



**KETCHUM URBAN RENEWAL AGENCY**

**Monday, April 15, 2024 at 2:00 PM  
191 5th Street West, Ketchum, Idaho 83340**

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**AGENDA**

**PUBLIC PARTICIPATION INFORMATION**

Public information on this meeting is posted outside City Hall.

**We welcome you to watch KURA 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/82704040903>  
Webinar ID: 827 0404 0903
2. Join us at City Hall.
3. Submit your comments in writing at [info@ketchumura.org](mailto:info@ketchumura.org) (*by noon the day of the meeting*).

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

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**CALL TO ORDER:**

**ROLL CALL:**

**COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS:**

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

1. ACTION ITEM: Approval of Bills
2. ACTION ITEM: Approval of March 18, 2024 Minutes

**DISCUSSION ITEMS:**

3. Update on First and Washington Project
4. Update on Legislative Actions

**ACTION ITEMS:**

5. ACTION ITEM: Identify and approve KURA contribution to the Main Street Project and direct staff to prepare a reimbursement agreement for Board approval.



- [6.](#) ACTION ITEM: Recommendation to Review, Discuss and Approve KURA Funding Priorities and Review and Discuss KURA 5-Year Capital Improvement Budget
- [7.](#) ACTION ITEM: Approve members of the KURA subcommittee to review plans for the First and Washington project.

**ADJOURNMENT:**

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>			
KETCHUM COMPUTERS, INC.	20303	KURA MONTHLY WORKSTATION MAINTENANCE	49.50
SUN VALLEY ECONOMIC DEVEL	1557	KURA QRTLY CONTRACT FOR SERVICES	2,250.00
ELAM & BURKE	207156	General Representation MARCH 2024	751.35
<b>98-4410-8801 REIMBURSE CITY GENERAL FUND</b>			
CITY OF KETCHUM	7774	SALARIES & BENEFITS 02/24-03/22 2024	12,184.77
Total URBAN RENEWAL EXPENDITURES:			15,235.62
Total URBAN RENEWAL AGENCY:			15,235.62
Grand Totals:			15,235.62

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
<b>1650 CITY OF KETCHUM</b>									
7774	1	SALARIES & BENEFITS 02/24-03/22 2	Invoice	03/26/2024	04/10/2024	12,184.77		12,184.77	98-4410-880
Total 1650 CITY OF KETCHUM:						12,184.77	.00	12,184.77	✓
<b>4561 ELAM &amp; BURKE</b>									
207156	1	General Representation MARCH 2024	Invoice	03/31/2024	04/10/2024	751.35		751.35	98-4410-420
Total 4561 ELAM & BURKE:						751.35	.00	751.35	✓
<b>2722 KETCHUM COMPUTERS, INC.</b>									
20303	1	KURA MONTHLY WORKSTATION MAI	Invoice	04/01/2024	04/10/2024	49.50		49.50	98-4410-420
Total 2722 KETCHUM COMPUTERS, INC.:						49.50	.00	49.50	✓
<b>3981 SUN VALLEY ECONOMIC DEVELOPMENT</b>									
1557	1	KURA QRTL Y CONTRACT FOR SERVI	Invoice	04/01/2024	04/10/2024	2,250.00		2,250.00	98-4410-420
Total 3981 SUN VALLEY ECONOMIC DEVELOPMENT:						2,250.00	.00	2,250.00	✓
Total :						15,235.62	.00	15,235.62	
Grand Totals:						15,235.62	.00	15,235.62	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
98-4410-4200	3,050.85	.00	3,050.85
98-4410-8801	12,184.77	.00	12,184.77
Grand Totals:	15,235.62	.00	15,235.62

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
00/00	15,235.62	.00	15,235.62
Grand Totals:	15,235.62	.00	15,235.62

# Invoice



P.O. Box 5186  
Ketchum, ID 83340

98.4410.4200

Bill To
Ketchum Urban Renewal Agency finance@ketchumidaho.org

Date	Invoice #
4/1/2024	20303
Terms	Due Date
Net 30	5/1/2024

Federal Tax ID: 26-1671669
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billing@ketchumcomputers.com
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Date	Employee	Description	Quantity	Rate	Amount
4/3/2024	Mandeville	Monthly Workstation Maintenance: KURA laptop	1	49.50	49.50

<b>Total</b>	\$49.50
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Sun Valley Economic Development \_ SVED  
 PO Box 3893  
 Ketchum, ID 83340 US  
 (208)720-7779  
 Harry@sunvalleyeconomy.org  
 www.sunvalleyeconomy.org

**Invoice**



**SUN VALLEY  
 ECONOMIC  
 DEVELOPMENT**

98.4410.4200

**BILL TO**

Shellie Gallagher  
 Ketchum Urban Renewal Agency  
 City of Ketchum

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1557	04/01/2024	\$2,250.00	05/01/2024	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
<b>Public Sector - KURA</b> Quarterly Contract for Service	1	2,250.00	2,250.00
Thank you for your support.	<b>BALANCE DUE</b>		<b>\$2,250.00</b>

251 E. Front Street, Suite 300  
Boise, Idaho 83702  
Tax ID No. 82-0451327  
Telephone 208-343-5454  
Fax 208-384-5844



98.4410.4200

March 31, 2024

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

Invoice No. 207156  
Client No. 8962  
Matter No. 1  
Billing Attorney: ARG

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### INVOICE SUMMARY

For Professional Services Rendered from March 11, 2024 through March 31, 2024.

