



# City Council

## Regular Meeting

~ Minutes ~

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

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Monday, August 1, 2016

5:30 PM

Ketchum City Hall

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

**Also Present:** Ketchum City Administrator Suzanne Frick  
Ketchum City Attorney Stephanie Bonney  
Director of Planning & Building Micah Austin  
Director of Public Works/City Engineer Robyn Mattison  
Director Parks & Recreation Jen Smith  
Finance Director Sandra Cady

### 1. CALL TO ORDER

Mayor Nina Jonas called meeting to order at 5:32 p.m.

### 2. COMMUNICATIONS FROM MAYOR AND COUNCILORS

#### a. Communications from Mayor & Council

Councilor Baird Gourlay talked about under grounding of utility lines and the 5-month window they have to complete project. He voiced concerns in regards to the blackout dates. It leaves them 8 weeks to complete projects in the community core. Mayor Nina Jonas asked Director of Public Works/City Engineer Robyn Mattison to talk about how they apply blackout dates. Robyn Mattison talked about winter and summer blackout dates and the reasons for them being weather and tourist times. Baird Gourlay would like to look at the map and revisit the dates. City Administrator Suzanne Frick suggested getting this on the next agenda for a discussion.

Councilor Anne Corrock talked about August 26th reservations for Casting in Fraser Colorado.

Councilor Michael David updated council on the date of the grand opening for KIC and the first event for LED. Michael David talked about Blaine County Housing Authority's 5-year plan, and about their increasing presents on KVBI. He advised that the Lift Tower Lodge has 100% occupancy and talked about new units coming on the market.

Mayor Nina Jonas talked about Wagon Days and encouraged participation.

### 3. COMMUNICATIONS FROM THE PUBLIC

#### a. Communications from the public. For items not on the agenda.

Attorney Ed Simon spoke on behalf of Vicky Graves regarding the city changing policy on payment in regards to Mr. Barriteau's request. He went over the time frame that occurred and talked about Councilman Gourlay and David's support of the project. He talked about the delay in this project and

asked the Mayor to place this issue on the next agenda and ask the applicant to be present to explain why they haven't paid fees or picked up permit.

Citizen Pat Duggin - Owner at Trail Creek Crossing. Concerned about continued delay.

#### 4. CONSENT CALENDAR

- a. Approval of Minutes: Regular Meeting July 18, 2016
- b. Approval of Current Bills and Payroll Summary
- c. Approval of Alcohol License

Mayor Nina Jonas asked for questions on consent

Council President Jim Slanetz questioned the bill for Libby Maynard. Administrator's Assistant Lisa Enourato explained it is for the Arts brochure that went over budget and communications picked up the balance.

Councilor Anne Corrock corrected spelling on page 4 - 3rd paragraph. Marsha Ingham is the correct spelling. Anne Corrock also questioned Page 5 of the expenses - paver repairs over \$6,000. Director of Public Works/City Engineer Robyn Mattison was unsure of the exact bill but thought it was for disintegrating pavers. There was a conversation regarding replacing pavers with stamped concrete.

**Motion to approve consent calendar in full.**

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

#### 5. COMMUNICATIONS FROM STAFF

- a. **Town Square Lot Line Shift – Director of Planning & Building Micah Austin**

Director of Planning & Building Micah Austin talked about the Town Square Lot Line Shift and gave the history of Town Square and the discovery of where the Lot Line is. He talked about the URA paying for this and them deeding to the city 4000 sq. feet. Micah Austin showed a map that outlined where the property lines are that the city owns and the property lines that the URA own. He showed where the Visitor Center is and a map of what is being proposed. Micah Austin is requesting City approval before filing an application.

Director of Planning & Building Micah Austin explained that this is a loose end that needs to be cleaned up. Council President Jim Slanetz was in agreement. Councilor Baird Gourlay explained that this is being done to protect Town Square. There was a discussion regarding what the intention in. Councilor Anne Corrock clarified exactly where the lot line shift will be.

**Motion to approve the lot line shift proposal from the KURA that would dedicate Town Square as a public open space for perpetuity.**

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

**b. Community Housing Scope of Work – Director of Planning & Building Micah Austin**

Micah Austin Director of Planning & Building gave the background of the Community Housing Scope of Work. This is the result of the RFP from April and talked about the purpose of the analysis. He talked about the public comment he received and explained that this is a budgeted item. He gave an overview of the 4 tasks and requirements. Mayor Nina Jonas asked why we are hiring a contractor and not doing this in house. Micah Austin explained that we do not have the expertise in house.

Mayor Nina Jonas asked for questions and comments from Council. Councilor Michael David is in support and said the timing is great. Councilor Anne Corrock is in support of the analysis. She questioned if this is looking at all of our zoning Districts. Director of Planning & Building Micah Austin replied that it is. Anne Corrock questioned the form based code. Micah Austin explained. Administrator Suzanne Frick talked about the studies that will be intersecting at the same time.

Councilor Baird Gourlay questioned why we are not looking at the LI Zone. Director of Planning & Building Micah Austin said it is not required, however, they will look at it. Baird Gourlay asked Mayor and Council if they shouldn't look into the LI Zone and if it would be the best place for Community Housing. He talked about intcentifying and not requiring. He would like LI included. Mayor Nina Jonas would like policy discussed with each council member. Baird Gourlay suggested they reach out to Harry Griffith with Sun Valley Economic Development.

Mayor Nina Jonas said to be sure they know that Idaho is a non-disclosure state.

Council President Jim Slanetz questioned if this has ever been done before. Director of Planning & Building Micah Austin explained the current and past policy and that it has never been done in Ketchum before.

Mayor Nina Jonas opened the meeting for public comment.

Melissa Voss asked about Jackson Hole.

