



KETCHUM URBAN RENEWAL BOARD MEETING Agenda

REGULAR MEETING

August 27, 2020 beginning at 10:00 AM

480 East Ave. N., Ketchum, ID 83340

Due to safety and COVID-19 physical distancing requirements, there will be limited public attendance at Ketchum Urban Renewal Agency meetings. Members of the public may observe the meeting live on the KURA's website at <https://www.ketchumura.org/kura/meetings> or observe the meeting live outside of the building.

If you would like to comment on an agenda item, please submit your comment to info@ketchumura.org by noon the day of the meeting. Comments will be provided to the Ketchum Urban Renewal Agency.

If you would like to phone in and provide comment on the BUDGET PUBLIC HEARING on the agenda, please dial the number below. You will be called upon for comment during that agenda item.

If you would like to provide comment on the BUDGET PUBLIC HEARING on the agenda in person, you may speak to the Commissioners when called upon but must leave the room after speaking and observe the meeting outside City Hall.

**Dial-in: 1 346- 248 7799
Meeting ID: 922 9158 0476**

CALL TO ORDER

ROLL CALL

CONSENT CALENDAR: (ALL ACTION ITEMS)

- [1.](#) Approval of Minutes: August 17, 2020 regular meeting**
- [2.](#) Approval of current bills: see packet**

COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS

DISCUSSION ITEMS

- [3.](#) ACTION ITEM: Recommendation to adopt the FY20/21 Proposed Budget - Treasurer Grant Gager**

EXECUTIVE SESSION

ADJOURNMENT



Ketchum Urban Renewal Agency

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

Regular Meeting

~ Minutes ~

Admin

Monday, August 17, 2020

2:00 PM

Ketchum City Hall

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Dial-in: +1 253 215 8782 US

Meeting ID: 977 8909 6473

CALL TO ORDER

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

ROLL CALL

PRESENT

Chair Susan Scovell

Commissioner Amanda Breen

Commissioner Casey Dove – present by Video Conference

Commissioner Carson Palmer – present by Video Conference

Commissioner Jim Slanetz

ABSENT

Vice Chair Ed Johnson

ALSO PRESENT

Attorney Ryan Armbruster – present by Video Conference

Executive Director Suzanne Frick

Treasurer Grant Gager

Secretary Robin Crotty

CONSENT CALENDAR: (ALL ACTION ITEMS)

1. Approval of Minutes: July 20, 2020 regular meeting

Attorney Ryan Armbruster corrected the date of FY Budget in minutes.

Motion to approve minutes with change stated by Ryan Armbruster

Motion made by Commissioner Breen, Seconded by Commissioner Slanetz.

Voting Yea: Chair Scovell, Commissioner Breen, Commissioner Dove, Commissioner Palmer, Commissioner Slanetz

2. Approval of current bills: see packet

Motion to approve Bills

Motion made by Commissioner Breen, Seconded by Chair Scovell.

Voting Yea: Chair Scovell, Commissioner Breen, Commissioner Dove, Commissioner Palmer, Commissioner Slanetz

COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS

No communications from Commissioners

DISCUSSION AND PUBLIC HEARING ITEMS

3. ACTION ITEM: Continued from 7/20/2020 - Request for funding in FY 20/21 for Sun Valley Culinary Institute - SVED Executive Director Harry Griffith

Sun Valley Economic Development Director Harry Griffith talked about the benefits to the KURA and advised that the matrix is in the packet. The bulk of the ask is going to professional short courses, that would benefit the economics of the community. It was clarified that the request is \$17,000. The previous request was \$25,000.

Commissioner Amanda Breen agrees and believes this is a win win for the restaurants. Commissioner Jim Slanetz agrees with this but does not want the KURA covering operational expenses. Commissioner Casey Dove does not understand the operational costs. Executive Director Harry Griffith explained that putting these programs on would have an explicit cost. There will be other costs associated with operations. Casey Dove explained that she has less commitment to the monthly supper club. She does not think this is what the KURA's mission is for. Harry Griffith said if we deliver supper club, the monies will go to the restaurant community to help maintain staffing. Commissioner Casey Dove and Commissioner Jim Slanetz do not think that is part of the KURA mission and do not want to get in the position of helping one segment of the community. Casey Dove recommended reducing the request to \$14,000 and remove the supper club. Councilors Breen and Palmer agree.