**RE: General Representation**

Total Professional Services	\$ 750.00
Total Costs Advanced	<u>\$ 1.35</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 751.35</b>

# ELAM & BURKE

2024-03-31

March 31, 2024  
 Invoice No. 207156  
 Client No. 8962  
 Matter No. 1  
 Billing Attorney: ARG

## PROFESSIONAL SERVICES

Date	Atty	Description	Hours
3/11/24	RPA	Coordinate attendance at the special meeting, contribution issue for the Agency to assist the City of Ketchum.	.20
3/13/24	RPA	Review emails concerning the upcoming Board meeting, including agenda items and legislative summary.	.30
3/14/24	RPA	Address status of quorum and selection of temporary chair for the Board meeting in light of Chair and Vice-Chair's absence. Follow up on status of legislation and potential revisions to the draft bill. Outline opposition points.	.50
3/18/24	RPA	Prepare outline of pending legislation for the Board meeting. Attend that portion of the Board meeting for legislation summary and general matters.	1.50
3/27/24	RPA	Review emails concerning special meeting to consider Main Street improvement project and contribution by the Agency.	.20
3/28/24	RPA	Review emails re special meeting schedule and agenda item for consideration.	.10
3/29/24	RPA	Review emails re status of negotiations with interested contractor for Main Street project and need for special meeting.	.20

**TOTAL PROFESSIONAL SERVICES \$ 750.00**

## SUMMARY OF PROFESSIONAL SERVICES

Name	Staff Level	Rate	Billed Hours	Billed Amount	Non-Chargeable Hours	Non-Chargeable Amount
Armbruster, Ryan P.	Of Counsel	250.00	3.00	750.00	.00	.00
<b>Total</b>			<b>3.00</b>	<b>\$ 750.00</b>	<b>.00</b>	<b>\$ .00</b>



# ELAM & BURKE

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March 31, 2024  
Invoice No. 207156  
Client No. 8962  
Matter No. 1  
Billing Attorney: ARG

## COSTS ADVANCED

Description	Amount
Copies	.60
Color Copies	.75
<b>TOTAL COSTS ADVANCED</b>	<b>\$ 1.35</b>
<b>TOTAL THIS INVOICE</b>	<b>\$ 751.35</b>

251 E. Front Street, Suite 300  
Boise, Idaho 83702  
Tax ID No. 82-0451327  
Telephone 208-343-5454  
Fax 208-384-5844



March 31, 2024

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

Invoice No. 207156  
Client No. 8962  
Matter No. 1  
Billing Attorney: ARG

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**REMITTANCE**

RE: General Representation

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**BALANCE DUE THIS INVOICE**

**\$ 751.35**

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**ONLINE PAYMENTS**

Elam & Burke is committed to offering safe, secure, and convenient options to pay your bill using Visa, MasterCard, Discover, American Express, Apple Pay, Google Pay, and eCheck.  
NOTE: A 3% convenience surcharge will be applied to all of these transactions.

To pay online, please click here: [www.elamburke.com/payments](http://www.elamburke.com/payments) or go to: [www.elamburke.com/payments](http://www.elamburke.com/payments)

**ACH PAYMENTS IN USD**

Account Holder: Elam & Burke, PA  
Bank Name: U.S. Bank  
Branch Name: Meridian CenterPoint Office  
Account Number: 82982196  
ABA Routing Number: 021052053

**CHECK PAYMENTS**

All checks should be made payable to:  
Elam & Burke, PA  
ATTN: Accounts Receivable  
251 E. Front Street, Suite 300  
Boise, ID 83702  
(Please return this advice with payment.)

*Please reference: Invoice 207156, File # 8962 - 1 on all payments.*

**INVOICES ARE PAYABLE UPON RECEIPT**  
***Thank you! Your business is greatly appreciated.***

251 E. Front Street, Suite 300  
Boise, Idaho 83702  
Tax ID No. 82-0451327  
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March 31, 2024

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

Invoice No. 207157  
Client No. 8962  
Matter No. 3  
Billing Attorney: ARG

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### INVOICE SUMMARY

For Professional Services Rendered from March 1, 2024 through March 31, 2024.

**RE: 1st and Washington Project**

Total Professional Services	\$ 2,132.00
Total Costs Advanced	<u>\$ 18.15</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 2,150.15</b>

# ELAM & BURKE

March 31, 2024  
 Invoice No. 207157  
 Client No. 8962  
 Matter No. 3  
 Billing Attorney: ARG

## PROFESSIONAL SERVICES

Date	Atty	Description	Hours
3/01/24	RPA	Review emails re cost breakdown to support the developer in the 1st and Washington project.	.20
3/06/24	ARG	Draft email correspondence to Frank Lee regarding formula methodology for calculating KURA contribution to project.	.20
3/07/24	RPA	Review emails concerning the confirming resolution on Agency contribution and approval process.	.50
3/08/24	RPA	Follow up on the financing contribution from KURA and how best to provide commitment for use by the developer to attract lenders.	.20
3/12/24	RPA	Follow up on KURA contributions, commitment through funding resolution.	.20
3/13/24	ARG	Review and respond to Frank Lee regarding funding methodology. Review and respond to email correspondence from Suzanne Frick regarding public comments on project.	.50
3/13/24	RPA	Review emails concerning approval resolution for the financing commitment of the Agency for the developer's project. Address the concern over openness and transparency.	.30
3/14/24	ARG	Draft resolution for funding methodology approval. Revise and finalize the capital contribution formula. Review and respond to email correspondence from Frank Lee. Send both to Suzanne Frick.	1.30
3/14/24	RPA	Address the commitment by the Agency for the project in terms of eligibility projects and other considerations.	.30
3/18/24	ARG	Prepare for Board meeting and agenda items. Attend Board meeting via resolution. Advise on issues related to funding methodology for KURA.	2.30
3/18/24	RPA	Review resolution and commitment analysis. Address next steps.	.50
3/20/24	RPA	Follow up on next steps of development and submissions. Address financing issues and design issues.	.30
3/21/24	RPA	Review status of bid results by the City for the Main Street project, decision to reject all bids and negotiate with interested contractor. Follow up with Suzanne Frick on next steps and impact on the Agency.	.70

# ELAM & BURKE

March 31, 2024  
 Invoice No. 207157  
 Client No. 8962  
 Matter No. 3  
 Billing Attorney: ARG

3/22/24	RPA	Review and forward certificates from Secretary of State for the development entities.	.30
3/25/24	RPA	Review email regarding signature page for the development documents.	.10
3/26/24	RPA	Follow up on replacement of signature page for the ground lease with the right signature page for the DDA for development team. Review emails.	.30
3/27/24	RPA	Review emails and comments concerning parking loss by virtue of development. Review emails concerning replacement of signature page for the DDA and identifying the correct development entity.	.30
3/29/24	RPA	Telephone conference with Frank Lee re changes to signature page and identity of the development entity. Review email concerning same.	.20

