



KETCHUM URBAN RENEWAL AGENCY

**Tuesday, June 20, 2023 at 2:00 PM
191 5th Street West, Ketchum, Idaho 83340**

AGENDA

PUBLIC PARTICIPATION INFORMATION

Public information on this meeting is posted outside City Hall.

We welcome you to watch Council Meetings via live stream.

You will find this option on our website at <https://www.ketchumura.org/kura/meetings>.

If you would like to comment on a public hearing agenda item, please select the best option for your participation:

1. Join us via Zoom (*please mute your device until called upon*).
Join the Webinar: <https://ketchumidaho-org.zoom.us/j/85068502446>
Webinar ID: 850 6850 2446
2. Join us at City Hall.
3. Submit your comments in writing at info@ketchumura.org (*by noon the day of the meeting*).

This agenda is subject to revisions. All revisions will be underlined.

CALL TO ORDER:

ROLL CALL:

COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS:

CONSENT CALENDAR: (ALL ACTION ITEMS)

1. ACTION ITEM: Approval of May 15, 2023 Minutes
2. ACTION ITEM: Approval of Bills

DISCUSSION ITEMS:

3. Update on 1st Street and Washington Ave Project

ACTION ITEMS:

4. ACTION ITEM: Review and Direction to Staff on Proposed FY24 KURA Budget
5. ACTION ITEM: Discussion and Direction to Staff on FY24 Infrastructure Project Funding

ADJOURNMENT:



Meeting Minutes

Monday May 15, 2023,

2:00pm

Ketchum City Hall

CALL TO ORDER:

Chair Susan Scovell called the meeting to order at 2:00 p.m. *(00:00:18 in video)*

ROLL CALL:

Present

Board Chair Susan Scovell
Board Member Gary Lipton
Board Member Casey Dove
Board Member Jim Slanetz
Board Member Amanda Breen

Absent

Board Member Tyler Davis Jeffers
Board Member Casey Burke

Other attendees:

Suzanne Frick, KURA Executive Director
Jade Riley, City Administrator
Harry Griffith, Sun Valley Economic Development
Abbey Germaine, KURA Counsel—*via teleconference*
Ryan Armbruster, KURA Counsel—*via teleconference*

COMMUNICATION FROM THE BOARD MEMEBERS: *(00:0:42 in video)*

Gary Lipton— Expressed the necessity of In Lieu Fees from the City of Ketchum. He impressed on the Board the importance of a written commitment from the city regarding funding. He also suggested to the Board that prior to committing any money to the city projects that proposals be provided by the Fist and Washington Development Team. *(00:00:49 in video)*

CONSENT CALENDAR: ALL ACTION ITEMS *(00:02:23 in video)*

1. Motion to move approve April 17, 2023, Minutes

(00:02:40 in video)

Motion made by Casey Dove; seconded by Gary Lipton

Ayes: Gary Lipton, Susan Scovell, Casey Dove, Jim Slanetz, Amanda Breen

Nays: None



2. Motion to move approve April 24, 2023, Special KURA, and City Council Meeting Minutes

(00:03:07 in video)

Motion made by Casey Dove; seconded by Susan Scovell

Ayes: Gary Lipton, Susan Scovell, Casey Dove, Jim Slanetz, Amanda Breen

Nays: None

DISCUSSION ITEMS:

3. Quarterly Update from Sun Valley Economic Development (SVED)

Presented by: Harry Griffith *(00:03:40 in video)*

Comments, questions, and discussion by Board Members *(00:10:17 in video)*

Presentation Continued *(00:11:35 in video)*

Comments, questions, and discussion by Board Members *(00:19:18 in video)*

ACTION ITEM:

4. Review and action on 1st Amendment to Agreement to Negotiate Exclusively 50082 between the Ketchum Urban Renewal Agency and Wood River Community Housing Trust, Inc. and DeChase development Services LLC. *(00:24:11 in video)*

Presented by: Suzanne Frick

Joined by: Abbey Germaine *(00:25:22 in video)*

Motion to approve the first amendment to Agreement 50082 and Resolution 23-URA03. *(00:26:45 in video)*

Motion made by Casey Dove; seconded by Jim Slanetz

Ayes: Gary Lipton, Susan Scovell, Casey Dove, Jim Slanetz,

Recused: Amanda Breen

Nays: None

5. Discussion and action to fund 4th Street paver replacement.

Presented by: Suzanne Frick *(00:27:14 in video)*

Comments, questions, and discussion by Board Members *(00:28:45 in video)*



Motion to authorize funding up to \$230,072 for the replacement of the pavers on 4th Street between Main Street and East Avenue. (00:35:32 in video)

Motion made by Gary Lipton; seconded by Amanda Breen

Ayes: Gary Lipton, Susan Scovell, Casey Dove, Jim Slanetz, Amanda Breen

Nays: None

6. Review and ranking of KURA budget priorities for FY 23-24.

Presented by: Suzanne Frick (00:37:58 in video)

Comments, questions, and discussion by Board Members (00:41:07 in video)

7. Review, discussion, and direction to staff on city of Ketchum Capital Improvement Projects.

Introduced by: Suzanne Frick (00:59:19 in video)

Presented by: Jade Riley (01:00:05 in video)

