questioned the web hosting charge. Treasurer Grant Gager confirmed it is for the old website. Commissioner Johnson asked when the new website will be going live. Executive Director Suzanne Frick clarified that the new website will be up in a few weeks.

**Motion to approve bills.**

***Voting Yea: Commissioner Breen, Commissioner Johnson, Commissioner Scovell, Commissioner Slanetz, Commissioner Spachman***

## **COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS**

Commissioner Ed Johnson talked about last month's conversation regarding sidewalk priorities by Formula Sports and Silver creek and suggested putting dollar amounts in the priority list. Executive Director Suzanne Frick will be working with the Street Department to make that happen.

## **COMMUNICATIONS FROM THE PUBLIC**

Gary Lipton spoke regarding Trail Creek and Infrastructure the KURA has provided. He gave the background of the project, advising this has been going on for 10 years. He talked about where the project stands currently with the 60-day waiting period and advised that he is in support of full funding at the end of 60 days but, advised that if the funding does not come thru, the KURA should be prepared to review the funding. He questioned where this leaves the KURA Board and suggested that the KURA be prepared to pull any infrastructure funding. Gary Lipton advised that regardless of what the council does, he suggests that Director of Planning & Building John Gaeddert, prepare to cancel the infrastructure benefit.

## **NEW BUSINESS**

3. ACTION ITEM: Recommendation to approve Contract #50059 with Workman & Company for Audit services for FY 19/120

Treasurer, Grant Gager explained that this is somewhat routine and explained that Workman has not changed the fee since last year. Attorney Ryan Armbruster explained that this is a straightforward engagement letter. Commissioner Ed Johnson questioned the RFP Process. Grant Gager educated the Commission with the RFP Process and offered to go out to bid. The Commissioners were comfortable with moving forward.

**Motion to approve the engagement letter with Workman & Company for audit services for fiscal year 2019.**

***Motion made by Commissioner Breen, Seconded by Commissioner Spachman.***

***Voting Yea: Commissioner Breen, Commissioner Johnson, Commissioner Scovell, Commissioner Slanetz, Commissioner Spachman***

4. ACTION ITEM: Request from KETCH PDX LLC to provide KURA funding for public improvements

Executive Director Suzanne Frick outlined what was included in the packet. She talked about what is eligible for KURA funding, advising there are 2 deed restricted units out of 17. The amount the KURA would contribute \$9,617, which is in line with what was provided with Phase I. It's up to the commission to decide if they want to fund. Commissioner Amanda Breen questioned what was approved with Phase I. Suzanne Frick confirmed it was the sidewalks.

Chair Susan Scovell asked about snow melt and the carbon footprint. Commissioner Ed Johnson talked about the hauling of snow away and the people coming in to remove the snow also adds to the carbon footprint. He also said that just because we did this for phase I, we don't need to

do this for phase II. The city will need funding for sidewalks and Commissioner Johnson would like to fund sidewalks for the City. Commissioner Jim Slanetz advised the sidewalks will get built with or without the KURA support. Commissioner Amanda Breen agrees with Ed Johnson. Suzanne Frick talked about what the County was requiring. Commissioner Jim Slanetz advised that if they get the tax credit from the County the KURA will not receive a tax.

**Motion to direct staff to advise the applicant that they would not be funding.**

***Motion made by Commissioner Scovell, Seconded by Commissioner Breen.***

***Voting Yea: Commissioner Breen, Commissioner Johnson, Commissioner Scovell, Commissioner Slanetz, Commissioner Spachman***

5. ACTION ITEM: Recommendation to approve Lease Agreement 50060 with the City of Ketchum for Washington/First Street KURA property

Treasurer Grant Gager advised that the Lease memorializes the payments included in the budget. The term of the contract was discussed. Commissioner Ed Johnson questioned the revenue the KURA is getting. Grant Gager advised Washington Ave Parking lot earns approximately \$5,000 of revenue a year. The lease payment was discussed.

