



# City Council

## Regular Meeting

~ Minutes ~

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

Robin Crotty  
208-726-3841

Monday, September 18, 2017

5:00 PM

Ketchum City Hall

**Present:**  
Mayor Nina Jonas  
Council President Jim Slanetz  
Councilor Anne Corrock  
Councilor Michael David  
Councilor Baird Gourlay

**Also Present:**  
Ketchum City Administrator Suzanne Frick  
Ketchum City Attorney Matt Johnson  
Director, Finance & Internal Services Grant Gager  
Director of Planning & Building Micah Austin

1. **CALL TO ORDER:** By Mayor Jonas at 5:00 p.m.
2. **ROLL CALL**
3. **APPROVE COUNCIL MEETING AGENDA POSTING: RECEIVE AND APPROVE THE REPORT OF THE CITY CLERK OF THE POSTING OF THIS MEETING'S AGENDA NOTICE** – Interim City Clerk Robin Crotty advised that the meeting has met all posting requirements.
4. **EXECUTIVE SESSION to discuss:**
  - a. Labor contract discussion §74-206(1)j
  - b. Property Acquisition Discussion §74-206(1)c
  - c. Discussion of Threatened Litigation §74-206 (1)f
  - d. Personnel Matters §74-206 (1) b

### **Motion to go into Executive Session at 5:00 p.m.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Baird Gourlay, Councilor
<b>SECONDER:</b>	Michael David, Councilor
<b>AYES:</b>	Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz

### **Motion to come out of Executive Session at 5:45 p.m.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Baird Gourlay, Councilor
<b>SECONDER:</b>	Michael David, Councilor
<b>AYES:</b>	Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz

## 5. COMMUNICATIONS FROM MAYOR AND COUNCILORS

Councilor Baird Gourlay requested to amend the agenda to include a discussion regarding the License Agreement with the KURA to lease the Dollhouse property for the parking lot. The agreement was going to start October 1, 2017 however the URA would like the agreement signed prior to work being done. There have been no changes made to the contract other than the date. The reason for the late addition to the agenda is the KURA met earlier today and made this request.

### Motion to Amend Agenda

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Baird Gourlay, Councilor
<b>SECONDER:</b>	Michael David, Councilor
<b>AYES:</b>	Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz

Councilor Baird Gourlay advised that Vvyknn Water has contacted him regarding leasing space in the 491 Building. He believes it will be a display space.

Council President Jim Slanetz advised that the ground breaking at skate park was a success. He also read a letter on behalf of KURA Commissioner Gary Lipton regarding ADA consultants. Director of Planning & Building Micah Austin talked about the report of the consultant and advised that the presentation will be scheduled for October or November.

Councilor Michael David talked about the PUC ruling for Idaho Power's redundant line. He advised he was disappointed with the lack of options to improve the existing line that would be less expensive to the rate payers. He commended the Mayor and others who spoke up for the process. There will be under grounding at the Elkhorn Rd. light without our community having to pay for it.

Mayor Nina Jonas advised that she walked for Multiple Sclerosis (MS) over the weekend and it was a great community event.

## 6. COMMUNICATIONS FROM THE PUBLIC

KIC Executive Director Jon Duval announced that he is leaving KIC to pursue his own adventure. He praised the KURA and Council for their support and introduced Kathryn Guylay and talked about her experience and qualifications. Kathryn Guylay talked about her history and her vision of KIC for the future.

## 7. CONSENT AGENDA: Note: The Council is asked to approve the following listed items by a single vote, except for any items that a Councilmember asks to be removed from the Consent Agenda and considered separately.

### a. Approval of Minutes: Regular Meeting September 5, 2017

Councilor Anne Corrock corrected the minutes advising that Sun Valley Economic Ski Education Foundation was the organization asking for parking at the YMCA.

### b. Authorization and approval of the disbursement of funds from the City's treasury for the payment of bills in the total sum of \$683,378.45, as presented by the Treasurer.