Comments, questions, and discussion by Board Members (01:18:50 in video)

ADJOURNMENT:

Motion to adjourn 3:37 pm (01:33:45 in video)

Motion made by Casey Dove; seconded by; Amanda Breen

Ayes: Gary Lipton, Jim Slanetz, Casey Dove, Susan Scovell, Amanda Breen

Casey Burke

Nays: None

Susan Scovell, Chair

ATTEST:

Trent Donat KURA Secretary

Report Criteria:

Invoice Detail.GL account = "9810000000"-9911810000"

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
1650 CITY OF KETCHUM									
6623	1	SALARIES & BENFITS 3-25 TO 4-21-2	Invoice	05/05/2023	05/15/2023	8,628.32		8,628.32	98-4410-880
Total 1650 CITY OF KETCHUM:						8,628.32	.00	8,628.32	
4561 ELAM & BURKE									
201593	1	General Representation MARCH 2023	Invoice	03/31/2023	05/15/2023	775.35		775.35	98-4410-420
201595	1	1st & Washington Profession Fees	Invoice	03/31/2023	05/15/2023	5,768.05		5,768.05	98-4410-420
Total 4561 ELAM & BURKE:						6,543.40	.00	6,543.40	
2722 KETCHUM COMPUTERS, INC.									
19614	1	MONTHLY WORKSTATION MAINT	Invoice	05/01/2023	05/15/2023	43.50		43.50	98-4410-420
Total 2722 KETCHUM COMPUTERS, INC.:						43.50	.00	43.50	
3836 SKINNER FAWCETT									
46153	1	2023 Tax bond 06-6780(5)s	Invoice	04/01/2023	05/15/2023	9,767.00		9,767.00	98-4410-420
Total 3836 SKINNER FAWCETT:						9,767.00	.00	9,767.00	
Total :						24,982.22	.00	24,982.22	
Grand Totals:						24,982.22	.00	24,982.22	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
98-4410-4200	16,353.90	.00	16,353.90
98-4410-8801	8,628.32	.00	8,628.32
Grand Totals:	24,982.22	.00	24,982.22

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
00/00	24,982.22	.00	24,982.22
Grand Totals:	24,982.22	.00	24,982.22



CITY OF KETCHUM

P.O. Box 2315
 Ketchum ID 83340
 Phone: (208) 726-3841
 Fax: (208) 727-5070

INVOICE

Date	Number	Page
05/05/2023	6623	1

Bill To: KETCHUM URBAN RENEWAL AGENCY
 BOX 2315
 KETCHUM ID 83340

Customer No. 410
Project:
Terms: Due Upon Receipt
Invoice Due Date: 05/05/2023

Quantity	Description	Unit Price	Net Amount
1	SALARIES & BENFITS 3-25 TO 4-21-2023 REIMBURSE	8,628.32	8,628.32

Please remit payment via:
<https://www.ketchumidaho.org/administration/page/online-payments>
 OR
 City of Ketchum
 PO Box 2315
 Ketchum, ID 83340

Amount	8,628.32
Balance Due	<u>8,628.32</u>

Employee	Rate w/benefits	Hours	Amount	February Financial Statement
Frick, Suzanne	95.98	87	8,350.35	8,350.35
Landers, Morgan	92.85	0	-	-
Crutcher, Adam	48.48	0	-	-
McCollum, Suzanne	43.11	1	43.11	43.11
Donat, Trent	71.23	1	71.23	71.23
Gallagher, Shellie	65.45	2.5	163.63	163.63
Total		91.50	8,628.32	8,628.32

PERSONAL SERVICES:

- PERSONAL SERVICES:
- 01-4193-1000 SALARIES 5,655.00
- 01-4193-2100 FICA TAXES-CITY 432.61
- 01-4193-2200 STATE RETIREMENT-CITY 675.21
- 01-4193-2400 WORKMEN'S COMPENSATION-CITY 8.06
- 01-4193-2500 HEALTH INSURANCE-CITY 1,522.00
- 01-4193-2510 DENTAL INSURANCE-CITY 31.44
- 01-4193-2600 LONG TERM DISABILITY 26.03
- 8,350.35

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

Ketchum Urban Renewal Agency
Attn: Suzanne Frick
Executive Director
PO Box 2315
Ketchum, ID 83340

March 31, 2023

Invoice # 201593

Billing Atty - MSC

FOR PROFESSIONAL SERVICES RENDERED

From March 13, 2023 Through March 31, 2023

RE: General Representation

CLIENT/MATTER: 08962-00001

HOURS

3/13/23	RPA	.30	Review agenda items and financial statements for the board meeting.
3/20/23	RPA	.30	Review email concerning HB 329 and impact on housing projects. Address other bills of importance for consideration and explanation at the upcoming board meeting.
3/21/23	RPA	.30	Review draft agenda and material for the upcoming board meeting.
3/22/23	ARG	.60	Teams meeting with Suzanne Frick to discuss progress of 1st and Washington project. Review agenda and items for Board consideration.
3/22/23	RPA	.30	Follow up on agenda items for the upcoming board meeting, including annual report approval and approval of financials.
3/24/23	RPA	.20	Review emails concerning board meeting and presentation material.
3/27/23	RPA	1.00	Consider modification of the annual report re: attachment of 2021 audit. Attend portion of the Board meeting on general matters. Provide legislative summary.
3/28/23	RPA	.20	Update status of legislation impacting the agency and prospects of adjournment.
3/30/23	RPA	.20	Review city consideration of revised development agreement for the previously referred to Harriman Hotel. Consider impact on Agency's previous