**Motion to adopt Resolution 19-URA10 authorizing the Chairwoman to execute agreement 50060 a revised license for access and use of property with the City of Ketchum.**

***Motion made by Commissioner Spachman, Seconded by Commissioner Scovell.***

***Voting Yea: Commissioner Breen, Commissioner Johnson, Commissioner Scovell, Commissioner Slanetz, Commissioner Spachman***

## **OLD BUSINESS**

6. Discussion of community workshop to identify future use of the First and Washington KURA property.

Chair Susan Scovell talked about what to do with the lot and would like the community to be involved in the process when they are ready to make any decision. Attorney Ryan Armbruster said they just entered into a license agreement and will need to give a 90- day notice to the city before doing anything. Ryan Armbruster explained the process before them saying, It's not just an auction and it is not uncommon to issue a RFP and talked about being specific about what they want on the property when the time comes. Susan Scovell clarified that it cannot be sold outright. Ryan Armbruster reiterated that the RFP will need to be very specific. The most common practice was discussed. Ryan Armbruster explained that It is most important that you do not let go of the property until you have a developer that has signed sealed and delivered so that once you transfer the property that project will be built. How the transaction works was discussed.

Gary Lipton talked about never having heard about a RFP process in the past. He voiced his frustration with the Attorney stating the board has been misled. He talked about the history of the purchase of the Dollhouse Lot. He was led to believe that they could sell the lot out right and give the money back to the City. This information received today was not how it was presented. Commissioner Ed Johnson clarified with Ryan Armbruster that the Deed will need to be attached to the sale. Ryan Armbruster confirmed that if you want to see a specific result the deed will need to be attached. That is the typical way disposition works. Ryan Armbruster advised that to

sell it out right they would have to jump thru many hoops and there would have to be a developed plan that the buyer would agree to.

Reed Sanborn talked about filling this lot with long term housing. He encouraged the Commission put an RFP out for housing saying that if the Commission sells this lot now, they will kill the dream of housing that could benefit people in Ketchum and those who want to live here.

Chair Susan Scovell advised that we won't be making any decisions today but wanted to bring this up so that the board can start thinking about this for the future.

7. Discussion to provide \$20,000 each year to the Streets and Facilities Department for the purchase of equipment

Chair Susan Scovell talked about a handout from Street Superintendent Brian Christiansen and asked for input from the commissioners. Commissioner Ed Johnson said he believes that the City should be doing this and questioned if the KURA has the ability to do this. Attorney Ryan Armbruster talked about the need to identify exactly what is being purchased

Executive Director Suzanne Frick advised the request did not come from the Street Dept. This is just a discussion to see if the board would like to contribute. It was clarified that the question came from the Commission in a priorities meeting. Chair Susan Scovell is in favor of contributing. Commissioner Jim Slanetz agrees with Commissioner Ed Johnson and this type of funding should come from the City. Ed Johnson suggested they focus on sidewalks.

Gary Lipton said that helping the Streets department was initiated by Executive Director Suzanne Frick and himself in the past. He advised that he thinks this is against what the original goal was. He reiterated that the original goal was to put sidewalks in where there aren't any.

Commissioner Amanda Breen asked for clarification on the ask and it was confirmed that the KURA could assist in funding all things on the list in their packet. Executive Director Suzanne Frick talked about the budget process and the funding requests. The requests in today's packet are a few years out. She talked about equipment and repairs of infrastructure. The equipment need is taken care of but there is additional need for repair of sidewalks in the KURA area. In order to free up time to work on other things, additional sidewalk money would be helpful. Ed Johnson asked if the KURA has done sidewalk repairs in the past. Suzanne Frick clarified they have not. Commissioner Amanda Breen questioned what happens next. Chair Susan Scovell advised this was just a discussion item to see if they are in support.

Gary Lipton suggested that the KURA give \$20,000 to the Street Department to help the city council and the tax payors.