### c. Authorization and approval of the payroll register

### d. Approval of \$5,000 Expenditure for Gondola Art

**Motion to approve consent agenda with correction to the minutes as noted.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael David, Councilor
<b>SECONDER:</b>	Jim Slanetz, Council President
<b>AYES:</b>	Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz

**8. PUBLIC HEARING**

**a. Second Reading of Ordinance #1177 – Floodplain Management Overland Zoning District, to permanently adopt the interim Procedures adopted via Emergency Ordinance #1172**

Director of Planning & Building Micah Austin advised that he has nothing to add from the last meeting and is recommending the council proceed with the second reading.

Mayor Nina Jonas opened the meeting for public comment. There was no comment

**Motion to approve the second reading of Ordinance #1177**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Baird Gourlay, Councilor
<b>SECONDER:</b>	Jim Slanetz, Council President
<b>AYES:</b>	Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz

**b. Recommendation to approve new Fee Resolution # 17-011**

Director of Finance & Internal Services Grant Gager presented the fee increases and asked for public comment.

There was a discussion regarding the timing of the last Water and Wastewater rate increases. Councilor Baird Gourlay questioned the radio coverage charge. Fire Chief Mike Elle explained. Councilor Anne Corrock questioned fees for Planning & Building. Director of Planning & Building Micah Austin explained that we do not collect a bond or security for building permits. Anne Corrock would like this looked at in the future. City Attorney Matt Johnson explained that it is normally part of the Development Agreement or Security Bond and not part of the fee resolution. Micah Austin talked about a security bond and when it would be required. Anne Corrock also questioned fee refunds and the procedure. Micah Austin explained that the building department does authorize the refund of fees and he is comfortable with that. Anne Corrock questioned the waiver of fees. Micah Austin advised that this fee was added last year. Anne Corrock questioned the Community Housing In Lieu Fees. They have not increased for a year and a half. She is hoping staff is working toward updating these numbers. Micah Austin explained that this is updated in January of each year. There was not an increase last January due to a change in Directors at the Blaine County Housing Authority.

Mayor Nina Jonas asked for public comment. There was none.

Director of Finance & Internal Services Grant Gager clarified the refund of building fees. He explained cost sharing with the State.

**Motion to adopt Resolution 17-011 adopting fees and fee schedules for all City departments.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Baird Gourlay, Councilor
<b>SECONDER:</b>	Michael David, Councilor
<b>AYES:</b>	Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz

## 9. DISCUSSIONS

### a. Discussion and Direction to Staff on Fire Training Facility – City Administrator Suzanne Frick

City Administrator Suzanne Frick asked for direction on how to proceed with the Fire Training Facility. She updated the Council on the things that needed to take place prior to the fire training facility moving forward. A title search was done to find out who owned the property behind the Street Dept. and there appears to be ambiguous ownership. It's an old railroad right of way. Suzanne Frick advised that this is taking longer than expected and outlined the cities options. Should we move our dirt and take our chances? Should we move the tow yard someplace? Should another site be looked at or is there another option? She talked about the construction of the facility. The association would construct the building and then it would be turned over to the City as City property. She talked about where we are with the insurance company. Police, Street and City Attorney have all weighed in on the options. The suggestion of moving the tow yard was discussed as well as the process of obtaining a Quiet Title. Do we take a risk with moving things around without having official title of the right of way? She advised that there is no guarantee that we will get that title.

City Attorney Matt Johnson explained the Quiet Title process. The timing depends on the parties involved. He talked about what has been done up to this point and explained the timing of getting everything filed and then it all depends if anybody claims ownership interest. It could go quickly or it could take years.

Councilor Michael David asked how the property at the end of 9th Street relates to this property. City Administrator Suzanne Frick advised we would have to check on ownership of that property. The vacation of property was discussed among Council. Councilor Anne Corrock asked if this is the last piece of right of way we would need to look into. City Attorney Matt Johnson explained that title actions are on a case by case basis.

Tom Bowman thanked staff for the help over the last year on this project. He talked about Mr. Campeau's comment about relocating the impound lot and the fact that there is only a 4-minute differential in the location of the two lots. He commented on the capacity of the Lot as well as the snow storage areas. Tom Bowman addressed the Street Dept. and City Attorney concerns. He talked about the proper training of the Fire Fighters being more important than towing cars on snow nights as well as the importance of fire training and saving lives. He requested the Council help them to help train our firefighters.