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251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

Ketchum Urban Renewal Agency
Attn: Suzanne Frick
Executive Director
PO Box 2315
Ketchum, ID 83340

March 31, 2023

Invoice # 201595

Billing Atty - MSC

FOR PROFESSIONAL SERVICES RENDERED

From March 1, 2023 Through March 31, 2023

RE: 1st and Washington Project

CLIENT/MATTER: 08962-00003

HOURS

3/01/23	ARG	1.70	Begin drafting disposition and development agreement. Review response to proposal for pertinent information.
3/02/23	ARG	2.20	Continue drafting disposition and development agreement. Review ANE for pertinent information contained in ANE.
3/03/23	RPA	.20	Outline potential issues for DDA and drafting challenges.
3/07/23	ARG	1.90	Analyze parking options for 1st and Washington. Begin drafting memorandum on parking funding options.
3/07/23	RPA	.50	Review email concerning status of bond counsel guidance for financing and funding of parking garage. Address content of Elam and Burke memo concerning limitations of funding for consideration at the board meeting.
3/08/23	ARG	1.50	Review memorandum regarding parking financing options. Meeting w/ Suzanne Frick regarding progress on 1st and Washington.
3/08/23	RPA	1.50	Follow up on bond counsel/tax counsel memo for guidance to the Board. Review and provide comment for the memo from Elam and Burke to the Board concerning use of funds. Prepare for and attend work session with Suzanne Frick and Abbey Germaine.

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251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

RE: 1st and Washington Project

CLIENT/MATTER: 08962-00003
March 31, 2023
Invoice # 201595

3/09/23	ARG	1.40	Revise memorandum of parking financing options. Review memorandum from John McDevitt regarding bond issues. Draft email correspondence to Suzanne Frick regarding same.
3/09/23	RPA	1.00	Review and comment on latest draft of memo from bond counsel/tax counsel. Review final draft and coordinate distribution to the Board. Provide final comment on Elam and Burke memorandum and coordinate distribution to the Board. Review and comment on latest invoice from bond counsel/tax counsel and compare to not to exceed amount.
3/10/23	RPA	.80	Review documents for board meeting to consider parking options and support for parking related to the 1st and Washington Project.
3/13/23	ARG	1.70	Attend Board meeting to discuss parking options. Revise parking financing memorandum based on suggested revisions from John McDevitt.
3/13/23	RPA	1.50	Prepare for and attend special board meeting to address parking issues, contribution to the parking project, options for funding. Outline next steps. Address compliance with the 2021 tax certificate. Consider DDA negotiation status.
3/15/23	ARG	.60	Teams meeting with Suzanne Frick regarding project updates. Send email correspondence to John McDevitt regarding next steps and Board meeting.
3/15/23	RPA	.70	Attend weekly status call with Abbey Germaine and Suzanne Frick. Outline parking issues and needed follow up. Address presentation by bond counsel at the 3/27 board meeting to provide the board guidance on compliance and financing options.
3/16/23	ARG	.20	Review and respond to email correspondence from John McDevitt regarding next board meeting.
3/17/23	ARG	.40	Review legislation related to affordable housing. Draft email correspondence to Suzanne Frick regarding same.
3/20/23	ARG	1.00	Draft narrative for staff memo regarding Series 2021 Bonds and options of remediating private business use of property.

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251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

RE: 1st and Washington Project

CLIENT/MATTER: 08962-00003
March 31, 2023
Invoice # 201595

3/21/23	ARG	.90	Revise narrative for staff memo regarding Series 2021 bonds. Provide email correspondence to Suzanne Frick regarding same.
3/21/23	RPA	.80	Review and comment on the staff statement concerning the options to comply with the tax certificate from the Series 2021 bonds. Address the reasons to pursue the recharacterization of the bonds to 501(c)(3) bonds.
3/22/23	RPA	.80	Coordinate distribution of the memo on the options of compliance with the tax certificate from the 2021 bond refinancing in relationship with the housing project. Attend weekly call session with Abbey Germaine and Suzanne Frick concerning the 1st and Washington project.
3/23/23	ARG	.30	Review Board packet for Board meeting on 27th. Send Board meeting information to John McDevitt.
3/23/23	RPA	.20	Follow up concerning 1st and Washington memo on compliance with tax certificate and presentation by bond counsel at board meeting.
3/27/23	RPA	1.00	Review email updates of the summary of the parking and development issues for the 1st and Washington project. Consider option for 501(c)(3) for recharacterization of 2021 bonds. Attend that portion of the Board meeting to consider this item.
3/29/23	RPA	.70	Prepare summary of board meeting which addressed parking issues and tax certificate compliance. Outline next steps and schedule. Prepare email to Suzanne Frick.