Commissioner Jim Slanetz advised that this is confusing going into the KURA budget. This should be city funded. Attorney Ryan Armbruster advised that we need to have more direction. It is better to have it on bricks and mortar. This will be explored and brought back.

Executive Director Suzanne Frick asked for clarification on the board needs. Chair Susan Scovell advised it is a purchase of equipment.

8. Discussion to provide annual funding to off-set a portion of the cost for the new Ketchum Fire Department ladder truck

Chair Susan Scovell asked if this is the same conversation as the street conversation. The proposal would be \$50,000 towards the fire truck. Attorney Ryan Armbruster advised that this one is clean. Executive Director Suzanne Frick talked about the annual payment for the City being \$60,000 for 15 years. Treasurer Grant Gager advised they could go toward lease payments and would go under infrastructure in the KURA budget.

Ryan Armbruster advised that the KURA could enter into a longer contract if they wanted. The current year infrastructure budget was discussed.

Direct staff to bring this back to the next meeting at a \$60,000 contribution.

9. Discussion and review of the lighting study for the Warm Springs Bike Path

Executive Director Suzanne Frick advised that in the packet is a Paul Stoops report. The question for the board is, do they want to pursue it and if so, how to move forward? The location was discussed. There are no lights on Saddle Road to Wanderers Way.

Gary Lipton advised that the board look out for the safety of the children and asked the board to support. Commissioner Ed Johnson supports but would also like to look at putting in a hard curb for safety. The rolled curb as opposed to the hard curb was discussed and Suzanne Frick would like to do public outreach to find out what the public wants. Commissioner Amanda Breen supports future engineering and design. The next step will be to go to engineering.

## **ADJOURNMENT**

**Motion to adjourn at 3:09 p.m.**

***Motion made by Commissioner Breen, Seconded by Commissioner Scovell.***

***Voting Yea: Commissioner Breen, Commissioner Johnson, Commissioner Scovell, Commissioner Slanetz, Commissioner Spachman***

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Susan Scovell, Chair

ATTEST:

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Robin Crotty, Secretary

## Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "9610000000"- "9848009999"

Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>URBAN RENEWAL AGENCY</b>			
<b>URBAN RENEWAL EXPENDITURES</b>			
<b>98-4410-4200 PROFESSIONAL SERVICES</b>			
ELAM & BURKE	182581	General Representation October 2019	1,436.85
<b>98-4410-4600 LIABILITY INSURANCE</b>			
ICRMP	18023 1920 1	Annual Member Contribution for Policy Period 10-01-19 to 09-30-20	1,394.50
Total URBAN RENEWAL EXPENDITURES:			2,831.35
Total URBAN RENEWAL AGENCY:			2,831.35
Grand Totals:			2,831.35

## RESOLUTION NUMBER 19-URA11

### A RESOLUTION OF THE KETCHUM URBAN RENEWAL AGENCY, ESTABLISHING THE DATES FOR ALL REGULAR MEETINGS FOR 2020

WHEREAS, regular meetings of the Ketchum Urban Renewal Agency shall be held on the third Monday of each month at 2:00 p.m. at Ketchum City Hall unless such date is a holiday, in which the meeting shall be held on the following Tuesday; and

WHEREAS, pursuant to Idaho Code § 67-2343(1), any public agency that holds meetings at regular intervals of at least once per calendar month scheduled in advance over the course of the year may satisfy this meeting notice by giving meeting notices at least once each year of its regular meeting schedule; and

WHEREAS, the Board of the Ketchum Urban Renewal Agency has determined that listing all regular meetings to be held in 2020 would be beneficial to the residents of and visitors to the City of Ketchum.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE KETCHUM URBAN RENEWAL AGENCY that the regular meetings of the Ketchum Urban Renewal Agency for 2020 are as follows:

#### 2019 KURA Regular Meeting Schedule

- January 21, 2020 (Tuesday)
- February 18, 2020 (Tuesday)
- March 16, 2020
- April 20, 2020
- May 18, 2020
- June 15, 2020
- July 20, 2020
- August 17, 2020
- September 21, 2020
- October 19, 2020
- November 16, 2020
- December 21, 2020

This Resolution will be in full force and effect upon its adoption this \_\_\_\_ day of November 2019.

