



**\*\*SPECIAL MEETING\*\* KETCHUM URBAN RENEWAL AGENCY**

**Monday, February 24, 2025 at 2:00 PM  
191 5th Street West, Ketchum, Idaho 83340**

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**\*\*SPECIAL MEETING\*\***

**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:**

Join us via Zoom (*please mute your device until called upon*).

**Join the Webinar:** <https://ketchumidaho-org.zoom.us/j/84384276072>

Webinar ID: 843 8427 6072

Join us at City Hall.

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 January 27, 2025 KURA Special Meeting Minutes
2. ACTION ITEM: Approval of Bills

**ACTION ITEMS:**

3. ACTION ITEM: Discussion and Direction on the Operation and Management of the First and Washington Parking Lot During the FIS World Cup Finals

**ADJOURNMENT:**

**Meeting Minutes**

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**Monday, January 27, 2025,**

**2:00p.m.**

**Ketchum City Hall**

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**CALL TO ORDER:**

Susan Scovell called the meeting to order. *(00:01:05 in video)*

**ROLL CALL:**

**Present:**

Board Chair—Susan Scovell  
Board Member—Amanda Breen  
Board Member—Casey Burke  
Board Member—Mason Frederickson  
Board Member—Gary Lipton

**Absent:**

Board Member—Courtney Hamilton  
Board Member—Tyler Davis-Jeffers

**Other attendees:**

Suzanne Frick—KURA Executive Director  
Brent Davis—Finance Director  
Trent Donat—City Clerk and KURA Secretary  
Abbey Germain—KURA Attorney *(via teleconference)*  
Brenda Moczygemba—Architect representing applicant Corey Street Mass

**COMMUNICATION FROM THE BOARD MEMBERS:**

No Communications

**CONSENT CALENDAR**

**2. Motion to approve the KURA Bills *(00:01:43 in video)***

**Motion made by:** Amanda Breen; seconded by: Casey Burke

- Gary Lipton asked questions about the bills, Suzanne Frick responded. *(00:01:58 in video)*

Vote continued *(00:03:30 in video)*

**Ayes:** Mason Frederickson, Amanda Breen, Susan Scovell, Gary Lipton, Casey Burke

**Result:** Motion Passes

**3. Motion to approve November 18, 2024, and December 16, 2024, minutes. *(00:03:40 in video)***

**Motion made by:** Amanda Breen; seconded by: Gary Lipton

**Ayes:** Amanda Breen, Susan Scovell, Gary Lipton, Casey Burke

**Abstain:** Mason Frederickson

**Result:** Motion Passes



**DISCUSSION ITEMS**

**ACTION ITEMS:**

- 4. Request from Corey Street Mass LLC, for a Reimbursement Agreement for Public Improvements Located at 380 N First Avenue.  
Presented by: Suzanne Frick (00:04:10 in video)  
Joined by: Brenda Moczygemba (00:07:30 in video)

**Comments, questions, and discussion by board members.** (00:11:23 in video)  
Brenda Moczygemba addressed questions.

Discussion resulted in drawing up a reimbursement agreement with the applicant and it will be brought back to the board for a vote.

- 5. Recommendation to Provide Direction on First & Washington Design Review Plans and Amendment to the Development and Disposition Agreement Project Schedule. (00:20:13 in video)  
Presented by: Suzanne Frick (00:20:13 in video)

**Comments, questions, and discussion by board members.** (00:23:24 in video)  
Abbey Germain joined the discussion. (00:26:05 in video)

**Motion to go forward with one path including the underground parking and get going on it.**  
(00:41:43 in video)

**Motion made by:** Susan Scovell; seconded by: Mason Frederickson  
**Ayes:** Amanda Breen, Susan Scovell, Mason Frederickson, Casey Burke, Gary Lipton  
**Result:** Motion Passes

**ADJOURNMENT:**

**Motion to adjourn.** (00:42:38 in video)  
**Motion made by:** Susan Scovell; seconded by: Casey Burke  
**Ayes:** Susan Scovell, Amanda Breen, Mason Frederickson, Casey Burke, Gary Lipton  
**Result:** Adjourned