PROFESSIONAL FEES

5,737.00

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Date	Invoice #
5/1/2023	19614
Terms	Due Date
Net 30	5/31/2023

Bill To
Ketchum Urban Renewal Agency finance@ketchumidaho.org

Federal Tax ID: 26-1671669

billing@ketchumcomputers.com

Date	Employee	Description	Quantity	Rate	Amount
5/3/2023	Mandeville	Monthly Workstation Maintenance: KURA laptop	1	43.50	43.50

Total	\$43.50
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SKINNER FAWCETT LLP
250 W. Bobwhite Court, Suite 240
P.O. Box 700
Boise, ID 83701-0700
(208) 345-2663

April 1, 2023
Invoice Number: 46153

Ketchum Urban Renewal Agency
Attn: Executive Director
491 Sun Valley Rd.
Ketchum, ID 83340

In Reference To: Ketchum Urban Renewal Agency - 2023 Tax/Bond
Review
File No.: 06-6780(5) S

PROFESSIONAL SERVICES

			<u>Amount</u>	
3/8/2023	JRM	Review and respond to Abbey's questions to the Memorandum and revise/circulate the final Memorandum.	1.75	612.50
3/9/2023	JRM	Revise tax analysis memo and circulate. Review Elam Burke financing options memo and send comments to EB.	0.50	175.00
3/12/2023	RAS	Review e-mails.	0.25	137.50
3/27/2023	JRM	Attend KURA meeting and discuss remedial action with Board.	0.75	262.50
		For Professional Services Rendered	3.25	\$1,187.50
		Previous balance		\$8,579.50
		Balance due		<u><u>\$9,767.00</u></u>

Report Criteria:

Invoices with totals above \$0 included.
Paid and unpaid invoices included.
[Report].GL Account Number = "961000000"- "9848009999"

Vendor Name	Invoice Number	Description	Net Invoice Amount
URBAN RENEWAL AGENCY			
URBAN RENEWAL EXPENDITURES			
98-4410-4200 PROFESSIONAL SERVICES			
KETCHUM COMPUTERS, INC.	19680	MONTHLY WORKSTATION MAINT & SERVICES	126.00
ELAM & BURKE	202050	General Representation	661.05
ELAM & BURKE	202051	1st & Washington Profession Fees	2,274.00
DESMAN, INC	D23025	60-23101-1 SERVICES	720.00
98-4410-8801 REIMBURSE CITY GENERAL FUND			
URBAN RENEWAL AGENCY	6706	CITY STAFF SERVICES 4-22 TO 5-19-2023	8,548.98
Total URBAN RENEWAL EXPENDITURES:			12,330.03
Total URBAN RENEWAL AGENCY:			12,330.03
Grand Totals:			12,330.03

shellie

Invoice



Ketchum, ID 83340

Date	Invoice #
6/1/2023	19680
Terms	Due Date
Net 30	7/1/2023

Bill To
Ketchum Urban Renewal Agency finance@ketchumidaho.org

Federal Tax ID: 26-1671669

billing@ketchumcomputers.com

Date	Employee	Description	Quantity	Rate	Amount
6/3/2023	Mandeville	Monthly Workstation Maintenance: KURA laptop	1	43.50	43.50
5/19/2023	Mandeville	Suzanne: Clerk drive folder permissions	0.5	165.00	82.50

Total	\$126.00
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251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

Ketchum Urban Renewal Agency
Attn: Suzanne Frick
Executive Director
PO Box 2315
Ketchum, ID 83340

April 30, 2023

Invoice # 202050

Billing Atty - MSC

FOR PROFESSIONAL SERVICES RENDERED

From April 10, 2023 Through April 30, 2023

RE: General Representation

CLIENT/MATTER: 08962-00001

HOURS

4/10/23	RPA	.50	Review bond resolution to determine information to send to bondholder and others. Prepare email to Suzanne Frick for annual report filing to bondholder.
4/11/23	RPA	.10	Confirm filing of annual report to bondholder. Review draft agenda for the April 17 Board meeting.
4/12/23	ARG	.30	Review agenda for Board meeting on April 17. Review and respond to email correspondence with Suzanne Frick regarding same.
4/12/23	RPA	.20	(NO CHARGE) Review proposed Board meeting agenda and consider any follow-up.
4/17/23	ARG	.80	Attend and participate in Board meeting via Zoom. Discussion regarding 1st and Washington parking and general Agency business.
4/17/23	RPA	1.00	Prepare legislative summary for presentation at the Board meeting. Review the Board meeting materials. Prepare for and attend the Board meeting.
4/18/23	ARG	.20	Review notice of public hearing. Review and respond to email correspondence from Suzanne Frick regarding agenda items for joint meeting.
4/18/23	RPA	.20	(NO CHARGE) Review emails concerning the agenda notice for the upcoming joint session with the City Council and Board agenda.