KETCHUM URBAN RENEWAL AGENCY  
KETCHUM, IDAHO

\_\_\_\_\_  
Chair, Susan Scovell

ATTEST:

\_\_\_\_\_  
Robin Crotty  
Secretary





## **Ketchum Urban Renewal Agency**

**P.O. Box 2315 | 480 East Ave. N. | Ketchum, ID 83340**

November 18, 2019

Chair and Commissioners  
Ketchum Urban Renewal Agency  
Ketchum, Idaho

### **RECOMMENDATION TO APPROVE MOU 50061 BETWEEN THE KURA AND CITY FOR THE PURCHASE OF FIRE APPARATUS**

#### Recommendation and Motion

Should the KURA agree to enter into MOU 50061, the following motion is recommended:

**I move to authorize the Chair to sign MOU 50061**

#### Introduction/History

At the October 21, 2019 meeting, the Board discussed contributing towards the recently purchased Fire Department ladder truck and to future apparatus for the Fire Department.

#### Current Report

KURA contributions towards fire apparatus will ensure the Fire Department has the equipment to protect structures in the Urban Renewal District. The District is experiencing new development growth which necessitates purchase of new fire apparatus.

The proposed MOU provides the KURA the opportunity to determine the amount of any contribution as part of the annual budget process. The City would provide KURA a definitive amount the City would spend on the purchase of fire apparatus.

#### Financial Requirement/Impact

Entering into the MOU does not commit the KURA to any specific funding. Funding will be determined on a case by case basis as part of the annual budget process.

**MEMORANDUM OF UNDERSTANDING 50061**  
**BETWEEN THE CITY OF KETCHUM AND**  
**THE KETCHUM URBAN RENEWAL AGENCY**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is effective on the date last executed below by and between the City of Ketchum (“City”) and the Ketchum Urban Renewal Agency (“Agency”). City and Agency may hereafter collectively be referred to as the “Parties.”

**RECITALS**

WHEREAS, the City is a duly organized and existing municipal corporation of the State of Idaho;

WHEREAS, the Agency is an independent public body corporate and politic, organized and existing pursuant to Idaho Code § 50-2001 *et seq.*;

WHEREAS, the City Council of the City of Ketchum, by adoption of Ordinance No. 992 on November 15, 2006, duly adopted the Ketchum Urban Renewal Plan (the “2006 Plan”) to be administered by the Agency;

WHEREAS, upon the approval of Ordinance No. 1077, adopted by the City Council on November 15, 2010, and deemed effective on November 24, 2010, the Agency began implementation of the amended Ketchum Urban Renewal Plan (the “Amended Plan”);

WHEREAS, pursuant to Idaho law, City and Agency are authorized and empowered to enter into such contracts as may be necessary to carry out projects that may be beneficial to the public;

WHEREAS, the City purchased and is considering additional purchases of certain fire equipment (hereinafter the “Fire Apparatus”) to provide fire protection for the City, including the Project Area;

WHEREAS, the Fire Apparatus will allow the Agency to continue to work towards economic development within the Project Area;

WHEREAS, the Agency is willing to commit to a portion of the funding for the Fire Apparatus, which will allow the City to proceed with the acquisition of the Fire Apparatus;

WHEREAS, the City is in the process of obtaining a definitive acquisition price for the Fire Apparatus;

**AGREEMENT**

**NOW, THEREFORE**, it is understood between the City and Agency as follows:

1. Agency agrees to pay City a portion of the purchase cost of the Fire Apparatus on an annual basis to be approved through the Agency’s annual budget adoption process in an amount of \$\_\_\_\_\_ each year through \_\_\_\_\_, up to a maximum amount of \$\_\_\_\_\_, provided that City obtain a definitive cost amount for the Fire Apparatus and provide the same to Agency for approval before authorizing any acquisition of the Fire Apparatus.