Direction to staff to come back to the Commission with a contract for services for \$14,000 with a scope of work for professional short courses.

4. ACTION ITEM: Discussion and direction on scope of work for SVED - SVED Executive Director Harry Griffith

Commissioner Amanda Breen is recused - married to the outreach Director

Sun Valley Economic Development Director Harry Griffith talked about the matrix in the packet. He proposed this become the framework for the KURA. Commissioner Jim Slanetz questioned if this is something, we want to continue to spend money on? Chair Susan Scovell advised that she is in favor of the contract. Attorney Ryan Armbruster talked about the process for approval. Harry Griffith advised that he would continue to report quarterly.

Direction to staff to prepare contract with an amount not to exceed \$15,000.

5. PUBLIC HEARING ACTION ITEM: Recommendation to adopt Resolution 20-URA04 Establishing the FY 20/21 Proposed Budget - Treasurer Grant Gager

Commissioner Casey Dove questioned what is included in the infrastructure project? Executive Director Suzanne Frick advised that the board would determine what projects to fund with a dollar amount not to exceed that line item.

Attorney Ryan Armbruster explained the budget approval process and advised the Commissioners that they would still have an opportunity to make changes if the dollar amount goes down, but it cannot go up from the published amount.

Motion to adopt the proposed budget for the Fiscal Year commencing October 1, 2020 and ending September 30, 2021.

Motion made by Commissioner Dove, Seconded by Commissioner Breen.

Voting Yea: Chair Scovell, Commissioner Breen, Commissioner Dove, Commissioner Palmer, Commissioner Slanetz

6. ACTION ITEM: Recommendation to discuss and provide direction on sidewalk funding priorities for FY 20/21--Executive Director Suzanne Frick

Executive Director Suzanne Frick talked about the requests received from the Gem St. residents. In addition to that discussion we have included sidewalk priorities throughout. After it is decided, staff will do an analysis. The sidewalk from Gem St would be on ITD Property. It would be an ITD decision. To date ITD has been reluctant to move forward with improvements until the under grounding has been completed.

Chair Susan Scovell advised that there has been a lot of discussion and talked about Vice-Chair Ed Johnson's suggestion. Commissioner Casey Dove questioned a seasonal option. She stated that this is a conversation that could be had with the Gem St. residents. Commissioner Jim Slanetz believes that we need to work with ITD due to the changes that are proposed for the future. We need to take a step back and look at the Ketchum Comprehensive Plan.

Commissioner Amanda Breen agrees and talked about parking by the post office. She asked if the funding is the issue, or just the hassle? Executive Director Suzanne Frick explained that funding is the issue but ITD has very specific design criteria that we would be required to follow. She does not know that we would be able to obtain a permit. It will most likely require a higher level of design work.

Commissioner Jim Slanetz talked about exploring more ideas for those streets. He would like to find an alternative route and stated that the commission needs more information. Executive Director Suzanne Frick talked about ITD's future and the location of the sidewalks, as well as their plan for the highway

improvement project. Chair Susan Scovell asked Suzanne Frick how they move forward with the neighbors. Suzanne Frick explained that Mayor Neil Bradshaw has reached out to the residents and is arranging a meeting. Suzanne Frick welcomed members of the KURA. Susan Scovell, Jim Slanetz and Casey Dove will attend the meeting. Suzanne Frick will inform them when the meeting is scheduled.

Executive Director Suzanne Frick explained that this is the boards opportunity to give direction on sidewalk priorities. She asked if there were additional sidewalks, other than those that have already had engineering, that they would like to get engineered, or if they would like to move forward with what has already been approved. She outlined the areas that have already been engineered and approved as:

1. Quadrant 3 except for Q3-2 but within in that they include the Washington side of that segment.
2. All segments in Q3-7

Commissioner Jim Slanetz is recusing since he owns property in that area. Attorney Ryan Armbruster advised he should be recused from just that piece. Ryan Armbruster does not see that he would benefit from this project. Executive Director Suzanne Frick talked about the budgeted funds and the cost. Page 34 of packet gives missing segments of sidewalks thru the city. Jim Slanetz is open to discussion on all areas if the commission desires. Executive Director Suzanne Frick advised that there is no rush on this. The Commission can go and look at the areas and make those decision later.