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

Ketchum Urban Renewal Agency
Attn: Suzanne Frick
Executive Director
PO Box 2315
Ketchum, ID 83340

April 30, 2023

Invoice # 202051

Billing Atty - MSC

FOR PROFESSIONAL SERVICES RENDERED

From April 3, 2023 Through April 30, 2023

RE: 1st and Washington Project

CLIENT/MATTER: 08962-00003

HOURS

4/03/23	ARG	.60	Review email correspondence from Board Commissioner regarding parking issues. Review outcome of Board meeting and necessary next steps for project development.
4/03/23	RPA	.20	Address parking issues and follow up concerning moving forward with the DDA. Consider Board position on various options.
4/05/23	ARG	.60	Prepare for meeting with Suzanne Frick. Attend meeting with Suzanne Frick regarding 1st and Washington project. Draft notes on next steps and action items.
4/05/23	RPA	1.00	Review updated information on status of discussions on parking. Consider proposed joint session with City Council and Agency Board. Address issues for such a joint session. Address legal issues on ownership and access/use of the parking, Agency limitations and options for the developer. Consider impact on schedule of performance for the exclusive right agreement and the DDA.
4/12/23	RPA	.20	(NO CHARGE) Address issues for joint City Council/Board meeting and logistics for the meeting.
4/17/23	RPA	1.00	Review information concerning parking options. Consider issues for discussion at the joint

PAGE 1

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Tax Id No. 82-0451327

RE: 1st and Washington Project

CLIENT/MATTER: 08962-00003

April 30, 2023

Invoice # 202051

			session with the City. Attend that portion of the Board meeting to consider parking issues.
4/19/23	ARG	.60	Meeting with Suzanne Frick to discuss status of 1st and Washington project. Review public notice posted for joint public meeting between City and URA.
4/19/23	RPA	.80	Attend Teams call with Abbey Germaine and Suzanne Frick re the parking issues and upcoming joint session. Consider the approval for payment of design drawings for subterranean parking garage. Consider the amendments to the exclusive right agreement.
4/20/23	ARG	.20	Review proposed agenda for joint meeting. Draft revisions to same. Provide draft agenda to Trent Donet for publication.
4/24/23	ARG	2.40	Prepare for joint public meeting with City Council and Agency. Attend via Zoom public meeting with City and Agency. Advise on issues related to public procedure and next steps.
4/25/23	ARG	.30	Internal discussion related to negotiation aspects regarding surface-level parking for project and potential options for next steps.
4/25/23	RPA	.30	Receive update on Board decision on parking and impact on DDA negotiations.
4/26/23	ARG	.40	Meeting with Suzanne Frick to discuss outcome of Board decision on 1st and Washington parking. Strategize on next steps.
4/26/23	RPA	.80	Outline issues in light of Board parking decision. Consider process for DDA negotiations. Participate in regular work session with Suzanne Frick and Abbey Germaine concerning status and next steps.
4/28/23	RPA	.10	Consider negotiation items for the DDA and schedule for the session.

PROFESSIONAL FEES

2,274.00

Please make check payable and remit to:

DESMAN, Inc.
 3 West 35th Street, 3rd Floor
 New York, NY 10002

KURA - Ketchum Urban Renewal Authority
 191 5th St. W
 Ketchum, ID 83340

INVOICE # D23025

INVOICE DATE: 4/30/2023

Suzanne Frick - Executive Director
 sfrick@ketchumidaho.org

Invoices to:
 sfrick@ketchumidaho.org

First & Washington Parking Garage
 Ketchum, ID
 DESMAN Project Number: 60-23101-1
 DESMAN Project Manager - Scot Martin

Professional Engineering Services
 Invoice Billing Period through April 30, 2023

Description/Phase	Contract Amount	% Completed	Billed To Date	Previously Billed	Amount of This Invoice
Concept Design	\$7,200.00	100%	\$7,200.00	\$6,480.00	\$720.00
TOTAL	\$7,200.00		\$7,200.00	\$6,480.00	\$720.00

AMOUNT DUE THIS INVOICE **\$720.00**



CITY OF KETCHUM
 P.O. Box 2315
 Ketchum ID 83340
 Phone: (208) 726-3841
 Fax: (208) 727-5070

INVOICE

Date	Number	Page
05/24/2023	6706	1

Bill To: KETCHUM URBAN RENEWAL AGENCY
 BOX 2315
 KETCHUM ID 83340

Customer No. 410
Project:
Terms: Due Upon Receipt
Invoice Due Date: 06/03/2023

Quantity	Description	Unit Price	Net Amount
1	SALARIES & BENEFITS CITY STAFF 4-24 TO 5-19-23	8,548.98	8,548.98

Please remit payment via:
<https://www.ketchumidaho.org/administration/page/online-payments>
 OR
 City of Ketchum
 PO Box 2315
 Ketchum, ID 83340

Amount	8,548.98
Balance Due	<u>8,548.98</u>

Employee	Rate w/benefits	Hours	Amount	Rate	Hours	February Financial Statement
Frick, Suzanne	96.12	86.5	8,314.12	96.12	86.5	8,314.12
Landers, Morgan	92.85	0	-			
Crutcher, Adam	48.48	0	-			
McCollum, Suzanne	43.11	0	-			
Donat, Trent	71.23	1	71.23			
Gallagher, Shellie	65.45	2.5	163.63			
Total			8,548.98			
			90.00			

PERSONAL SERVICES:

01-4193-1000	SALARIES	5,622.50
01-4193-2100	FICA TAXES-CITY	430.13
01-4193-2200	STATE RETIREMENT-CITY	671.32
01-4193-2400	WORKMEN'S COMPENSATION-CITY	8.02
01-4193-2500	HEALTH INSURANCE-CITY	1,522.00
01-4193-2510	DENTAL INSURANCE-CITY	34.12
01-4193-2600	LONG TERM DISABILITY	26.03
TOTAL PERSONAL SERVICES		8,314.12



Ketchum Urban Renewal Agency

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

June 20, 2023

Chair and Commissioners
Ketchum Urban Renewal Agency
Ketchum, Idaho

Recommendation to Review and Provide Direction on FY 24 KURA Budget

Introduction/History

Per Idaho Code 50-2006 the Urban Renewal Agency (URA) is required to adopt a budget and submit the budget to the City of Ketchum by September 1, 2023.