**TOTAL PROFESSIONAL SERVICES \$ 2,132.00**

## SUMMARY OF PROFESSIONAL SERVICES

Name	Staff Level	Rate	Billed Hours	Billed Amount	Non-Chargeable Hours	Non-Chargeable Amount
Armbruster, Ryan P.	Of Counsel	250.00	4.40	1,100.00	.00	.00
Germaine, Abbey R.	Shareholder	240.00	4.30	1,032.00	.00	.00
<b>Total</b>			<b>8.70</b>	<b>\$ 2,132.00</b>	<b>.00</b>	<b>\$ .00</b>

## COSTS ADVANCED

Description	Amount
Copies	18.00
Color Copies	.15

**TOTAL COSTS ADVANCED \$ 18.15**

**TOTAL THIS INVOICE \$ 2,150.15**

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March 31, 2024

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

Invoice No. 207157  
Client No. 8962  
Matter No. 3  
Billing Attorney: ARG

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**REMITTANCE**

RE: 1st and Washington Project

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**BALANCE DUE THIS INVOICE**

**\$ 2,150.15**

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(Please return this advice with payment.)

*Please reference: Invoice 207157, File # 8962 - 3 on all payments.*

**INVOICES ARE PAYABLE UPON RECEIPT**  
***Thank you! Your business is greatly appreciated.***



**CITY OF KETCHUM**

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

**INVOICE**

98-4410-8801

Date	Number	Page
03/26/2024	7774	1

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

**Customer No.** 410

**Project:**

**Terms:** Due Upon Receipt

**Invoice Due Date:** 03/26/2024

Quantity	Description	Unit Price	Net Amount
1	REFUNDS & REIMBURSEMENTS-GENERAL	12,184.77	12,184.77

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

**Amount** 12,184.77

**Balance Due** 12,184.77

Employee	Rate w/benefits	Hours	Amount	Rate	Hours	February Financial Statement
Frick, Suzanne	126.85	94.5	11,987.20	126.85	97.5	12,367.75
Donat, Trent	67.65	1	67.65			
Arcora, Bailey	51.55	0	-			
Gallagher, Shellee	64.96	2	129.92			
<b>Total</b>			<b>12,184.77</b>			

NON-DEPARTMENTAL

PERSONAL SERVICES:

01-4193-1000	SALARIES	9,262.50
01-4193-2100	FICA TAXES-CITY	708.59
01-4193-2200	STATE RETIREMENT-CITY	1,035.54
01-4193-2400	WORKMENS COMPENSATION-CITY	9.61
01-4193-2500	HEALTH INSURANCE-CITY	1,316.00
01-4193-2510	DENTAL INSURANCE-CITY	35.51
01-4193-2600	ST & LONG TERM DISABILITY	.00
<b>TOTAL PERSONAL SERVICES</b>		<b>12,367.75</b>

PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
9,262.50	36,822.50	70,980.00	34,157.50	51.9
708.59	2,816.97	5,429.97	2,613.00	51.9
1,035.54	4,116.74	7,935.56	3,818.82	51.9
9.61	38.93	.00	(38.93)	.0
1,316.00	7,597.00	20,472.00	12,875.00	37.1
35.51	171.51	563.00	391.49	30.5
.00	.00	312.00	312.00	.0
<b>12,367.75</b>	<b>51,563.65</b>	<b>105,692.53</b>	<b>54,128.88</b>	<b>48.8</b>



Report Criteria:  
Activity/Activity code = 415003,417002

Employee Number	Name	Date	Reference Number	Task Number	Activity Code	Activity Description	Hours	Pay Code	Comments
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**DONAT, TRENT**

1400 DONAT, TRENT 03/18/2024 2 14 417002 URA ADMINISTRATION 1.00

Total DONAT, TRENT: 1.00

**FRICK, SUZANNE**

1700	FRICK, SUZANNE	02/25/2024	1	14	415003	URA ADMINISTRATION	3.00		
1700	FRICK, SUZANNE	02/26/2024	1	14	415003	URA ADMINISTRATION	5.00		
1700	FRICK, SUZANNE	02/27/2024	1	14	415003	URA ADMINISTRATION	4.00		
1700	FRICK, SUZANNE	02/28/2024	1	14	415003	URA ADMINISTRATION	4.00		
1700	FRICK, SUZANNE	02/29/2024	1	14	415003	URA ADMINISTRATION	3.00		
1700	FRICK, SUZANNE	03/01/2024	1	14	415003	URA ADMINISTRATION	3.00		
1700	FRICK, SUZANNE	03/01/2024	1	14	415003	URA ADMINISTRATION	3.00		
1700	FRICK, SUZANNE	03/01/2024	1	14	415003	URA ADMINISTRATION	6.00		
1700	FRICK, SUZANNE	03/01/2024	1	14	415003	URA ADMINISTRATION	4.00		
1700	FRICK, SUZANNE	03/17/2024	1	14	415003	URA ADMINISTRATION	1.00		
1700	FRICK, SUZANNE	03/20/2024	1	14	415003	URA ADMINISTRATION	4.00		
1700	FRICK, SUZANNE	03/21/2024	1	14	415003	URA ADMINISTRATION	2.00		
1700	FRICK, SUZANNE	03/22/2024	1	14	415003	URA ADMINISTRATION	2.00		
1700	FRICK, SUZANNE	03/02/2024	1	14	415003	URA ADMINISTRATION	5.00		
1700	FRICK, SUZANNE	03/04/2024	1	14	415003	URA ADMINISTRATION	5.00		
1700	FRICK, SUZANNE	03/05/2024	1	14	415003	URA ADMINISTRATION	3.00		
1700	FRICK, SUZANNE	03/06/2024	1	14	415003	URA ADMINISTRATION	3.00		
1700	FRICK, SUZANNE	03/03/2024	1	14	415003	URA ADMINISTRATION	3.00		
1700	FRICK, SUZANNE	03/07/2024	1	14	415003	URA ADMINISTRATION	3.00		
1700	FRICK, SUZANNE	03/08/2024	1	14	415003	URA ADMINISTRATION	2.00		
1700	FRICK, SUZANNE	03/10/2024	1	14	415003	URA ADMINISTRATION	4.00		
1700	FRICK, SUZANNE	03/11/2024	1	14	415003	URA ADMINISTRATION	5.00		
1700	FRICK, SUZANNE	03/12/2024	1	14	415003	URA ADMINISTRATION	9.00		
1700	FRICK, SUZANNE	03/13/2024	1	14	415003	URA ADMINISTRATION	4.50		
1700	FRICK, SUZANNE	03/14/2024	1	14	415003	URA ADMINISTRATION			