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Susan Scovell, Board Chair

**ATTEST:**

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Trent Donat, KURA Secretary

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
<b>URBAN RENEWAL AGENCY</b>			
<b>URBAN RENEWAL EXPENDITURES</b>			
<b>98-4410-4200 PROFESSIONAL SERVICES</b>			
KETCHUM COMPUTERS, INC.	20892	Monthly Workstation Maintenance	49.50
ELAM & BURKE	212588	GENERAL REPRESENTATION - JANUARY 2025	331.45
ELAM & BURKE	212589	1ST & WASHINGTON PROJECT	297.50
<b>98-4410-7100 INFRASTRUCTURE PROJECTS</b>			
DECHASE DEVELOPMENT SERV	KURA-09	DEVELOPMENT FEES	7,500.00
<b>98-4410-8801 REIMBURSE CITY GENERAL FUND</b>			
CITY OF KETCHUM	8863	SALARIES & BENEFITS JANUARY 2025	7,121.75
Total URBAN RENEWAL EXPENDITURES:			15,300.20
Total URBAN RENEWAL AGENCY:			15,300.20
Grand Totals:			15,300.20



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

**INVOICE**

**✓ ENTERED**

Date	Number	Page
02/04/2025	8863	1

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

KETCHUM ID 83340

**Customer No.** 410

**Project:**

**Terms:** Due Upon Receipt

**Invoice Due Date:** 02/14/2025

Quantity	Description	Unit Price	Net Amount
1	SALARIES & BENEFITS JANAURY 2025	7,121.75	7,121.75

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

<b>Amount</b>	7,121.75
<b>Balance Due</b>	<u>7,121.75</u>

Employee	Rate w/benefits	Hours	Amount
Frick, Suzanne	94.70	74	7,007.56
Donat, Trent	67.81	1	67.81
McCollum, Suzann	46.46	0	-
Ching, Carly	46.38	1	46.38
Davis, Brent	94.94	0	-
Total		76.00	7,121.75

February Financial Statement		
Rate	Hours	Amount
94.70	74	7,007.56

PERSONAL SERVICES:						
)1-4193-1000	SALARIES	4,810.00	21,417.50	70,980.00	49,562.50	30.2
)1-4193-2100	FICA TAXES-CITY	367.96	1,638.44	5,429.97	3,791.53	30.2
)1-4193-2200	STATE RETIREMENT-CITY	575.27	2,561.53	8,489.21	5,927.68	30.2
)1-4193-2400	WORKMEN'S COMPENSATION-CITY	4.85	21.58	75.00	53.42	28.8
)1-4193-2500	HEALTH INSURANCE-CITY	1,210.00	4,840.00	14,520.00	9,680.00	33.3
)1-4193-2510	DENTAL INSURANCE-CITY	28.59	108.41	504.00	395.59	21.5
)1-4193-2515	VISION	10.89	22.08	.00	22.08	.0
TOTAL PERSONAL SERVICES		7,007.56	30,609.54	99,998.18	69,388.64	30.6

# deChase Development Services, LLC

PO Box 733  
Boise, ID 83701  
EIN: 27-5253797

AR Contact: Sammy Newell  
208-570-0025  
Sammy@deChase.com

# Invoice

Invoice Number: KURA-09  
Invoice Date: Jan 27, 2025  
**Due Date: Feb 26, 2025**

## Bill To:

Ketchum Urban Renewal Agency, KURA

PO Box 2315  
Ketchum, ID 83340

### Billing Details:

<i>Description</i>	<i>Amount</i>
Development Fees, January	7,500.00
Subtotal	7,500.00
Retainage	0.00
Tax	0.00
<b>Total</b>	<b>\$7,500.00</b>

We accept check and ACH payments. You can call our controller at 208-570-0025 for ACH information.  
Thank you for your business,

## DRAW SUBMISSION

<b>1st and Washington Development LLC</b>	APPLICATION #:	7
PO Box 733 Boise, ID 83701	DATE:	Jan 14, 2025
Construction Manager:		
Development Manager: Matthew Neilson	matt@dechase.com	

## PROJECT

PROJECT #:	22-33-K
NAME:	1st & Washington
TYPE:	WFHOUSE
ADDRESS:	PO Box 2315 Ketchum, ID 83340

SUMMARY OF DRAW	AMOUNT
Current Job Costs	7,500.00
Current Retainage Amount	0.00
Current Draw Amount Due	7,500.00



**22-33 - 1st and Washington Development LLC**  
**This Period Transactions Report**  
**Job: 22-33-K - 1st & Washington Application #: 7**  
**Date: February 5, 2025**