Chair Susan Scovell would like this topic to come back to the commission for further discussion. Executive Director Suzanne Frick explained that the construction would begin next Spring. Susan Scovell would like to build the area we have engineering for. Commissioner Casey Dove would like to keep the momentum going on the streets that do not have sidewalks on both sides. Commissioner Amanda Breen agrees.

Recommendation to direct staff to move forward with Q3 list as is and adding additional projects as needed. Susan Scovell would like all commissioners to walk the area and come back with ideas and suggestions.

ADJOURNMENT

Motion to adjourn at 2:52 p.m.

Motion made by Commissioner Breen, Seconded by Chair Scovell.

Voting Yea: Chair Scovell, Commissioner Breen, Commissioner Dove, Commissioner Palmer, Commissioner Slanetz

Susan Scovell, Chair

ATTEST:

Robin Crotty, Secretary

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

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

Vendor Name	Invoice Number	Description	Net Invoice Amount
URBAN RENEWAL AGENCY			
URBAN RENEWAL EXPENDITURES			
98-4410-4200 PROFESSIONAL SERVICES			
ELAM & BURKE	186747	General Representation	1,050.80
98-4410-7103 MISCELLANEOUS OPA			
KNEEBONE LLC	081920	OPA Payment	14,051.80
Total URBAN RENEWAL EXPENDITURES:			15,102.60
Total URBAN RENEWAL AGENCY:			15,102.60
Grand Totals:			15,102.60



Ketchum Urban Renewal Agency

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

August 27, 2020

Chairwoman Scovell and Board of Commissioners
City of Ketchum
Ketchum, Idaho

Chairwoman Scovell and Board of Commissioners:

**Recommendation to Hold Public Hearing and
Adopt Resolution No. 20-URA04
The FY 2020-21 Annual Appropriation Resolution**

Introduction/History

Per Idaho Code 50-2006 the Urban Renewal Agency (URA) is required to pass an annual appropriation resolution and submit the resolution to the City Clerk of the City of Ketchum.

On August 17, 2020, the Board of Commissioners adopted the proposed budget for Fiscal Year Beginning October 1, 2020, and ending September 30, 2021, containing the proposed revenues and expenditures necessary for all purposes for said fiscal year to be raised and appropriated within Ketchum, Idaho. Notice of the proposed budget was published in the Idaho Mountain Express on August 19 and 26, 2020.

Current Report

The Board of Commissioners will hold a Public Hearing on August 27, 2020, at 10:00 a.m. for the purpose of considering and fixing a final budget and making appropriations to each fund for the forthcoming fiscal year 2020-21 at which time the public may appear and be heard upon any part or parts of said budget.

The Board of Commissioners will consider adopting Resolution Number 20-URA04, entitled the Annual Appropriation Resolution for the Fiscal Year beginning October 1, 2020, appropriating sums of money authorized by law and deemed necessary to defray all expenses and liabilities of the Urban Renewal Agency and providing an effective date.

Financial Requirement/Impact

The Fiscal Year 2020-2021 Urban Renewal Agency Budget provides budget authority for the services and projects the Agency anticipates providing during the new fiscal year.

Recommendation

I respectfully recommend that the Board of Commissioners hold the Public Hearing and adopt the Annual Appropriation Resolution No. 20-URA04.

Recommended Motion

"I MOVE TO ADOPT RESOLUTION NO. 20-URA04, The Annual Appropriation Resolution appropriating sums of money authorized by law and deemed necessary to defray all expenses and liabilities of the Urban Renewal Agency, for the Fiscal Year commencing October 1, 2020, and ending September 30, 2021, for all general, special and corporate purposes; directing the Executive Director to submit said budget; and providing an effective date."

RESOLUTION NO. 20-URA04

BY THE BOARD OF COMMISSIONERS OF THE KETCHUM URBAN RENEWAL AGENCY OF KETCHUM, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KETCHUM URBAN RENEWAL AGENCY OF KETCHUM, IDAHO, TO BE TERMED “THE ANNUAL APPROPRIATION RESOLUTION”, APPROPRIATING SUMS OF MONEY AUTHORIZED BY LAW AND DEEMED NECESSARY TO DEFRAID ALL EXPENSES AND LIABILITIES OF THE URBAN RENEWAL AGENCY, FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021, FOR ALL GENERAL, SPECIAL AND CORPORATE PURPOSES; DIRECTING THE EXECUTIVE DIRECTOR TO SUBMIT SAID BUDGET; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION, made on the date hereinafter set forth by the Ketchum Urban Renewal Agency of Ketchum, Idaho, an independent public body corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, as amended, Chapter 20, Title 50, Idaho Code, a duly created and functioning urban renewal agency for Ketchum, Idaho, hereinafter referred to as the Agency.