Total FRICK, SUZANNE: 94.50

Grand Totals: 95.50



## Meeting Minutes

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**Monday, March 18, 2024,**

**2:00pm**

**Ketchum City Hall**

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### **CALL TO ORDER:**

Suzanne Frick instructed the board that they needed to vote in a temporary chairperson for this meeting. *(00:00:23 in video)*

**1. Motion to nominate Casey Burke to be the temporary chair for this meeting.**

*(00:00:40 in video)*

Motion made by Courtney Hamilton; seconded by: Gary Lipton

**Ayes:** Gary Lipton, Courtney Hamilton, Casey Burke, Mason Frederickson

### **ROLL CALL:**

#### **Present:**

Board Member—Gary Lipton

Board Member—Courtney Hamilton

Board Member—Mason Frederickson *(via teleconference)*

Board Member—Casey Burke

#### **Other attendees:**

Suzanne Frick, KURA Executive Director

Trent Donat, City Clerk and KURA Secretary

Jade Riley, City Administrator

Ryan Armbruster, KURA Counsel *(via teleconference)*

Abbey Germain, KURA Counsel *(via teleconference)*

**COMMUNICATION FROM THE BOARD MEMBERS:** none

### **CONSET CALENDAR**

**2. Approval of the Bills.**

**Motion to approve action item 2.** *(00:01:39 in video)*

Motion made by Courtney Hamilton; Casey Burke

**Ayes:** Gary Lipton, Courtney Hamilton, Mason Frederickson, Amanda Breen, Casey Burke, Tyler Davis-Jeffers, Susan Scovell

**3. Approval of February 20<sup>th</sup>, 2024, regular KURA meeting minutes and February 20, 2024, special joint meeting minutes.**

**Motion to approve February 20<sup>th</sup>, 2024, regular KURA meeting minutes.**

*(00:02:21 in video)*

Motion made by Mason Frederickson; seconded by: Courtney Hamilton

**Ayes:** Gary Lipton, Courtney Hamilton, Mason Frederickson, Casey Burke



**Motion to approve February 20<sup>th</sup>, 2024, special joint meeting minutes with City Council.** (00:02:40 in video)

Motion made by Mason Frederickson; seconded by: Gary Lipton

**Ayes:** Gary Lipton, Courtney Hamilton, Mason Frederickson, Casey Burke

4. Re-approval of January 16<sup>th</sup>, 2024, Regular KURA meeting minutes and January 16th, 2024, special joint meeting minutes.

**Motion to approve January 16<sup>th</sup>, 2024, regular KURA meeting minutes.**  
(00:03:10 in video)

Motion made by Courtney Hamilton; seconded by: Gary Lipton

**Ayes:** Gary Lipton, Courtney Hamilton, Mason Frederickson, Casey Burke,

**Motion to approve January 16<sup>th</sup>, 2024, special joint meeting minutes with City Council.** (00:03:25 in video)

Motion made by Courtney Hamilton; seconded by: Gary Lipton

**Ayes:** Gary Lipton, Courtney Hamilton, Mason Frederickson, Casey Burke

#### **DISCUSSION ITEMS**

5. Update on State Legislation  
Presented by: Ryan Armbruster (00:03:42 in video)
6. Presentation and discussion on City's Downtown Parking Plan.  
Introduced by: Suzanne Frick (00:08:26 in video)  
Presented by: Jade Riley (00:08:58 in video)

**Comments, questions, and discussion by Board Members throughout presentation.**

**Public Comment Open** (00:58:21 in video)

- Warren Benjamin, Ketchum Resident (00:58:32 in video)
- Julie Johnson, Owner of Nourish Me (01:01:53 in video)
- Kingsley Murphy, County Resident (01:04:20 in video)
- Perry Boyle, Ketchum Resident (01:08:52 in video)

**Public Comment Closed** (01:10:49 in video)

**Comments, questions, and discussion by Board Members.** (01:10:55 in video)

#### **ACTION ITEMS:**

7. Recommendation to conduct a public meeting, hear public comments and adopt Resolution 24-URA05 approving the Annual Report of the Urban Renewal Agency for the Calendar Year 2023.

Presented by: Suzanne Frick (01:17:16 in video)

**Public Comment Open** (01:17:52 in video)



- Tara Martin Warm Springs Resident (01:18:01 in video)
- Suzanne Frick Responded (01:19:10 in video)
- Perry Boyle, Ketchum Resident (01:21:25 in video)

**Public Hearing Closed** (01:22:30 in video)

**Comments, questions, and discussion by Board Members.** (01:22:40 in video)

**Motion to approve Resolution 24-URA05 approving the Annual Report of the Urban Renewal Agency for Calendar Year 2023.** (01:22:26 in video)

Motion made by Gary Lipton; seconded by Courtney Hamilton

**Ayes:** Gary Lipton, Mason Frederickson, Courtney Hamilton, Casey Burke

**Nays:** None

8. Update on First and Washington Project and Recommendation to establish a KURA Subcommittee to review and provide direction on project design and plans and authorize the Executive Director to initiate and fund Idaho Power Engineering study.

Presented by: Suzanne Frick (01:23:53 in video)

**Comments, questions, and discussion by Board Members.** (01:27:06 in video)

*\*\*The subcommittee selection was deferred until a later meeting.\*\**

**Motion to authorize the Executive Director to initiate and fund the Idaho Power engineering work for the 1<sup>st</sup> and Washington site.**

**their work to project ready site.** (01:28:54 in video)

Motion made by Courtney Hamilton; seconded by Gary Lipton

**Ayes:** Gary Lipton, Mason Frederickson, Courtney Hamilton, Casey Burke

**Nays:** None

9. Recommendation to adopt Resolution 24-URA06, approving the funding methodology for the 1<sup>st</sup> and Washington project.