Councilor Baird Gourlay questioned when the Fire Department could start the building. Tom Bowman explained where they are in the process. They could potentially break ground in the Spring and he explained the training situation.

Keith Potter, Lieutenant Ketchum Fire Department, advised that training is on Tuesday nights. A light and noise study have been completed and all are within the standards. He talked about the positives of a training facility and what fuels they use as well as the importance of these trainings for safety as well as environmental reasons. Council President Jim Slanetz questioned other locations. Keith Potter talked about the disadvantages of going mid valley. Square footage and what is needed was discussed.

Mayor Nina Jonas talked about studies done last year and it indicating this Lot being the most viable. Council President Jim Slanetz thought the Lot by the Sewer Treatment Plant was a good option. The problems with the Lot were discussed. City Administrator Suzanne Frick talked about that option and talked about the pros and cons that were identified. Councilor Michael David talked about Tom Bowman's suggestion of an additional option of moving the impound Lot. Councilor Anne Corrock questioned the original plan of moving the tow yard and if we get the Quiet Title we would eventually move it back. Tom Bowman said that we can't begin until Spring so would could continue to work on the Quiet Title Process.

Brian Poster, Squad Leader and Engineer for Ketchum Fire Department, talked about the importance of this topic and what tasks the fire fighters must train for. He's been on this training facility committee for 2 years. This facility is all about rescue and the importance of training. He asked Council to help move this forward.

Mayor Nina Jonas asked Street Superintendent Brian Christiansen if it's possible to move equipment now. Brian Christiansen explained what they have on site and what they are working on. He explained that there is not room without moving the bike path. Mayor asked Police Chief Dave Kassner about the impound lot. Dave Kassner talked to Clay Campeau and explained his position. He advised that Clay Campeau is in favor of putting cars in the Treatment plant lot. Mayor Nina Jonas asked Chief Kassner about towing more. He explained that people drinking leave their cars so they don't have to drive. Mayor Nina Jonas brain-stormed ideas with Brian Christiansen and Tom Bowman and Chief Kassner.

Council President Jim Slanetz is in support of following up with the sewer treatment area. Councilor Michael David would like to put the impound lot at the treatment plant and if we get the quiet title move the impound lot back.

Mayor of Sun Valley Peter Hendricks, also Sun Valley liaison on the SVWSD Board, suggested he and Mayor Jonas address the SVWSD Board together regarding this location. If both cities talked to them he feels they could come up with a solution.

Councilor Anne Corrock agrees with the importance of the Fire Training facility. She would like to continue moving forward with the Quiet Title and was in support of the both Mayors talking to the SVWSD Board. Councilor Michael David agreed. He likes the idea of having it more centrally located.

Wastewater Superintendent Mick Mummert advised that he is in support of the treatment plant location.

Tom Bowman said he believes the best option would be Lewis Street. He talked about the noticing that was done during the application process that would have to be done again if the location is changed. Mayor Nina Jonas advised that letters were sent to residents within 1500 feet and there were only 2 letters of concern. Tom Bowman suggested we be sure the treatment plant is zoned for a training facility. He talked about what is left to do to move forward.

Council President Jim Slanetz would like to explore all options but be ready to move forward in the Spring. Councilor Baird Gourlay is good with looking at the two sites. He would like to revisit this in early January. He also suggested we talk to the Sun Valley Company about moving towed cars to their lots. Police Chief Dave Kassner advised that the lots would need to be secured for insurance reasons.

Street Superintendent Brian Christiansen talked about heating or covering a parking lot for plowing and towing reasons.

City Administrator Suzanne Frick summarized the direction as being to proceed with the Quiet title. Both Mayors will talk to the SVWSD and then return to the council in January for updates on what has been discovered.