<b>Date</b>	<b>Vendor Name</b>	<b>Reference</b>	<b>Description</b>	<b>Amount</b>
<b>GENERAL CONDITIONS</b>				
<b>40-1000 - Development Fee</b>				
1/27/2025	deChase Development Services, LLC	KURA-09	deChase Development Services, LLC-Inv#KURA-09	\$7,500.00
<b>GENERAL CONDITIONS TOTAL</b>				<b>\$7,500.00</b>
<b>Job Total</b>				<b>\$7,500.00</b>

Generated By: Lee Ruff @ February 5, 2025 3:14:13 PM

**22-33 - 1st and Washington Development LLC**  
**Billing Breakdown**  
**Job: 22-33-K - 1st & Washington Application #: 7**  
**Date: February 5, 2025**

Item No.	Description Of Work	Previously Billed	Current Bill	Cost To Date
<b>GENERAL CONDITIONS</b>				
<b>10 - Site and Due Diligence</b>				
10-1700	Predevelopmet - Geotechnical	\$14,630.00	\$0.00	\$14,630.00
10-1800	Predevelopmet - Boundary Survey/ALTA	\$6,800.00	\$0.00	\$6,800.00
<b>10 - Site and Due Diligence Subtotal</b>		<b>\$21,430.00</b>	<b>\$0.00</b>	<b>\$21,430.00</b>
<b>20 - Other Soft Costs</b>				
20-1000	A&E	\$75,382.52	\$0.00	\$75,382.52
20-1100	A&E (Reimbursable Expenses)	\$2,525.79	\$0.00	\$2,525.79
20-1200	Civil	\$787.50	\$0.00	\$787.50
20-1400	Lanscaping	\$918.75	\$0.00	\$918.75
<b>20 - Other Soft Costs Subtotal</b>		<b>\$79,614.56</b>	<b>\$0.00</b>	<b>\$79,614.56</b>
<b>40 - Professional Fees</b>				
40-1000	Development Fee	\$60,000.00	\$7,500.00	\$67,500.00
<b>40 - Professional Fees Subtotal</b>		<b>\$60,000.00</b>	<b>\$7,500.00</b>	<b>\$67,500.00</b>
<b>GENERAL CONDITIONS TOTAL</b>		<b>\$161,044.56</b>	<b>\$7,500.00</b>	<b>\$168,544.56</b>
<b>Job Total</b>		<b>\$161,044.56</b>	<b>\$7,500.00</b>	<b>\$168,544.56</b>

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



January 31, 2025

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

Invoice No. 212588  
Client No. 8962  
Matter No. 1  
Billing Attorney: ARG

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### INVOICE SUMMARY

For Professional Services Rendered from January 27, 2025 through January 31, 2025.

**RE: General Representation**

Total Professional Services	\$ 261.00
Total Costs Advanced	<u>\$ 70.45</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 331.45</b>

# ELAM & BURKE

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January 31, 2025  
Invoice No. 212588  
Client No. 8962  
Matter No. 1  
Billing Attorney: ARG

## PROFESSIONAL SERVICES

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Date	Atty	Description	Hours
1/27/25	ARG	Attend KURA Board meeting via Teams and advise on issues of property disposition. Review Board packet and staff reports.	.90

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**TOTAL PROFESSIONAL SERVICES** **\$ 261.00**

## SUMMARY OF PROFESSIONAL SERVICES

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Name	Staff Level	Rate	Billed Hours	Billed Amount	Non-Chargeable Hours	Non-Chargeable Amount
Germaine, Abbey R.	Shareholder	290.00	.90	261.00	.00	.00
<b>Total</b>			<b>.90</b>	<b>\$ 261.00</b>	<b>.00</b>	<b>\$ .00</b>

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## COSTS ADVANCED

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Description	Amount
Idaho Legislative Advisors (registration for ILA 2025 session)	60.00
Idaho Secretary of State (lobbyist registration fees)	10.45

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**TOTAL COSTS ADVANCED** **\$ 70.45**

**TOTAL THIS INVOICE** **\$ 331.45**

251 E. Front Street, Suite 300  
Boise, Idaho 83702  
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January 31, 2025

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

Invoice No. 212588  
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Billing Attorney: ARG

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**REMITTANCE**

**RE: General Representation**

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**BALANCE DUE THIS INVOICE**

**\$ 331.45**

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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 212588, 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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Fax 208-384-5844



January 31, 2025

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

Invoice No. 212589  
Client No. 8962  
Matter No. 3  
Billing Attorney: ARG

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### INVOICE SUMMARY

For Professional Services Rendered from January 2, 2025 through January 31, 2025.

