



City Council

Regular Meeting

~ Minutes ~

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

Robin Crotty
208-726-3841

Thursday, August 17, 2017

5:30 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
Assistant City Administrator Suzanne Frick
Director of Parks & Recreation Jen Smith
Street Superintendent Brian Christiansen

1. CALL TO ORDER: By Mayor Jonas

Mayor Nina Jonas called the meeting to order at 5:32pm

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 agenda was posted on Thursday August 10, 2017, and has met all posting requirement.

4. COMMUNICATIONS FROM MAYOR AND COUNCILORS

Councilor Baird Gourlay was contacted by the Ski Team. They would like to use the YMCA parking lot to park a couple of trailers and host a few bands. He requested staff to research the possibility of making this happen. Baird Gourlay was contacted by Sun Valley Economic Development Executive Director Harry Griffith regarding the Fall Forum. He talked about the express putting together a leaflet and requested the Short-Term Rental Study be included in the brochure. Mayor Nina Jonas advised that Genevieve Pearthree has not completed the study yet. Director of Planning & Building Micah Austin said the final report will be ready the first week in September. Baird Gourlay will advise Harry Griffith.

Council President Jim Slanetz said that the 15th Annual skate park event went well. Mayor Nina Jonas questioned how the fund raisers were going and Jim Slanetz advised they are going well.

Councilor Michael David talked about the Commissioners meeting on Tuesday regarding the Emergency Communications issue. He heard from Commissioner Jacob Greenberg today who advised that the county will be sending the City a letter to speak to the issues. He is asking this be put on a council agenda. Mayor Nina Jonas advised this will be on the September 5th agenda. She advised the 3 contracts with the county will also be on that agenda. Michael David will forward the Greenberg letter to Mayor Nina Jonas, City Administrator Suzanne Frick and Fire Chief Mike Elle.

Councilor Anne Corrock talked about Knapweed. This is a county issue that will need to be addressed. Mayor Nina Jonas advised that the officers have reported this to the County. Private property will need to be addressed by the County but the City will treat the right of ways. Police Chief Dave Kassner talked about the procedure that the police Department is following. Annie Corrock questioned the proper method to treat the Knapweed. Director of Parks & Recreation Jen Smith advised it should be pulled, bagged and taken to the landfill.

Police Chief Dave Kassner advised Council that ITD is actively taking down the barricades on the bridge.

5. COMMUNICATIONS FROM THE PUBLIC

No public comment

6. CONSENT AGENDA

Councilor Anne Corrock would like the financials pulled from consent agenda. It was decided that going forward the financials will not be under consent.

a. Approval of Minutes: Regular Meeting August 7, 2017.

Councilor Anne Corrock corrected last month’s minutes stating that she commented on the Sun Valley Ski Education Foundation topic by asking how many families have relocated to Ketchum. Interim City Clerk Robin Crotty will correct the minutes as stated.

b. Authorization and approval of the disbursement of funds from the City’s treasury for the payment of bills in the total sum of \$294,291.05, as presented by the Treasurer.

Councilor Anne Corrock questioned the approximate \$15,000 charge from Bigwood for Paver repair that was primarily for 4th street repairs. Street Superintendent Brian Christiansen explained that every year there needs to be repairs and this is a budgeted item. Mayor Nina Jonas questioned the possibility of replacing the pavers with concrete. Brian Christiansen explained there needs to be a bigger plan and in the meantime, we need to continue to maintain the pavers. Councilor Baird Gourlay asked what the problem is. Brian Christiansen explained that it’s the quality of the pavers.

c. Authorization and approval of the payroll register

Motion to approve consent agenda with the edit noted on the minutes.

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

Mayor Nina Jonas added executive session Pursuant to Idaho Code §74-206 1(b) personnel for issues that came up over the weekend.

Motion to change the agenda to include Executive Session Pursuant to Idaho Code §74-206 1(b) and move 7c to public hearing.