Presented by: Suzanne Frick (01:29:20 in video)

Joined by: Abbey Germaine (01:32:12 in video)

**Comments, questions, and discussion by Board Members.** (01:33:20 in video)

**Public Comment Open** (01:42:14 in video)

- Tara Martin, Warm Springs Resident (01:42:33 in video)

**Public Comment Closed** (01:43:09 in video)



**Motion to approve Resolution 24-URA06 approving the calculation for determining the URA capital contribution to the First Street and Washington Project.**

*(01:43:55 in video)*

Motion made by Courtney Hamilton; seconded by Gary Lipton

**Ayes:** Gary Lipton, Mason Frederickson, Courtney Hamilton, Casey Burke

**Nays:** None

10. Approval of a special meeting on Monday, March 25, 2024, at 2:00 p.m. to review and approve funding for the Main Street Improvement Project.

**Motion to approve a special meeting on Monday, March 25, 2024, to review and approve funding for the Main Street Improvement Project.** *(01:45:20 in video)*

Motion made by Courtney Hamilton; seconded by Mason Frederickson

**Ayes:** Gary Lipton, Casey Burke, Courtney Hamilton, Mason Frederickson

**Nays:** None

**ADJOURNMENT:**

**Motion to adjourn 3:21pm.** *(01:45:39 in video)*

Motion made by Courtney Hamilton; seconded by; Mason Frederickson

**Ayes:** Gary Lipton, Mason Frederickson, Courtney Hamilton, Casey Burke

**Nays:** None

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Susan Scovell, Board Chair

**ATTEST:**

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Trent Donat, KURA Secretary



## Ketchum Urban Renewal Agency

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P.O. Box 2315 | 191 5<sup>th</sup> Street | Ketchum, ID 83340

April 15, 2024

Chair and Commissioners  
Ketchum Urban Renewal Agency  
Ketchum, Idaho

### **RECOMMENDATION TO REVIEW OPTIONS FOR MAIN STREET PEDESTRIAN IMPROVMENTS AND PROVIDE DIRECTION ON KURA FUNDING AND DIRECT STAFF TO PREPARE A REIMBURSEMENT AGREEMENT WITH THE CITY OF KETCHUM**

#### Introduction/History

The KURA has participated in several joint meetings with the Ketchum City Council to review and discuss the design and KURA participation in the Main Street Project.

The project went out to bid and no bids were received. State law allows the city to negotiate directly with a contractor in the event no bids are submitted. The city has been in negotiations with Idaho Materials and Construction (IMC) to establish a project cost.

Attachment A provides details on the negotiations to date including the project costs and scope and cost options. Additional details will be provided at the meeting.

#### KURA Review and Action

The KURA is being asked to review the project scope and options and determine the extent of funding KURA will contribute towards the project. In this fiscal year (FY23-24), the maximum contribution staff recommends is \$1.25 million. Additional funding could be available next fiscal year (FY24-25) should the KURA wish to provide additional funding.

#### Financial Requirement/Impact

The KURA has budgeted \$3 million this fiscal year for capital projects. The following identifies funding commitments and projections for this year:

Undergrounding Main St Power Lines:	\$400,000
Master Plan for Town Square	\$60,000
Reimburse Bluebird for Infrastructure	\$820,000
Relocate Idaho Power Equipment @ 1 <sup>st</sup> /WA	\$250,000 (estimate)
Main Street Project	\$1,250,000
 Total	 \$2,780,000

Because the cost of relocating the Idaho Power equipment is unknown at this time and could exceed the estimate, staff recommends \$1,250,000 as the maximum KURA contribution for Main Street. Additional funds could be available next fiscal year.

Recommendation and Motion

Staff recommends the following motion:

“I move to authorize (identify dollar amount) for the Main Street Project and direct staff to prepare a reimbursement agreement to return for Board approval.”

Attachment A: City of Ketchum Staff Report



**CITY COUNCIL MEETING AGENDA MEMO**

Meeting Date:  Staff Member/Dept:

Agenda Item:

**Recommended Motion/Action:**

**Reasons for Recommendation:**

- The city recently completed the public solicitation of construction bids and did not receive any proposals. Under Idaho law, cities are allowed to engage a qualified public works contractor to negotiate a contract. Idaho Material and Construction (IMC) has completed previous roadway projects for the city as well as other jurisdictions in valley. IMC was the most active of two construction firms who participated in the bidding activities but chose not to submit due to non-responsive bids from subcontractors and concerns regarding project scope/timeline.
- The city’s Project Manager (Jacobs Engineering) and staff held several negotiation sessions with IMC to inform the proposed scope options for consideration.
- The full contract will not be completed by Monday’s meeting. The Council can either delegate signing authority to the Mayor without council approval or schedule a special Council Meeting to approve the contract.

**Policy Analysis and Background:**

For simplicity purposes, the roadway costs have been isolated as they are being funded via Idaho Department of Transportation (ITD). ITD is currently evaluating two options based on the updated costs:

1. Full scope (River to Knob Hill Inn) which will require an additional \$1m (approx.)
2. Reduce scope (River through 6<sup>th</sup> Street intersection) and stay within budget

Regarding the pedestrian improvements, staff is recommending the following actions to decrease budget to acceptable range:

**Scope Deferrals –**

- 2<sup>nd</sup> Street Culinary ramp/sidewalk (2025)
- 5<sup>th</sup> Street sidewalk infill (2025)
- New ten foot attached multi-use path from 6<sup>th</sup> to Cemetery (2027 with ITD North of Town road rebuild)
- Bus stops amenities (electrical conduit etc. included in option below)
- Arts and History (2025)



### **Scope Modifications (value engineering)**

- ADA ramps changed from pavers to concrete
- Reduced silva cell volume limits (25%)
- Reduce pavers (along 1<sup>st</sup> St at Argyros, at several banks)
- Street furnishing not included (future phase)
- Assumes Hot Dog Hill sidewalk improvements will be completed by developer
- Assumes city will construct sidewalk improvements at Serva's and seek reimbursement
- Incorporated cost/time savings approaches (specific tree vendor, prepurchase and direct purchase options)

### **Options**

Staff is recommending **Option Two** based on the following funding sources:

City of Ketchum = \$1,250,000 | URA = \$1,250,000

#### **Option 1 – Ketchum Full Scope (River through 6<sup>th</sup> Street)**

- Expenses
  - Design, construction management, and materials testing
  - Construction Project Scope: River through 6<sup>th</sup> Street
  - Cost = \$3,207,000