Staff is proposing the Board review the proposed budget and identify any changes. The budget then would return to the Board on July 24, 2023 for tentative approval and the adoption hearing would be set and noticed for August 21, 2023. The proposed budget is provided in Attachment A and the budget schedule is included in Attachment B.

Analysis

The Board will hold a Public Hearing on August 21, 2023 for the purpose of considering and adopting a final budget and making appropriations to each fund for the forthcoming fiscal year 2023-24. The public may appear at the hearing and be heard upon any part or parts of the budget.

The proposed budget is generally the same as the FY23 budget with some key changes. Those changes consist of:

- Increase in Professional Services to account for fee adjustment for KURA Attorney (Attachment C).
- Reduction in reimbursement of city administrative expenses to reflect actual costs.
- Increase in reimbursement of city general fund for salaries to account for a potential salary adjustment for city employees.
- Reduction in KURA operating contingency.
- Increase in funds for infrastructure projects, increased from \$2 million to \$3 million.

- Adjustment to Owner Participating Agreements (OPA) reimbursements due to agreements expiring.
- Reduction of funding for economic development projects to reflect historic expenditures. Funding for SVED is available in the Professional Services account.
- Increase in bond payments consistent with schedule of payments.

Financial Requirement/Impact

The Fiscal Year 2023-2024 Urban Renewal Agency Budget provides budget authority for the services and projects the Agency anticipates providing during the new fiscal year. The overall budget amount is similar to the FY 23 budget with the exception of an additional \$1 million dollars budgeted for infrastructure projects.

Recommendation and Motion

Staff recommends the Board provide direction on changes to the proposed budget.

Attachments:

- A: Proposed FY24 Budget
- B: Budget Adoption Schedule
- C: Memo on Fee Adjustment from Elam & Burke



Fiscal Year 2023-24 Proposed Budget

Chair: *Susan Scovell*

Vice-Chair: Casey Dove

Commissioners: *Amanda Breen, Casey Burke,
Tyler Davis-Jeffers, Gary Lipton, Jim Slanetz*

Executive Director: *Suzanne Frick*

Treasurer: *Shellie Gallagher*

Secretary: *Trent Donat*



Ketchum Urban Renewal Agency Fund

The purpose of the Ketchum Urban Renewal Agency Fund is to provide the financial authority to facilitate urban renewal activities within the boundaries of the Ketchum Urban Renewal District. Resolution 06-33, establishing the Ketchum Urban Renewal Agency, was adopted by the City Council on April 3, 2006. Resolution 06-34, establishing the revenue allocation area wherein urban renewal activities may occur, was subsequently adopted by the City Council on April 3, 2006. Finally, the Ketchum Urban Renewal Plan was adopted by the City Council with passage of Ordinance 992 on November 15, 2006. The Urban Renewal Plan was amended in 2010 with passage of Ordinance 1077.

FY 2023-24 Highlights

Summary: The objective of the Ketchum Urban Renewal Agency Fund is to support the projects to be undertaken during the fiscal year and to provide budget authority to make required principal and interest payments on the 2010 Urban Renewal Bonds.

For Fiscal Year 2023-24, the KURA will focus efforts on funding infrastructure improvements in partnership with the city of Ketchum and development of the First Street and Washington Avenue for deed restricted workforce housing.



Ketchum Urban Renewal Agency Fund

FY 2023-24 Highlights

Capital:	\$ 3,000,000
Owner Participation Agreements	\$ 210,000
Economic Development	\$ 20,000