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

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

Director of Finance & Internal Services Grant Gager gave an overview of the monthly financials. He went over the revenues and explained that the City is up overall and advised that it is mostly in the general fund. He advised we are on track to exceed revenues this year. General Fund expenditures are up. Legislative and Executive budget is down relative to last year. Administrative Services Department is nearly doubled where it was last year due to the inter fund transfers. Legal is down 5%. Facilities Maintenance is up due to snow removal. Parks & Recreation is below where they were last year. Planning & Building is below and on track. Fire & Rescue is trending where we were last year and there is budgetary room for unexpected events. Police has a flat contract. Public Works Administration is where we were last year with the budget. Street Department is up due to snow removal and floods. Grant Gager went on to talk about the LOT Funds explaining that the basis fund is up and went over the percentages. He went over the individual months and the percentages that are up each month. Summer months prove to be up more than the winter months. He went over year to date totals. In regard to the Enterprise funds, water revenue is up. Expenditures are trending lower than last year but we do expect the expenditures to catch up to the revenue. Grant Gager advised that the Waste Water Fund revenues are down and explained the intra fund transfer. Expenditures are down. There are no concerns at this time.

Council President Jim Slanetz questioned why the Waste Water fund appeared to have lower revenues from usage. Grant Gager explained the switch to monthly billing from quarterly and the pay patterns and advised that Shellie Rubel is working with Wendy Pabich on researching this.

7. COMMUNICATIONS FROM STAFF

a. Recommendation to authorize Emergency Sewer Line Repairs on the Aspen Drive Warm Springs Creek Sewer Crossing - Water Superintendent Pat Cooley

Water Superintendent Pat Cooley talked about the flood damage and what they are proposing regarding the Emergency Sewer Line Repairs on Aspen Drive Warm Springs Creek Sewer Crossing. He advised that DEQ has been notified and outlined the 2 options in the packet. He would like to start the work in September if we can get all the approvals.

Water Superintendent Pat Cooley explained that Warm Springs has been channeled so much. He recommended Council visit the creek to get a visual of the issue. He talked about the technical help that has been brought out to consult with. Mayor Nina Jonas asked if this qualifies for Emergency State funding. Grant Gager said the state declaration should cover 50% of debris removal and stabilization. He talked about the Presidential Declaration and how that would work if granted.

Sherry Newland showed photos of the area being discussed. Mayor Nina Jonas was in favor of Option 2 but the timing could be an issue. Water Superintendent Pat Cooley explained that Option 1 is the first step of option 2.

Galena Engineering Sean Flynn said the permit has been submitted to IDWR and the Army Corp. They understand the importance but are swamped with all the permitting. He is very hopeful to have a response and approval in 4 weeks. During the 4 weeks, the engineering and design could be completed.

City Administrator Suzanne Frick explained that we will need to go out for bid. They will be ready to go as soon as we have the approval. Sean Flynn said the actual construction would take about a week.

Councilor Michael David questioned if the Cimino property is in the City Limits. This will need to be confirmed.

Councilor Baird Gourlay suggested that we move forward with Option 1 while we work on Option 2. Option 3 is an option but not recommended.

Motion to approve Option #1 and authorize the City Administrator to enter into an agreement with Galena Engineering to prepare the construction plans and specifications, and obtain the regulatory permits for replacement of the sewer line crossing from Aspen Drive to Georgina.

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

When option #1 is done Water Superintendent Pat Cooley will come back to brief council.

b. Recommendation to issue a request for proposal (RFP) for concept design work for Ketchum Springs Line – Water Superintendent Pat Cooley and Project Engineer Sherri Newland.

Water Superintendent Pat Cooley explained that this is a proposal to get rid of the Ketchum Springs Line. He explained how expensive it is and the fact that they have been looking at this for a long time.

Councilor Anne Corrock questioned the cost of the study and what we will get out of it.

Sherry Newland of S & C Consulting explained that the \$25,000 is a concept level so the City will know what they are dealing with. The City needs to know how much this will really cost to make these conversions. This will not be a construction level review. There will be a second level to get construction documents. The information could be provided for under \$25,000. City Administrator Suzanne Frick explained what will come out of this study and compared it to the space study the City had done.

Water Superintendent Pat Cooley talked about this being a very important conservation matter. The meter project was the most important.

City Attorney Matt Johnson will review the RFP before it goes out.

Council President Jim Slanetz questioned raising the flat rates and Suzanne Frick explained. Pat Cooley talked about the cost savings. Typically, a flat rate customer saves money when metered unless they over water.