#### **Option 2 – Ketchum Reduced Scope (River to 2<sup>nd</sup> and 4<sup>th</sup> through 6<sup>th</sup> Street (full build between 2<sup>nd</sup> – 4<sup>th</sup>))**

- Expenses
  - Design, construction management, and materials testing
  - Construction Project Scope:
    - Master plan build between 2<sup>nd</sup> – 4<sup>th</sup>
    - Village Market drainage and planting strip/ornamental poles
    - Misc. locations for ornamental poles, trees
  - Cost = \$2,499,000

### **Public Process**

- Public open houses were held on February 15 and 16 to review the 90% design scope of work, potential construction management approach and associated next steps. A joint meeting between the Urban Renewal Agency and City Council occurred on February 20<sup>th</sup> to review public feedback and the 90% design. The attached scope of work was authorized to include in the public solicitation of construction bids.
- Public open houses were held on January 10 and 11 to review the details of the sidewalk enhancement elements (street furnishing, ped/bike safety improvements, Arts & History Plan). A joint meeting of the City Council and Urban Renewal Agency was held on January 16 to review the design details, draft budget and community feedback.
- Public open houses were held on November 8 and 9 to review the 30% concept designs. A joint meeting of the City Council and Urban Renewal Agency was held on November 13<sup>th</sup> to review the design and community feedback. During the community meetings, the city committed to holding public engagement sessions in January on potential sidewalk amenities and bike infrastructure to improve safety.

- The city approached ITD to advance the Main Street project to 2024 to address both the unsafe current condition as well as avoid the conflict with the south of town project (Elkhorn Road to River Street in 2025/26). ITD felt more comfortable with the city serving as the project manager to meet the desired scheduled. On August 21, the City Council approved a Memorandum of Understanding (MOU) with ITD that outlined coordination and cost share responsibilities.

**Sustainability Impact:**

The draft design envisions pedestrian improvements and increased tree canopy.

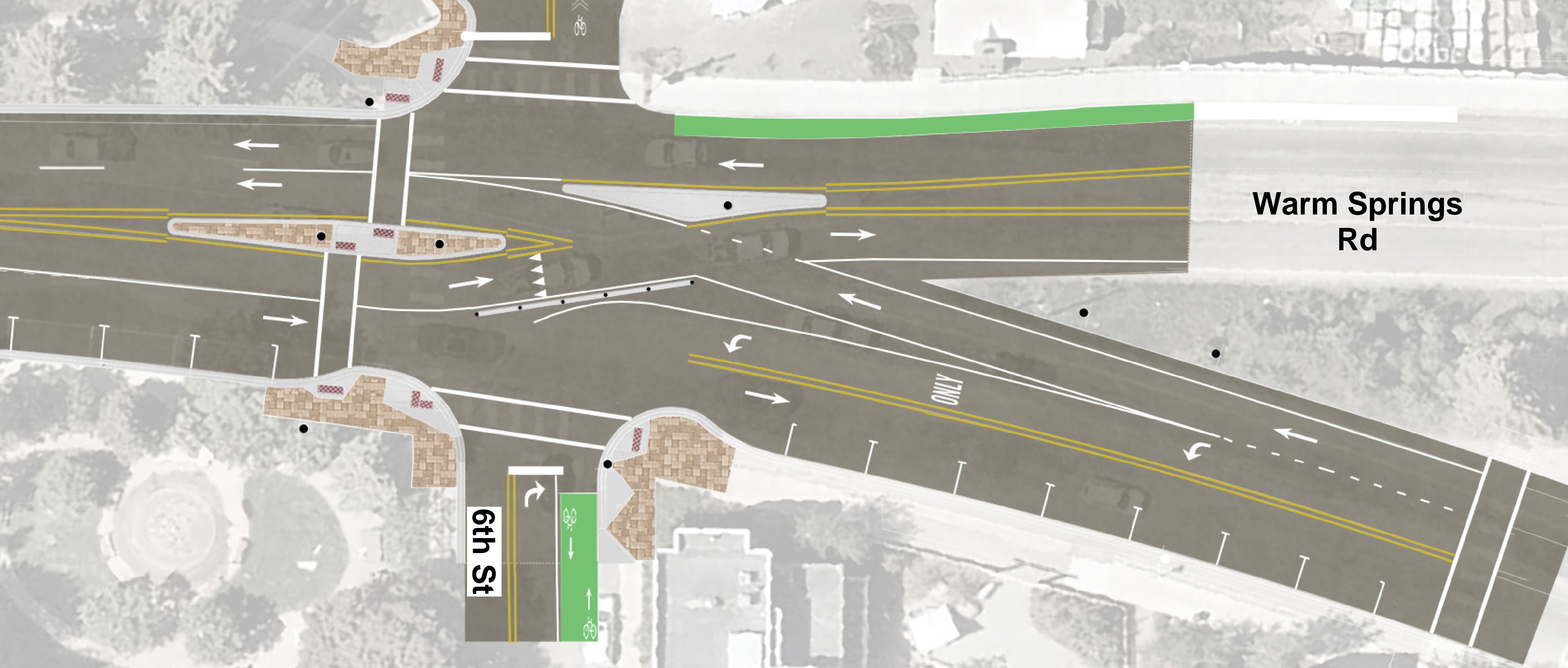
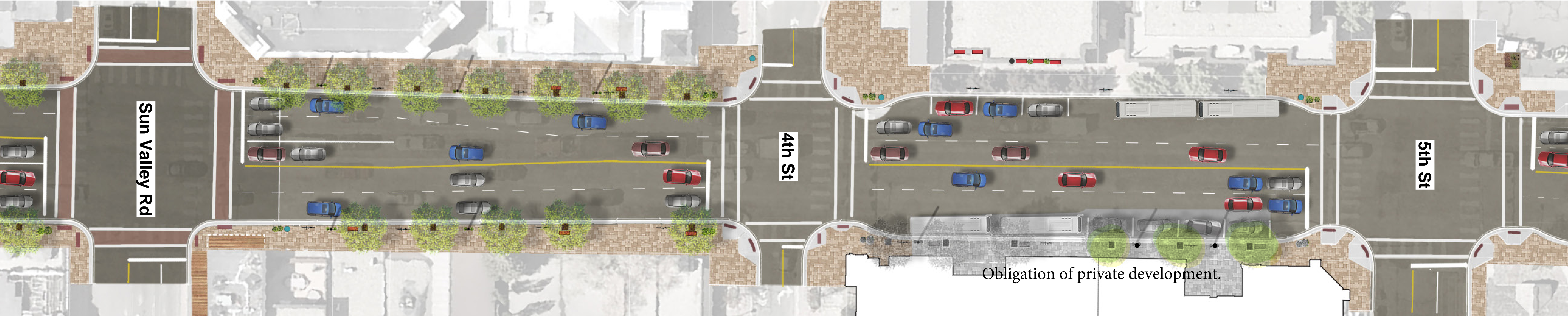
**Financial Impact:**