WHEREAS, the Agency, an independent public body, corporate and politic, is an urban renewal agency created by and existing under the authority of and pursuant to the Idaho Urban Renewal Law of 1965, being Idaho Code, Title 50, Chapter 20, as amended and supplemented;

WHEREAS, the City Council of the City of Ketchum, Idaho (the City), on October 30, 2006, after notice duly published, conducted a public hearing on the Ketchum Urban Renewal Plan (the Urban Renewal Plan);

WHEREAS, following said public hearing the City adopted its Ordinance No. 992 on November 15, 2006, approving the Urban Renewal Plan and making certain findings;

WHEREAS, the City Council of the City of Ketchum, Idaho (the City), on November 15, 2010, after notice duly published, conducted a public hearing and adopted its Ordinance No. 1077, approving a revised Urban Renewal Area Plan with a revised revenue allocation area;

WHEREAS, pursuant to Idaho Code Sections 50-2006, 50-2903(5) and 50-1002, Agency staff has prepared a budget and the Agency has tentatively approved estimated revenues and expenditures for the fiscal year commencing October 1, 2020, and ending September 30, 2021, by virtue of its action at the Agency’s Board meeting of August 17, 2020;

WHEREAS, Agency has previously published notice of a public hearing to be conducted on August 27, 2020, at 10:00 a.m., at the Ketchum City Council Chambers, located at 480 East Avenue North, Ketchum, Idaho;

WHEREAS, on August 27, 2020, pursuant to Section 50-1002, Idaho Code, the Agency held a public hearing at the Ketchum City Council Chambers, located at 480 East Avenue North, Ketchum, Idaho, on the proposed budget and considered public comment on services, expenditures, and revenues planned for Fiscal Year 2021;

WHEREAS, pursuant to Section 50-2006, Idaho Code, the Agency is required to pass an annual appropriation resolution and submit the resolution to the City Clerk of the City of Ketchum.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE KETCHUM URBAN RENEWAL AGENCY OF KETCHUM, IDAHO, AS FOLLOWS:

Section 1: That the sums of money, or as much thereof as may be authorized by law, needed, or deemed necessary to defray all expenses and liabilities of the Agency, as set forth in Exhibit A, which is annexed hereto and by reference made a part of this Resolution, are hereby appropriated for the general, special and corporate purposes and objectives of the Agency for the fiscal year commencing October 1, 2020, and ending September 30, 2021.

Section 2: That the Chairman shall submit said budget to the City of Ketchum upon adoption of this Resolution.

Section 3: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED AND ADOPTED by the Ketchum Urban Renewal Agency of the City of Ketchum, Idaho, on August 27, 2020. Signed by the Chairwoman of the Board of Commissioners, and attested by the Secretary to the Board of Commissioners, on this 27th day of August 2020.

Susan Scovell
Chairwoman

ATTEST:

Robin Crotty
Secretary

EXHIBIT A

URBAN RENEWAL AGENCY FUND

EXPENDITURES:

URA Expenditures	1,726,945
URA Debt Service Expenditures	<u>484,055</u>
Total Expenditures	2,211,000

REVENUE:

Tax Increment Revenue	1,650,000
Other Revenue	41,000
Fund Balance	<u>520,000</u>
Total Revenue	2,211,000

CITY OF KETCHUM
BUDGET REVENUES

URBAN RENEWAL AGENCY

		ACTUAL 2018-2019	BUDGET 2019-2020	BUDGET 2020-2021	PCNT CHANG
	<u>PROPERTY TAX</u>				
98-3100-1000	TAX INCREMENT REVENUE	1,639,850	1,481,027	1,650,000	11.4
98-3100-1050	PROPERTY TAX REPLACEMENT	13,627	0	0	.0
98-3100-9000	PENALTY & INTEREST ON TAXES	2,899	2,500	2,500	.0
	TOTAL PROPERTY TAX	1,656,375	1,483,527	1,652,500	11.4
	<u>MISCELLANEOUS REVENUE</u>				
98-3700-1000	INTEREST EARNINGS	10,288	2,500	2,500	.0
98-3700-1010	INTEREST EARNINGS-URA DEBT	5,576	0	0	.0
98-3700-2000	RENT	44,000	36,000	36,000	.0
	TOTAL MISCELLANEOUS REVENUE	59,864	38,500	38,500	.0
	<u>FUND BALANCE</u>				
98-3800-9000	FUND BALANCE	0	0	520,000	.0
	TOTAL FUND BALANCE	0	0	520,000	.0
	TOTAL FUND REVENUE	1,716,239	1,522,027	2,211,000	45.3