Bob Crosby talked about the intention and about the difference between long and short term rentals. He asked that council really dig down on this and look careful.

Director of Planning & Building Micah Austin talked about LI3 and percentage that can be long and short term rentals. Micah Austin said we are looking at Jackson and explained what has done up to this point.

**Motion to approve the scope of work for ECONorthwest to complete a community housing analysis and feasibility study for a cost not to exceed \$40,000.**

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

**c. Recommendation to Approve Contract Agreement for Funding Support for a Water Conservation Grant –Public Works Director /City Engineer Robyn Mattison**

Public Work Director Robyn Mattison talked about the grant that has been received. It's a 1/3 match grant and is budgeted. This goes toward upgrading parks irrigation. The audit of the parks irrigation was briefly discussed.

Mayor Nina Jonas asked for public comment. There was none

Mayor Nina Jonas thanked staff for their efforts in getting grants.

**Motion to approve the contract agreement with the Idaho Water Resource Board and authorize the public works director to execute the agreement**

<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. Resolution No. 16-014 Approving the Proposed Budget for FY2016-17 and for Publication of Notice of Public Hearing – Finance Director Sandy Cady**

Finance Director Sandy Cady presented the staff report outlining the public hearing and the replacement pages in the council's packets.

Councilor Anne Corrock said the budget looked good to her. Councilors David and Gourlay were in agreement. Council President Jim Slanetz questioned the \$500,000 for the Essential Services Facility (ESF) and would like more definition. Administrator Suzanne Frick explained that a separate trust fund has been created for the ESF and what has been put in there and the premise behind this fund. Anne Corrock questioned the LOT change and Finance Director Sandy Cady explained the reasons for that. How this should look in the final budget document was discussed.

Councilor Michael David questioned the ESF Trust Fund and how it would grow. City Administrator Suzanne Frick explained that we would continually add to it until or if we are ready to construct.

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

Councilor Anne Corrock talked about the revenue and the way in which it is now written.

Baird Gourlay wanted to talk about the capital pages (119 & 120). He questioned the energy work programs. City Administrator Suzanne Frick explained. Baird Gourlay reiterated that Council is approving these items in the budget but not approving the projects at this time. He asked about the Northwood Natural Area and the possibility of the URA funding this and how this would be handled if the URA funds. Baird Gourlay asked if there is funding for SVED. Mayor Nina Jonas explained this will come from the Contingency Fund.

Administrator Suzanne Frick talked about page 75. There should be \$6,000 total for Ketchum Em' Alive and Jazz in the Park not \$6,000 each. Director of Parks & Recreation Jen Smith explained that \$3,000 was spent on each last year. This year there will be one-line item for both for a total of \$6,000. Donations and the allocation of donations was discussed. Suzanne Frick explained where the expenditures come from and where the event funding listed comes from. No changes will need to be made

**Motion to adopt Resolution No. 16-014, approving the proposed budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017, containing the proposed expenditures and revenues necessary for all purposes for said fiscal year to be raised and appropriated within said City and providing for republication of Notice of Public Hearing and for Public hearing thereon.**

<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

e. **Ordinance No. 1159 Adopting the FY2016-17 Budget (First Reading) – Finance Director Sandy Cady**

Finance Director Sandy Cady explained that this is the first reading and the dates of the 2nd and 3rd reading.

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

**Motion to approve the first reading of Ordinance No. 1159, an Ordinance of the City of Ketchum Idaho entitled the Annual Appropriation Ordinance for the fiscal year beginning October 1, 2016, 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 purpose for which said appropriation is made, and providing an effective date.**

<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

f. **Temporary Employment Agreement with Robin Crotty, Interim City Clerk – City Administrator Suzanne Frick**

City Administrator Suzanne Frick explained the liability issue with the previous Independent Contractor Agreement with Interim City Clerk Robin Crotty and that staff is recommending approval of a new Temporary Employment Agreement to resolve this issue. Councilor Anne Corrock questioned the difference between the two contracts. Councilor Baird Gourlay questioned the benefit package. Councilor Michael David asked if all parties are in agreement. Suzanne Frick explained.

<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

g. **Discussion & Direction to staff on the Sun Valley Film Festival Main St. Closure Request March 16, 17th & 18th, 2017.**

Mayor Nina Jonas asked for staff direction in regards to the Sun Valley Film Festival Main St. Closure in 2017.

Councilor Anne Corrock expressed that we have to be careful not to set a precedent. She would like to look at other locations that would work. Councilor Michael David talked about his support of the event and willing to talk about Main Street. Councilor Baird Gourlay is in support. Councilor Anne Corrock questioned the calendar of events at this time of year. Council President Jim Slanetz is in support but would also like to explore other location options. He would like to wait and see what ITD says and what all the options are. He would like to see more specifics. Mayor Nina Jonas Would like to know the

minimum width they are in need of. Anne Corrock talked about Bricks and Mortar and if they would support. City Administrator Suzanne Frick was given direction to bring this back to council at a future meeting.

6. EXECUTIVE SESSION to discuss:
- Acquisition of Property Pursuant to Idaho Code §74-206 (c)
  - Hiring Pursuant to Idaho Code §74-206 (a)
  - Labor Negotiations Pursuant to Idaho code §74-206 (j)

Motion to go into executive session at 7:15 p.m.

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

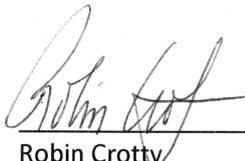
Motion to come out of Executive Session at 9:17 p.m.

<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

7. ADJOURNMENT

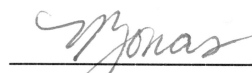
Motion to adjourn at 9:18 p.m.

<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



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Robin Crotty  
Interim City Clerk



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Nina Jonas  
Mayor