None OR Adequate funds exist in account:	The city has allocated \$1,071,341 in current fiscal year. ITD has contributed \$500,000 towards design and \$6.5m for construction. Staff is recommending city funding increase by an additional \$250,000 should URA be able to match with \$1,250,000 in funding.
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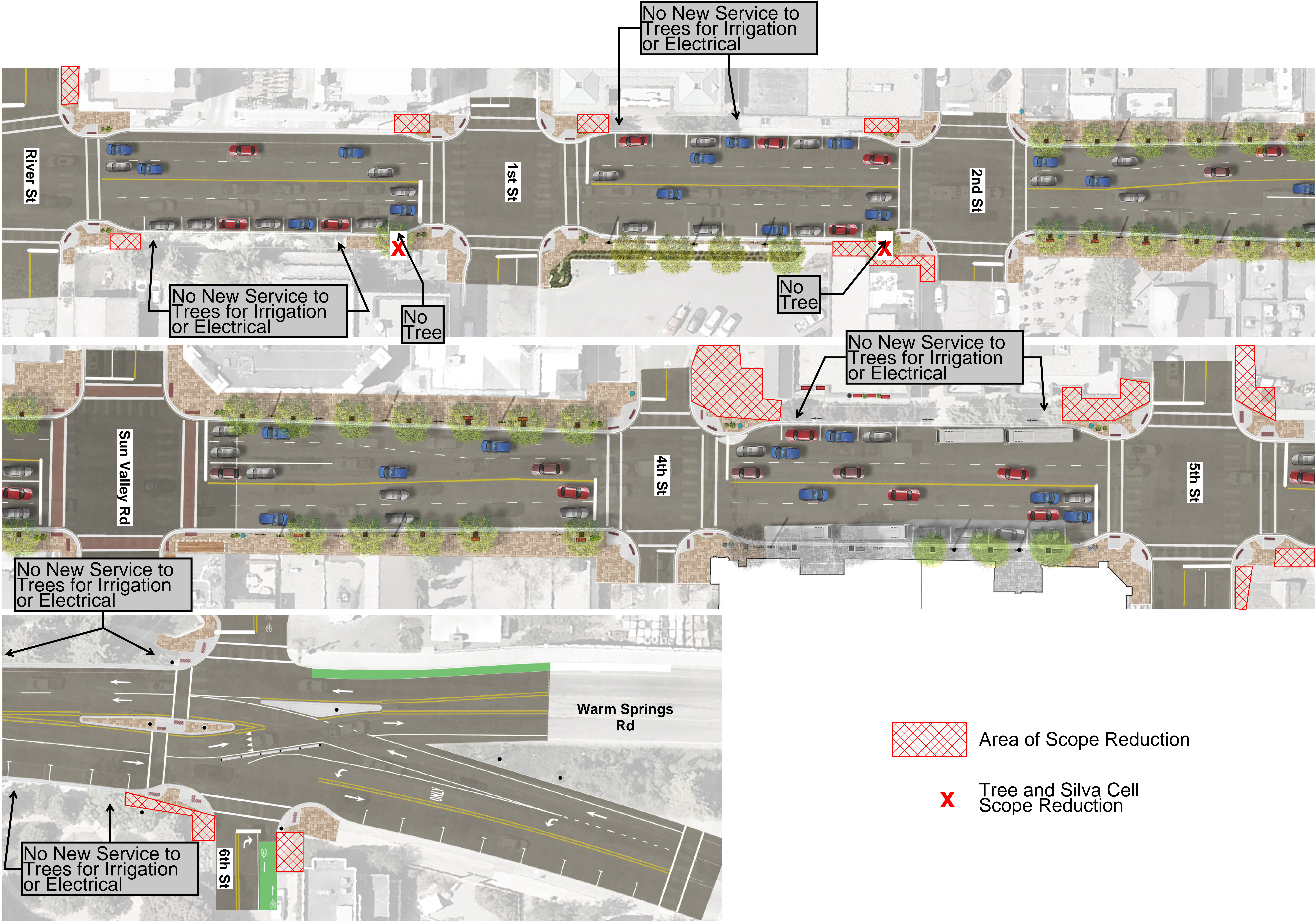
**Attachments:**

1. Scope of work exhibit

# OPTION 1 - FULL SCOPE



# OPTION 2 - REDUCED SCOPE





P.O. Box 2315 | 191 5<sup>th</sup> Street West | Ketchum, ID 83340

April 15, 2024

KURA Commissioners  
Ketchum Urban Renewal Agency  
Ketchum, Idaho

**Recommendation to Review, Discuss and Approve KURA Funding Priorities for FY 24/25 and Review and Discuss Approach to 5-Year KURA Capital Improvement Projects Budget**

Recommendation and Summary

Staff is recommending the KURA review, discuss and approve the KURA funding priorities in FY24/25 and provide direction on the 5-year KURA Capital Improvement Projects Budget (CIP).

Annual Priority Rankings

Every year the Board discusses and ranks funding priorities for the next fiscal year. The approved funding priorities are used when evaluating funding requests presented by the city or other applicants. It is useful to understand how a request aligns with the Board funding priorities. The attached chart reflects the Board rankings from last year, FY23-24 (Attachment A).

Staff proposes modifications to the ranking categories to reflect broader categories of funding. The Board is encouraged to add or subtract from the proposed categories. If the list is acceptable, members should rank the items using rankings 1-5, with 1 being the highest priority and 5 being the lowest. Please bring the rankings to the meeting. Attachment B is the revised ranking form.