**b. Discussion and Direction to Staff on Forest Service Park Adaptive Reuse Process for City Administrative Offices and Formation of a Working Group for a Police and Fire Facility**

Suzanne Frick advised that staff is exploring moving the City Administrative offices to Forest Service Park. Staff is suggesting convening a working group to explore this option. The working group would consist of 11 members and there would be a second group to begin exploring locations for the Police and Fire Facility. She advised that staff is seeking council direction on moving these initiatives forward.

Councilor Baird Gourlay asked what the restrictions are on this property. Can the buildings be added onto and can new buildings be added? City Administrator Suzanne Frick advised there are no constrictions or constraints. The site is on the historical register. She talked about the Secretary of Standards for rehabilitation as long as you follow those standards. There should be a historic preservation specialist involved on the project. Baird Gourlay clarified that this includes energy efficiencies and that he is in favor of this idea. Council President Jim Slanetz was also in favor. Councilor Michael David agrees that its worth taking a serious look.

Councilor Anne Corrock is for re-purposing the property and keeping the integrity and volunteered to be on the committee.

Mayor Nina Jonas asked for public comment on both ideas.

Jim Plummison stated that he is interested in serving on either committee.

Council is authorizing staff to proceed with the two working groups.

**10. COMMUNICATIONS FROM STAFF**

Mayor Nina Jonas called for a 5-minute break.

**a. Approval of Water Smart Contract – Wendy Pabich**

Mayor Nina Jonas introduced Fellow Adam Baljevich. He talked about what he will be doing with the City of Ketchum and advised that he will be presenting at the 1st meeting in October.

Wendy Pabich talked about when Water Smart was started and who is involved. She talked about Ketchum's involvement and about what Water Smart provides to the City of Ketchum as well as to the consumers. The data an individual user can get from the platform and how it incentivify' s was presented.

Wendy Pabich talked about the data she has given Water Smart for the City of Ketchum and all the information we will be getting from them. She advised that 30% of all eligible accounts are viewing the software and that they will be actively going to the customer to teach them how to use this. We can target whomever we want and then contact them with whatever water user data information we would want. Wendy Pabich advised that the Multi-Family homes and renters are a challenge.

Wendy Pabich advised that the city has been using this software for 2 years however, has not put much into leveraging. She pointed out as part of bringing water smart on board it forced the City to begin monthly billing. She talked about all the benefits of monthly billing and showed examples of water usage and explained the importance of monthly billing.

Before council is a renewal for the contract. There is an additional fee of \$300 for the messaging. She talked about all that could be done moving forward and about the tiered rate structure.

Attorney Matt Johnson advised that indemnity language will need to be removed prior to signing the contract.

**Motion to approve the WaterSmart Software Extension of Services Agreement subject to the city attorney’s approval.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jim Slanetz, Council President
<b>SECONDER:</b>	Michael David, Councilor
<b>AYES:</b>	Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz

**b. Approval of Contract for Northwood Natural Area for a feasibility analysis and access plan**

Director of Planning & Building Micah Austin asked for approval of the scope of work for Rio ASC. Is the area appropriate and how will that look? The KURA has approved in entirety. The KURA will be reimbursing the City of Ketchum in full. He compared it to the Draper Preserve in Hailey and how if the study was done at that time then we wouldn't have had the flood event as we had this year. Micah Austin talked about what we will learn from this study. Mayor Nina Jonas asked about the cost of phase 1. Director of Planning & Building Micah Austin said it breaks it down by the task. If phase one does not pass then we would stop there. Tasks 1 - 4 are in Phase 1 and it will cost \$18,000 to determine if the land can be developed.

Councilor Baird Gourlay is in support of the idea. He would like to know what we can and can't do. Councilor Anne Corrock questioned the wildlife in that area. Micah Austin advised that this study only looks at the River. Not wildlife. Anne Corrock asked how we can incorporate this into the study. Micah Austin will ask Rio if this is something they can do.

Director of Parks & Recreation Jen Smith advised that BCRD has contacted her about a project for middle schoolers and she thought they could possibly work with a professional to incorporate this.

Director of Planning & Building Micah Austin advised we are looking at moving forward with this quickly subject to City Attorney Matt Johnson’s approval.