- a. If Agency determines the cost for the Fire Apparatus is unacceptable and will exceed the Agency's commitment of \$\_\_\_\_\_ and City's commitment of \$\_\_\_\_\_, Agency shall notify City it will not proceed with the contribution. Additionally, in that event, City and Agency shall meet and confer to discuss alternatives concerning funding of the Fire Apparatus.
- b. If Agency determines the cost is acceptable, Agency shall notify City to proceed with the acquisition. City shall not acquire the Fire Apparatus until City receives written acceptance from Agency. Agency shall provide City funding as follows:
  - i. City shall submit appropriate invoice information showing the payments due for the acquisition of the Fire Apparatus to the Agency to evidence the amounts the Agency is requested to pay.
  - ii. Agency shall remit amounts necessary to pay for its share of the Fire Apparatus related charges to City within thirty (30) days of Agency's receipt of an invoice or payment request. However, that if Agency disputes any requested payment amount contained in an invoice or payment request, the undisputed amount shall be paid, and the Agency and City shall exert cooperative efforts to resolve the disputed amount as soon as practicable.
  - iii. Agency's share of the Fire Apparatus shall be determined by its commitment as compared to the City's commitment, in this instance \_\_\_\_% of the cost of the Fire Apparatus with the City's share at \_\_\_\_% of the cost of the Fire Apparatus.

2. City shall defend, indemnify and hold Agency and their respective officers, agents, and employees harmless from and against all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses, including reasonable architect and attorney fees (collectively referred to in this section as "Claim"), which may be imposed upon or incurred by or asserted against Agency or its respective officers, agents, and employees relating to the construction or design of the City Project or otherwise arising out of this MOU. In the event an action or proceeding is brought against Agency or their respective officers, agents, and employees by reason of any such Claim, City, upon written notice from Agency, shall, at City's expense, resist or defend such action or proceeding.

Notwithstanding the foregoing, City shall have no obligation to indemnify and hold Agency and its respective officers, agents, and employees harmless from and against any matter to the extent it arises from the negligence or willful act of Agency or its respective officers, agents, or employees or from conduct resulting in an award of punitive damages against Agency.

3. This MOU constitutes the entire agreement between the parties and supersedes all other agreements and understandings, written and oral, between the parties with respect to the subject matter hereof. The parties hereto may, at any time hereafter, modify or amend this MOU by a subsequent written agreement executed by both parties. This MOU may not, however, be modified or amended orally, nor shall this MOU be deemed modified or amended in any way by any act of either of the parties hereto.

4. All parties hereto are or have been afforded the opportunity to be represented by counsel in the course of the negotiations for and the preparation of this MOU; accordingly,

in all cases, the language of this MOU will be construed simply, according to its fair meaning, and not strictly for or against any party.

5. This MOU may be executed in counterparts and, once so executed by both parties hereto, each such counterpart shall be deemed to be an original, but all such counterparts together shall constitute but one agreement.

6. If any provision of this MOU or its application to any person or circumstance is held invalid, the remainder of this MOU or the application to other persons or circumstances shall not be affected.

7. The Parties represent and warrant that they are authorized to execute this Agreement on behalf of the entities indicated below.

IN WITNESS WHEREOF, the Parties hereto, through their respective governing boards, have executed this MOU on the date signed below.

**[signatures on following page]**

**KETCHUM URBAN RENEWAL AGENCY**

By: \_\_\_\_\_  
Title: Chair  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**CITY OF KETCHUM**

By: \_\_\_\_\_  
Title: Mayor  
Printed Name: Neil Bradshaw  
Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

4839-6579-6012, v. 1