**RE: 1st and Washington Project**

Total Professional Services	\$ 290.00
Total Costs Advanced	<u>\$ 7.50</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 297.50</b>

# ELAM & BURKE

January 31, 2025  
Invoice No. 212589  
Client No. 8962  
Matter No. 3  
Billing Attorney: ARG

## PROFESSIONAL SERVICES

Date	Atty	Description	Hours
1/02/25	RPA	Outline response concerning amended schedule of performance for developer project and parking solution.	.20
1/03/25	ARG	Review correspondence from deChase regarding amendment to schedule of performance. Review and respond to email correspondence from Suzanne Frick regarding same.	.50
1/07/25	ARG	Review and respond to email correspondence from Suzanne Frick providing update on LID funding mechanism for parking on 1st and Washington.	.10
1/29/25	RPA	Review update of schedule for design of the 1st and Washington site and the LID proceedings.	.20

**TOTAL PROFESSIONAL SERVICES \$ 290.00**

## SUMMARY OF PROFESSIONAL SERVICES

Name	Staff Level	Rate	Billed Hours	Billed Amount	Non-Chargeable Hours	Non-Chargeable Amount
Germaine, Abbey R.	Shareholder	290.00	.60	174.00	.00	.00
Armbruster, Ryan P.	Of Counsel	290.00	.40	116.00	.00	.00
<b>Total</b>			<b>1.00</b>	<b>\$ 290.00</b>	<b>.00</b>	<b>\$ .00</b>

## COSTS ADVANCED

Description	Amount
Color Copies	7.50

**TOTAL COSTS ADVANCED \$ 7.50**

**TOTAL THIS INVOICE \$ 297.50**

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



January 31, 2025

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

Invoice No. 212589  
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**

**\$ 297.50**

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**ONLINE PAYMENTS**

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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**

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Bank Name: U.S. Bank  
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(Please return this advice with payment.)

*Please reference: Invoice 212589, File # 8962 - 3 on all payments.*

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





P.O. Box 5186  
Ketchum, ID 83340

# Invoice

Date	Invoice #
2/1/2025	20892
Terms	Due Date
Net 30	3/3/2025

**ENTERED**

<b>Bill To</b>
Ketchum Urban Renewal Agency finance@ketchumidaho.org

Federal Tax ID: 26-1671669
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billing@ketchumcomputers.com
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Date	Employee	Description	Quantity	Rate	Amount
2/3/2025	Mandeville	Monthly Workstation Maintenance: KURA laptop	1	49.50	49.50

<b>Total</b>	\$49.50
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## **Ketchum Urban Renewal Agency**

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

February 24, 2025

Chair and Commissioners  
Ketchum Urban Renewal Agency  
Ketchum, Idaho

### **DISCUSSION AND DIRECTION ON FIRST AND WASHINGTON PARKING LOT OPERATIONS DURING THE FIS WORLD CUP EVENT**

#### Introduction/History

Commissioner Lipton requested discussion about the use and management of the First and Washington parking lot operation during the FIS World Cup Event in March.

During the FIS World Cup event, the parking will be available for public parking. The 5850 Event originally requested use of the lot for their event. The event organizers have made other arrangements and no longer need the lot for their event. The 5850 event has secured parking for their vendors and commercial participants at other private locations such as the Simplot lot at Second Avenue and 4<sup>th</sup> Street.

The question before the Board is should the parking hours and operation be changed during the World Cup event, and if so, to what.

#### Existing Regulations

The lot is currently being operated as free parking during the day and free winter overnight parking. The following signs are posted in the lot.

### Options to Consider

Ideally, it would be beneficial if the parking lot remains open and available for public parking during the event. Visitors and spectators are encouraged to use public transit to access the event in Warm Springs. The lot could provide all day parking for visitors and spectators. The following options are presented for Board consideration:

- Leave the parking as is with no change during the World Cup event. Free unlimited daytime public parking and free overnight parking per the signage.
- Establish a time limit for public parking during the day, such as 2-4 hours. Do not change the overnight parking availability.
- Other options identified by the Board.

Should the Board decide to alter the parking regulations during the event, temporary signs will be installed, and the lot will revert to current operations after the event.

### Financial Requirement/Impact

Should the regulations change for the event, there will be a minor cost in preparing and installing temporary signage.

### Recommendation

Staff requests direction from the Board on the operation and regulations for the parking lot during the FIS World Cup event.