CITY OF KETCHUM
BUDGET EXPENDITURES

URBAN RENEWAL AGENCY

	ACTUAL 2018-2019	BUDGET 2019-2020	BUDGET 2020-2021	PCNT CHANG
<u>URBAN RENEWAL EXPENDITURES</u>				
MATERIALS AND SERVICES:				
98-4410-3100 OFFICE SUPPLIES & POSTAGE	128	500	500	.0
98-4410-4200 PROFESSIONAL SERVICES	62,804	56,000	56,000	.0
98-4410-4400 ADVERTISING & LEGAL PUBLICATIO	398	1,000	1,000	.0
98-4410-4600 LIABILITY INSURANCE	2,734	2,740	2,928	6.9
98-4410-4800 DUES, SUBSCRIPTIONS, & MEMBERS	1,402	0	1,500	.0
98-4410-4900 PERSONNEL TRAINING/TRAVEL/MTG	0	2,000	2,000	.0
98-4410-5000 ADMINISTRATIVE EXPNS-CITY GEN	31,911	32,868	32,869	.0
TOTAL MATERIAL AND SERVICES	99,377	95,108	96,797	1.8
CAPITAL OUTLAY:				
98-4410-7000 CAPITAL PROJECTS	(50)	0	0	.0
98-4410-7100 INFRASTRUCTURE PROJECTS	296,773	485,758	1,196,147	146.2
98-4410-7101 LIMELIGHT OPA	134,924	150,000	150,000	.0
98-4410-7103 MISCELLANEOUS OPA	0	10,000	10,000	.0
98-4410-7104 COMMUNITY LIBRARY OPA	263,180	50,000	50,000	.0
98-4410-7110 ECONOMIC DEVELOPMENT PROJECTS	7,500	25,000	25,000	.0
98-4410-7900 DEPRECIATION EXPENSE	5,855	0	0	.0
98-4410-7950 AMORTIZATION COSTS	10,188	0	0	.0
TOTAL CAPITAL OUTLAY	718,370	720,758	1,431,147	98.6
OTHER EXPENDITURES:				
98-4410-8801 REIMBURSE CITY GENERAL FUND	105,394	108,556	84,001	(22.6)
98-4410-8852 REIMBURSE IN-LIEU HOUSING FUND	0	100,000	90,000	(10.0)
98-4410-9930 URA FUND OP. CONTINGENCY	0	25,000	25,000	.0
TOTAL OTHER EXPENDITURES	105,394	233,556	199,001	(14.8)
TOTAL URBAN RENEWAL EXPENDITURES	923,141	1,049,422	1,726,945	64.6

CITY OF KETCHUM
BUDGET EXPENDITURES

URBAN RENEWAL AGENCY

	ACTUAL 2018-2019	BUDGET 2019-2020	BUDGET 2020-2021	PCNT CHANG
<u>URA DEBT SERVICE EXPENDITURES</u>				
MATERIALS AND SERVICES:				
98-4800-4200 PROF.SERVICES-PAYING AGENT	1,750	1,600	1,600	.0
TOTAL MATERIAL AND SERVICES	1,750	1,600	1,600	.0
OTHER EXPENDITURES:				
98-4800-8100 DEBT SERVICE ACCT PRIN-2010	160,000	180,000	200,000	11.1
98-4800-8200 BOND DEBT SRVCE RESRV-INT EXP	(3,117)	0	0	.0
98-4800-8300 DEBT SRVC ACCT INTRST-2010	297,739	291,005	282,455	(2.9)
TOTAL OTHER EXPENDITURES	454,622	471,005	482,455	2.4
TOTAL URA DEBT SERVICE EXPENDITURE	456,372	472,605	484,055	2.4
TOTAL FUND EXPENDITURES	1,379,513	1,522,027	2,211,000	45.3
NET REVENUE OVER EXPENDITURES	336,727	0	0	100.0