Motion to authorize the City Administrator to issue a Request for Proposals (RFP) for Ketchum Springs Water System Concept Design Services for Conversion to the Municipal Water system.

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

c. Fiscal Year 2017 Budget Ordinance Amendment – Director of Finance & Internal Services Grant Gager

Director of Finance & Internal Services Grant Gager presented the proposed budget amendment explaining that the increase is just over \$1M dollars. He talked about inter fund transfers.

The actual amount of spending is closer to \$495,000. Grant Gager explained the General Fund Amendment in expenditures and revenues and went into detail about the Streets and Facilities Maintenance Departments as well as communication upgrades, parking and other areas and explained how these areas are affected and why. We are in a low risk revenue situation. CIP and Wagon Days Fund Amendments were explained as well as the Lot Fund Amendment and the 1% Fund expectation.

Mayor Nina Jonas asked for Public Comment. There was none.

Pursuant to Idaho Code 50-902, I move to waive the second and third readings of Ordinance No. 1178 and read by title only.

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

Motion to adopt Ordinance no. 1178, an ordinance of the city of Ketchum, Idaho, amending ordinance number 1159, the annual appropriation ordinance for the fiscal year beginning October 1, 2016, and ending September 30, 2017: appropriating additional monies to be received by the city of Ketchum, Idaho; and, providing an effective date.

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

d. Recommendation to approve contract for Snow Dump Lot for Parking for the Eclipse – Assistant City Administrator Lisa Enourato

Lisa Enourato Assistant City Administrator explained the contract before council. They feel they have the need to direct parking and RV's to that area in preparation for the event. Lines have been drawn, dumpster and porta potty's are in place.

City Attorney Matt Johnson has reviewed the contract. Assistant City Administrator Lisa Enourato went over the changes he made. Councilor Anne Corrock asked how many vehicles can be parked there. Lisa Enourato advised 130 spaces exist. Councilor Baird Gourlay questioned if it will be monitored. City Administrator Suzanne Frick explained it will not. Councilor Michael David asked if there are any fire concerns. Fire Chief Mike Elle advised there are not.

Motion to enter into a lease with the Sun Valley Company

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

8. **PUBLIC HEARING: to begin at 6:00 p.m.**

a. **Third Reading & Adoption of Appropriation Ordinance #1176 – Director of Finance & Internal Services Grant Gager**

Councilor Michael David has recused himself from this discussion.

Director of Finance & Internal Services Grant Gager presented the 3rd reading of the Appropriations Ordinance by advising that nothing has changed since the second reading.

Mayor Nina Jonas asked for public comment. There was none

Mayor Nina Jonas asked Council for discussion.

Councilor Anne Corrock questioned if there is enough budgeted for next year if we have a heavy snow year again. Director of Finance & Internal Services Grant Gager said a contingency is built into the budget. He talked about the un-budgeted income we took in earlier in the year and explained that if there is a concern of running out of contingency we would come to council with a plan.

Motion to approve the Third reading of Ordinance no. 1176, an ordinance of the city of Ketchum, Idaho, entitled the annual appropriation ordinance for the fiscal year beginning October 1, 2017, appropriating to the various budgetary funds, sums of money deemed necessary to defray all necessary expenses and liabilities within each fund for the ensuing fiscal year, authorizing a levy of a sufficient tax upon the taxable property and specifying the objects and purposes for which said appropriation is made, and providing an effective date.

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

9. **EXECUTIVE SESSION**

a. **Pursuant to Idaho Code §74-206 1(J)(b)**

Motion to go into Executive session at 7:12 p.m. pursuant to Idaho Code §74-206 1(J)(b)

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

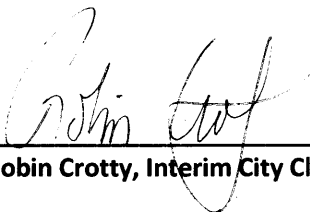
Motion to come out of Executive Session at 8:02 p.m.

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

10. ADJOURNMENT

Motion to adjourn at 8:03 p.m.

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



Robin Crotty, Interim City Clerk



Nina Jonas, Mayor