**Motion to approve the scope of work and contract with Rio ASE entitled “Proposal for Developing a Plan for Public Access and Recreational use of the Northwood Natural Area in Ketchum Idaho for a cost of \$30,707.40 subject to City Attorney approval**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Anne Corrock, Councilor
<b>SECONDER:</b>	Baird Gourlay, Councilor
<b>AYES:</b>	Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz

**ADDED AGENDA ITEM**

Director of Planning & Building Micah Austin talked about the License agreement with the KURA. He advised that at the KURA meeting earlier today they requested the Council approve this agreement this evening prior to any work beginning.

**Motion to enter in license agreement for the KURA for parcel of real property on 211 East First St. in Ketchum, Idaho and adding “Exhibit B” to the Agreement.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Baird Gourlay, Councilor
<b>SECONDER:</b>	Anne Corrock, Councilor
<b>AYES:</b>	Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz

**c. Direction to Staff on Right of Way Encroachment Permit for Idaho Power**

City Administrator Suzanne Frick advised that Idaho Power is requesting to install a vault in Warm Springs and it is considered a permanent improvement. This is before council for approval.

Idaho Power Project Leader Joseph Stippel advised it is all underground except a 42" manhole. It's a splicing vault that is not accessed regularly. It is to offset other distribution in the area. The limelight project triggered this. The location was discussed among council. Michael David questioned if it is dangerous. Mayor has concerns about the current Intermountain Gas proposal. The right of way was discussed as well as the placement of the line.

City Administrator Suzanne Frick suggested Council approve with an understanding from both utilities to work it out.

**Motion to approve the encroachment agreement subject to Idaho Power and Intermountain Gas working it out.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael David, Councilor
<b>SECONDER:</b>	Anne Corrock, Councilor
<b>AYES:</b>	Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz

**d. Approval of Right of Way Encroachment Permit for Thunder Spring Owners Association**

City Administrator Suzanne Frick explained that the new development underway is requesting to heat the pavers on Valley Wood Dr. The Street Department has approved with conditions. Staff is recommending approval.

**Motion to approve the Right-of-Way Encroachment Permit application by Robert Parker, representing Thunder Spring Owners' Association and authorize the City Administrator to sign a Right-of-way Encroachment Agreement with said owner.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Baird Gourlay, Councilor
<b>SECONDER:</b>	Michael David, Councilor
<b>AYES:</b>	Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz

**e. Approval of Joint Defense and Confidentiality Agreement and Scope of Work Agreement with Spronk Water Engineers, Inc., City Attorney Matthew Johnson**

City Attorney Matt Johnson explained that this is an agreement between City of Ketchum, Bellevue and Hailey to work together on Water issues. He explained the engineering project with Spronk. Matt Johnson advised that both topics have been discussed in the past.

**Motion to authorize the City Administrator to enter into the Joint Defense and Confidentiality Agreement.**



<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jim Slanetz, Council President
<b>SECONDER:</b>	Michael David, Councilor
<b>AYES:</b>	Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz

Motion to authorize the City Administrator to enter into the Scope of Work Agreement with Spronk Water Engineers Inc.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jim Slanetz, Council President
<b>SECONDER:</b>	Michael David, Councilor
<b>AYES:</b>	Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz

**f. Monthly Financial State of the City Presentation by Director of Finance & Internal Services Grant Gager**

Director of Finance and Internal Services Grant Gager presented the Monthly Financial Statement thru August 31, 2017. Grant Gager went over the revenue side. He went over the status of each department in detail.


Director of Finance and Internal Services Grant Gager briefly touched on the KURA budget and advised they are in line.


Mayor Nina Jonas asked where the County is on the tax credit on investment property's. Grant Gager advised that the County, in late October, will move forward with an ordinance for commercial property. Over the next month the county will probably do some outreach sessions and offer time for public comment. The City of Ketchum may have an opportunity to shape the exemption.

**11. ADJOURNMENT**

Motion to adjourn at 8:58 p.m.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Baird Gourlay, Councilor
<b>SECONDER:</b>	Anne Corrock, Councilor
<b>AYES:</b>	Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz

  
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 Nina Jonas, Mayor

  
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 Robin Crotty, Interim City Clerk