Once the priorities and rankings are complete, the Board and staff will use this information to evaluate funding requests presented to the Board.

5-Year Capital Improvement Project Budget

The KURA District sunsets in 2030 and the goal is to expend all funds by 2030. To help plan ahead, staff proposes the KURA approve a 5-year Capital Improvement Budget (CIP) in addition to the FY24-25 operating budget this year. While project funding would be allocated on an annual basis, the CIP budget would forecast projects and funding through 2030. Attachment C is an outline of proposed CIP budget.

The CIP budget identifies the projected funding available for capital projects through 2030. The budgeted/projected funds for capital projects reflect the annual revenue projected for projects after operating costs and bond payments are subtracted. If the

projected revenue is not spent, it transfers to the available fund balance. The amount available for projects is the fund balance plus the projected revenue.

The city has provided a list of future projects eligible for KURA funding for KURA consideration (Attachment D). Once the Board has identified the projects and potential funding, staff will include the information in the CIP budget

Staff requests the KURA:

- Review the CIP budget format and provide comments on any revisions.
- Review the city project list and begin to identify projects KURA would like to fund and include in the CIP budget.

Recommended Motion

“I move to approve the KURA funding priorities and rankings for FY24/25.”

- |               |  |
|---------------|--|
| Attachment A: | Priorities and Ranking Sheet from FY23-24        |
| Attachment B: | Revised Priorities and Ranking Sheet for FY24-25 |
| Attachment C: | Proposed CIP budget outline                      |
| Attachment D: | City Capital Projects for KURA Consideration     |

# Attachment A

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



## Attachment B

FY 23/24 Project Priority Rankings	Board member Rankings (lowest number is highest priority)							Rankings	Prior Board Priority Ranking
	AMANDA	CASEY B	COURTNEY	GARY	MASON	SUSAN	TYLER		
Streets, Sidewalks, and Public Infrastructure								0	
4TH STREET- Completion of 4th Street Heritage Project								0	
Parks and Open Space								0	
Underground Power Lines- Undergrounding power lines in RAA								0	
Bicycle and Pedestrian Improvements								0	
Community Housing								0	
Public Parking								0	
Recreation Facilities								0	
Town Square								0	

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

Attachment C

Ketchum Urban Renewal Agency

Capital Improvement Budget

Beginning Fund Balance \$5,000,000

	Oct 2024	Oct 2025	Oct 2026	Oct 2027	Oct 2028	Oct 2029	Oct 2030	Total
Available Fund Balance	\$5,000,000	\$5,470,000	\$2,770,000	\$4,270,000	\$2,948,000	\$4,748,000	\$6,748,000	

Capital Revenue

	Oct 2024	Oct 2025	Oct 2026	Oct 2027	Oct 2028	Oct 2029	Oct 2030	Total
Budgeted/Projected Funds for Capital Projects	\$3,000,000	\$1,300,000	\$1,500,000	\$1,678,000	\$1,800,000	\$2,000,000	\$2,300,000	
Subtotal (fund balance + funds available)	\$8,000,000	\$6,770,000	\$4,270,000	\$5,948,000	\$4,748,000	\$6,748,000	\$9,048,000	

Capital Projects

Underground Powerlines on Main St	\$400,000				0			
Master Plan for Town Square	\$60,000							
Main St Pedestrian Improvements	\$1,000,000							
Relocate Idaho Power Equipment at 1st/WA	\$250,000							
Reimburse Bluebird for Infrastructure	\$820,000							
Capital Contribution for 1st/WA		\$4,000,000		\$3,000,000				
Sidewalks								
Town Square Improvements								
Infrastructure for Housing								
<b>Total</b>	<b>\$2,530,000</b>	<b>\$4,000,000</b>		<b>\$3,000,000</b>				
Carry Over Funds	5,470,000	\$2,770,000	\$4,270,000	\$2,948,000	\$4,748,000	\$6,748,000	\$9,048,000	

## Attachment D



# City of Ketchum – URA 5-Year CIP Request

Project Name	Project Year	Estimated Cost	Notes
<b>Community Core Sidewalk Infill &amp; Rehab Program</b>	2025-2030	~\$3,750,000	The City looks to establish a strategic prioritized 5-year plan for addressing ADA and connectivity issues throughout the community core
<b>5th St Infill</b>		\$250,000	Prioritized after descoped from Main St Project
<b>2nd St Ramp</b>		\$105,000	Prioritized after descoped from Main St Project
<b>Main St Bus Stops</b>		~\$50,000	
<b>YMCA Housing</b>	2025	TBD	URA Request related to new on street parking infrastructure - City to fund local development match request
<b>Trail Creek /Lift Tower Lodge Housing</b>	2025	TBD	Roadway, drainage, and related site infrastructure
<b>Community Core Power Line Undergrounding</b>	2025-2030	TBD	The City looks to establish a strategic prioritized 5-year plan for addressing the remaining above-ground powerlines within the community core
<b>Ketchum Bike Pump Park New Home</b>	2027	TBD	
<b>Ore Wagon Museum Renovations and Enhancements</b>	2025	TBD	
<b>Town Square</b>	2025	TBD	
<b>Bike Network Improvements</b>	2025	TBD	
<b>Forest Service Park Housing Renovations</b>	2025	TBD	



## **Ketchum Urban Renewal Agency**

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**P.O. Box 2315 | 191 5<sup>th</sup> Street | Ketchum, ID 83340**

April 15, 2024

Chair and Commissioners  
Ketchum Urban Renewal Agency  
Ketchum, Idaho

### **RECOMMENDATION TO ESTABLISH KURA SUBCOMMITTEE TO REVIEW FIRST AND WASHINGTON PLANS**

#### Introduction/History

After adoption of the Development and Disposition Agreement, staff and the development team established weekly meetings to maintain the project schedule and address any outstanding issues.

The project team requested KURA establish a subcommittee to review and provide direction on design plans to ensure the project design is on the right track before plans are submitted formally for KURA approval. The subcommittee would consist of no more than three KURA members.

#### Recommendation and Motion

Staff recommends the Board approve the following motion:

“I move to appoint (provide names) to serve as the KURA subcommittee to review and provide comments on the design and plan preparation for First and Washington.”