



City Council

Regular Meeting

~ Minutes ~

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

Monday, April 18, 2016

5:30 p.m.

Ketchum City Hall

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

Absent: Councilor Baird Gourlay

Also Present: Ketchum City Administrator Suzanne Frick
Ketchum City Attorney Jill Holinka
Director of Planning & Building Micah Austin
Director of Public Works/City Engineer, Robyn Mattison
Street Superintendent, Brian Christiansen
Fire Chief, Mike Elle

1. CALL TO ORDER

a. *Communications from Mayor & Council*

i. **Liaisons updates for Air Service Board, Blaine County Housing Authority, Mountain Rides, Sun Valley Economic Development and/or Fly Sun Valley Alliance**

Council President Jim Slanetz gave an update on the URA Meeting. The Starbucks 5-year lease was discussed. They talked about funding criteria and allocation of funds for the next budget year and new state legislature. Jim Slanetz advised that he took a tour of the Syringa School and was very impressed.

No update on the Blaine County Housing Authority meeting at this time.

Councilor Michael David talked about a successful ski year and complimented the work of the marketing that contributed to the success of the winter season.

Councilor Annie Corrock updated council on the Mountain Rides meeting in regards to funding and where that funding comes from. Annie Corrock announced that CAST is very excited to put us on their agenda for January 19th. A good opportunity to showcase our town.

Mayor Nina Jonas talked about the fellowship program and explained how the fellowship will work and what the intention of the program is.

3. COMMUNICATIONS FROM THE PUBLIC

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

Mayor Nina Jonas opened the meeting for public comment. There was none.

4. CONSENT CALENDAR

- a. **Approval of Minutes: Regular Meeting April 4, 2016 – Interim City Clerk Robin Crotty**
- b. **Approval of Current Bills and Payroll Summary – Interim City Clerk Robin Crotty**

- c. **Approval of Chip seal Oil - Street Superintendent Brian Christiansen**
- d. **Approval of Paint Bids - Street Superintendent Brian Christiansen**

Councilor Anne Corrock had questions regarding the review of the contracts by legal. City Administrator Suzanne Frick explained the process for the review of contracts within the City of Ketchum.

Motion to approve the consent calendar.

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

5. COMMUNICATIONS FROM STAFF

- a. **PUBLIC HEARING: First reading of Ordinance No. 1151 amending Title 17, Ketchum Municipal Code, Section 17.08.020 and Chapter 17.124, according to a text amendment application submitted by THE SPOT LLC - Director Planning & Building Micah Austin**

Brett Mollenburg applicant outlined the history of application. He discussed the amount of events and the kind of events they could do and talked about the benefits of the SPOT in the community and the primary use of the space. He talked about the improvements to the building that need to be made if this text amendment is approved and questioned how this approval for zoning is being weighed on the building code.

Micah Austin Director of Planning & Building introduced Senior Planner Morgan Brim and Building Official Jim Lynch and gave the history of the approval process up to this point. Micah Austin talked about Commercial Studio's in the LI Zone and the primary use of the SPOT and went over the requirements of the text amendment and standards. The number of events that are being proposed was discussed.

Council President Jim Slanetz talked about the potential of disrupting the sound ordinance. Micah Austin Director of Planning & Building talked about the existing ordinance and what could be changed to address this.

Councilor Michael David questioned the definition of "Produced". Micah Austin Director of Planning & Building explained that the intention is for the productions to be produced by the SPOT.

Councilor Annie Corrock asked about the analysis of the Light Industrial in the past and the past recommendation by staff. Micah Austin Director of Planning & Building explained staff's position and how they have been resolved and why they proceeded in the way in which they have and how they will proceed going forward. Suzanne Frick City Administrator explained the purpose of these standards and how to address the changes in the definition.

Micah Austin addressed the written correspondence in the packet.

Mayor opened the meeting to public comment.

Gary Hoffman, Ketchum resident voiced his support for the SPOT and the changes that are being proposed and was in support of the maximum number of days possible.

Sam Mollner resident of Sun Valley talked about the positive things the SPOT does for the community.

Sara Korby Ketchum resident thanked staff and city council for this process.

Mayor Nina Jonas closed public comment.

Brett Mollenburg talked about the statistics of the other artistic companies that Micah Austin Director of Planning & Building presented.

Mayor Nina Jonas questioned the definition of a "Production". Brett Mollenburg explained the primary and secondary use of this facility.

Councilor Anne Corrock questioned the intent of the space of the SPOT. Brett Mollenburg explained the future location of the SPOT and what they currently have and what they are looking into.

There was a discussion regarding the noise in the Light Industrial area with this type of use.

Councilor Anne Corrock talked about the primary focus of the light industrial area and employee housing concerns. Micah Austin Director of Planning and Building explained the addition of uses in the code and how they are addressed and decided on.