FY 23/24 Proposed Revenue and Expenditures

		2021	9/30/2021	2022	9/30/2022	2023	2023	2024
		Budget	Actuals	Budget	Actuals	Budget	Projected	Proposed
Revenue								
98-3100-1000	TAX INCREMENT REVENUE	\$ 1,650,000	\$ 1,860,533	\$ 1,750,000	\$ 2,094,919	\$ 2,101,905	\$ 2,101,905	\$ 2,228,091
98-3100-1050	PROPERTY TAX REPLACEMENT	\$ -	\$ 6,813	\$ -	\$ 13,626	\$ 6,813	\$ 12,000	\$ 12,000
98-3100-9000	PENALTY AND INTEREST ON TAXES	\$ 2,500	\$ 3,342	\$ 2,500	\$ 7,642	\$ 3,800	\$ 2,500	\$ 3,000
98-3700-2000	OTHER REVENUE (Rent)	\$ 38,500	\$ 116,390	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000
98-3800-9000	FUND BALANCE	\$ 520,000	\$ -	\$ 1,078,883	\$ -	\$ 896,501	\$ -	\$ 1,772,715
	Total	\$ 2,211,000	\$ 1,987,078	\$ 2,867,383	\$ 2,152,187	\$ 3,045,019	\$ 2,152,405	\$ 4,051,806
Expenditure								
98-4410-3100	OFFICE SUPPLIES AND POSTAGE	\$ 500	\$ 88	\$ 500	\$ 17	\$ 500	\$ 200	\$ 500
98-4410-4200	PROFESSIONAL SERVICES	\$ 56,000	\$ 94,589	\$ 66,000	\$ 91,355	\$ 70,000	\$ 120,000	\$ 120,000
98-4410-4400	ADVERTISING AND LEGAL PUBLICATION	\$ 1,000	\$ 339	\$ 1,000	\$ 54	\$ 1,000	\$ 500	\$ 1,000
98-4410-4600	LIABILITY INSURANCE	\$ 2,928	\$ 5,756	\$ 3,074	\$ -	\$ 3,074	\$ 3,000	\$ 3,000
98-4410-4800	DUES SUBSCRIPTIONS AND MEMBERS	\$ 1,500	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
98-4410-4900	PERSONNEL TRAINING/TRAVEL	\$ 2,000	\$ -	\$ 2,000	\$ 494	\$ 2,000	\$ 1,000	\$ 2,000
98-4410-5000	ADMINISTRATIVE EXPNS-CITY GEN FUND	\$ 32,869	\$ 32,869	\$ 34,547	\$ 24,216	\$ 43,790	\$ 43,000	\$ 25,000
98-4410-6100	REPAIR MAINT-MACHINERY & EQ	\$ -	\$ 509	\$ 500	\$ -	\$ 500	\$ 100	\$ 500
98-4410-8801	REIMBURSE CITY GENERAL FUND	\$ 84,001	\$ 75,000	\$ 75,184	\$ -	\$ 100,000	\$ 100,000	\$ 120,000
98-4410-8852	REIMBURSE IN-LIEU HOUSING FUND	\$ 90,000	\$ -	\$ -	\$ 143	\$ -	\$ -	\$ -
98-4410-9930	URA FUND OP CONTINGENCY	\$ 25,000	\$ -	\$ 15,000	\$ -	\$ 55,000	\$ -	\$ 25,000
	Sub Total	\$ 295,798	\$ 211,750	\$ 200,405	\$ 118,879	\$ 278,464	\$ 270,400	\$ 299,600
Capital Improvements								
98-4410-7100	INFRASTRUCTURE PROJECTS	\$ 1,196,147	\$ 187,833	\$ 2,000,000	\$ 276,998	\$ 2,000,000	\$ 700,000	\$ 3,000,000
98-4410-7101	LIMELIGHT OPA	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ 130,000	\$ -	\$ 130,000
98-4410-7103	MISCELLANEOUS OPA	\$ 10,000	\$ -	\$ 14,000	\$ 22,125	\$ 35,000	\$ 30,000	\$ 10,000
98-4410-7104	COMMUNITY LIBRARY OPA	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
98-4410-7110	ECONOMIC DEVELOPMENT PROJECTS	\$ 25,000	\$ 14,000	\$ 35,000	\$ -	\$ 25,000	\$ -	\$ 10,000
98-4410-7112	311 FIRST STREET OPA	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ 10,000
98-4410-7900	DEPRECIATION EXPENSE	\$ -	\$ 15,885	\$ 16,000	\$ 15,885	\$ -	\$ -	\$ -
98-4410-7950	AMORTIZATION COSTS	\$ -	\$ 108,146	\$ 11,000	\$ 3,858	\$ -	\$ -	\$ -
	Sub Total	\$ 1,431,147	\$ 375,864	\$ 2,288,000	\$ 368,866	\$ 2,240,000	\$ 780,000	\$ 3,210,000
Debt Service								
98-4800-4200	PROF SERVICES-PAYING AGENCT	\$ 1,600	\$ 1,750	\$ -	\$ -	\$ -	\$ -	\$ -
98-4800-8100	DEBT SERVICE ACCT PRIN-2010	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
98-4800-8200	BOND DEBT SERVICE RESERV-INT EXP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
98-4800-8300	DEBT SERVICE ACCT INTRST-2010	\$ 282,455	\$ 282,412	\$ -	\$ -	\$ -	\$ -	\$ -
98-4800-8400	DEBT SERVICE ACCT PRIN-2021	\$ -	\$ -	\$ 240,000	\$ -	\$ 393,277	\$ 393,277	\$ 481,014
98-4800-8450	DEBT SRVC ACCT INTRST-2021	\$ -	\$ -	\$ 138,978	\$ 76,703	\$ 133,277	\$ 133,277	\$ 61,192
	Sub Total	\$ 484,055	\$ 284,162	\$ 378,978	\$ 76,703	\$ 526,554	\$ 526,554	\$ 542,206
Total Expenditures		\$ 2,211,000	\$ 871,776	\$ 2,867,383	\$ 564,448	\$ 3,045,018	\$ 1,576,954	\$ 4,051,806
Net Income		\$ -	\$ 1,115,302	\$ -	\$ 1,587,739			

Materials and Services Detail FY 23/24



Description	FY 21/22 Actuals	FY 22/23 Budget	FY 23/24 Budget
Professional Services Attorney Auditor SVED Misc. Services	\$91,355	\$70,000	\$120,000
Dues, Subscriptions, Memberships Redevelopment Association of Idaho	\$2,600	\$2,600	\$2,600
Personnel Training / Travel / Meetings	\$494	\$2,000	\$2,000

Capital Outlay FY 23/24



Description	FY 21/22 Actuals	FY 22/23 Budget	FY 23/24 Budget
Infrastructure Projects:	\$276,998	\$2,000,000	\$3,000,000
Economic Development Projects:	\$25,000	\$25,000	\$10,000

Staffing Analysis FY 23/24



Position	FY 21/22 Actual	FY 22/23 Projected	FY 23/24 Budget
Chairperson	1	1	1
Vice-Chair	1	1	1
Commissioners	5	5	5
Executive Director	0.30	1.0	1.0
Treasurer	0.10	0.10	0.10
Secretary	0.10	0.10	0.10
AP & Payroll	0.05	0.05	0.05
TOTAL	7.5	8.25	8.25

Budget Calendar FY 2024



June 20, 2023	Review and Direction on FY24 Draft Budget.
July 24, 2023	Review and approval of FY24 Draft Budget and provide for publication of notice of public hearing and adoption at the August 21, 2023 meeting.
August 2, 2023 August 16, 2023	Publish Notice in Mountain Express
August 21, 2023	Regular Board Meeting: <ul style="list-style-type: none">• Public Hearing on Proposed Budget• Adopt Annual Appropriation Resolution
September 1, 2023	Provide Budget to City
October 1, 2023	Implement FY 2023-2024 Budget

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June 13, 2023

Suzanne Frick
Ketchum Urban Renewal Agency
sfrick@ketchumidaho.org

RE: Legal Services Budget and Rates-FY 2024

Dear Suzanne:

For preparation of the FY 2024 budget relating to legal fees, the Firm has requested consideration of an increase in the hourly rate on the Ketchum Urban Renewal Agency General file (8962-0001) from its current \$225 an hour for shareholders and of counsel, \$200 for associates, and \$100 for paralegals. These new rates would be effective with the first billing cycle for the new Fiscal Year (billing invoice dated October 31, 2023, for the period October 1, 2023, through October 31, 2023). The timekeeper rates above have been in effect, without change, since October 2021. The new proposed rates will be the same rates as the 1st and Washing ton Project file (8962-0003) as follows:

Ryan Armbruster and Meghan Conrad	\$250
Abbey Germaine	\$240
Associate	\$200
Paralegal	\$110

These new rates still reflect a significant discount from the Firm's regular hourly rates for those categories. For budgeting purposes, the hourly rate, while important, may not significantly impact the budgeted amount as much as an estimate of the type and substance of work which may be requested over the ensuing fiscal year.

The Firm very much appreciates the opportunity to provide legal services to the Ketchum Urban Renewal Agency. Please call us if you would like to discuss these changes.

Sincerely,

ELAM & BURKE
A Professional Association



Meghan S. Conrad



Ketchum Urban Renewal Agency

P.O. Box 2315 | 191 5th Street | Ketchum, ID 83340

June 20, 2023

Chair and Commissioners
Ketchum Urban Renewal Agency
Ketchum, Idaho

REVIEW AND PROVIDE DIRECTION ON KURA FUNDING FOR INFRASTRUCTURE PROJECTS

Introduction/History

At the May 15, 2023 meeting the Board established funding priorities for FY24 (Attachment A). As the city and KURA prepare their budgets, several city projects are eligible for KURA funding. Staff requests Board direction on KURA funding participation for identified projects (Attachment B). If the Board is interested, funding will be set aside in the FY24 KURA budget.

Proposed Projects

Attachment B identifies the potential projects eligible for KURA funding. Those projects that do not yet have a cost estimate, staff requests KURA input if the project should receive funding, and if so, staff will return when cost estimates are available.

Financial Requirement/Impact

KURA has sufficient funds to assist with the proposed projects. The capital improvement funding in the proposed FY24 budget has increased to \$3 million in available funding.

Recommendation and Motion

Staff recommends the Board identify the projects and funding amount KURA will provide and make a motion approving the project and funding amount.

Attachments

- A: FY24 Priority Rankings
- B: Proposed FY24 Projects

FY 23/24 Project Priority Rankings	Board member Rankings (lowest number is highest priority)							Board Priority Ranking
	AMANDA	CASEY B	CASEY D	GARY	JIM	SUSAN	TYLER	
Streets, Sidewalks, and Public Infrastructure	2	1	3	1	1	2	3	1
4TH STREET- Completion of 4th Street Heritage Project	5	5	5	3	2	3	2	3
Repair 4th Street Corridor	3	6	2	2	3	5	4	3
UNDERGROUND POWERLINES- Undergrounding power lines in RAA	8	8	7	9	6	7	7	8
Economic Development Projects located within the RAA	6	4	6	8	9	6	8	5
Community Housing	1	2	1	9	4	1	1	2
Public Parking	9	3	8	4	8	9	9	7
Fire Station Solar Panels	4	7	4	5	5	8	5	4
Replace Street Maintenance Equipment	7	9	9	6	7	4	6	6

Rank Projects 1-5 with 1 being the top priority and 5 being the lowest