Council President Jim Slanetz voiced his support of 120 days of performances per year. Councilor Anne Corrock is in support of a use that is secondary to their primary use. Councilor Michael David is in support of the 120 days and suggested that it will assist with the economic development points.

Attorney Jill Holinka explained that the events number is limited to the actual performance.

Mayor Nina Jonas explained that 120 days works out to be a performance every 3 days and that is a concern with enforcement. Enforcement was discussed among all of council. Councilor Anne Corrock voiced her reasons for the protection of the LI zone and voiced her support of 30 days. Stock Lumber Yard location and current seat capacity of other performing businesses was discussed in comparison to the seat capacity in the SPOT.

Mayor Nina Jonas is only concerned with a larger group coming in and abusing the 120-day production number. Councilor Michael David explained that if a larger group came to the LI they would have many more restrictions that they would have to comply with. Council President Jim Slanetz explained his thoughts on the needs in the LI Zone and how this decision will effect it.

Councilor Anne Corrock talked about the purpose of the LI Zone. Reducing the number of people vs. the number of days was discussed. Applicant, Brett Mollenburg would rather reduce the number of events rather than the capacity. Currently the maximum capacity is 85 and explained that 30 days is not an acceptable number. Putting it to 100 days was discussed.

Motion to approve the first reading of Ordinance 1151 for amendments to Title 17, Zoning Regulations, Section 17.08.020, Definitions by adding a new definition "Event" and amending the definition "Studio, Commercial" to allow for occasional events; not to exceed more than 90 days in a calendar year and amending Chapter 17.124, Development Standards to add a new section 17.124.150, Commercial Studio Events and adding in the language in regards to noise nuisance.

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

Councilor Michael David read Ordinance 1151 by Title. Next reading will be May 2, 2016.

b. Recommendation to approve artist agreements for Art in City Hall and Art on Fourth - Director Parks & Recreation Jen Smith

Jen Smith Director of Parks and Recreation distributed pictures to the council showing the art projects that will be on display in Ketchum City Hall as well as on Fourth. Jen Smith explained the agreements that were in the packet. All contracts have been reviewed by the city attorney and approved. What each piece of art is and where each piece of art will be displayed was presented.

Mayor Nina Jonas opened the meeting for public comment. There was none.

Motion to approve the art on fourth and art in public places agreement and the art in city hall artist loan agreements.

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

c. Recommendation to approve contract with Will Caldwell Productions for Ketch'Em Alive and Jazz in the Park - Director Parks & Recreation Jen Smith

Jen Smith Director of Parks and Recreation explained the contract in the packet and explained that it has been reviewed by legal.

Mayor Nina Jonas opened the meeting for public comment. There was none.

Dates of performances were discussed.

Motion to approve the 2016 contract for services with Will Caldwell Productions, LLC for production of the Ketchum Summer Concert Series.

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

d. PUBLIC HEARING: 3rd Reading Ordinance 1154, Tree Ordinance, Jen Smith, Director of Parks & Recreation

Jen Smith Director of Parks & Recreation asked for approval of the 3rd and final reading of Ordinance 1154.

Mayor Nina Jonas opened the meeting for public comment. There was none.

Councilor Anne Corrock questioned the care of the tree and if we contract for the care of the public trees. Jen Smith Director of Parks & Recreation explained what we contract out for service and explained how the new ordinance will work. The cost of lighting the trees and who pays for it was also discussed.

Motion to approve the third and final reading of Ordinance 1154 amending Title 12, Chapter 36, Ketchum City Code, which provides for the care and protection of public trees; repealing all ordinances in conflict herewith.

Council President Jim Slanetz read Ordinance 1154 by Title only.

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

- e. **Approval of a Memorandum of Understanding with the Idaho Foundation for Parks & Lands for public art installation - Director Parks & Recreation Jen Smith**

Jen Smith Director of Parks and Recreation explained that this item was stricken from this agenda because there had been some last minute's changes and they will continue to work on this and bring it back at a later date.

- f. **Approval of employee background screening contract with Background Investigation Bureau (BIB) as recommended by the National Recreation and Park Association (NRPA) - Director Parks & Recreation Jen Smith**

Jen Smith Director of Parks & Recreation explained the reason for this contract and what had been done in the past for background screening. Jen Smith is recommending approval of this contract that has been reviewed and approved by the City Attorney.

Councilor Anne Corrock asked where this falls in the budget. Jen Smith explained that it falls under professional services. Who would get background screening and the cost of the different types of screening was discussed.

Mayor Nina Jonas opened the meeting for public comment. There was none.

Motion to approve the agreement with Background Investigation Bureau, LLC for criminal background screening for staff and volunteers of the Ketchum Parks & Recreation Department.

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

- g. **PUBLIC HEARING: Continued from April 4, 2016 - Third Reading of Ordinance No. 1148 amending Title 17, the Zoning Ordinance, of the Ketchum Municipal Code by amending Section 17.18, Zoning Districts, and repealing and replacing Section 17.18.130 with Section 17.96, Design Review - Director Planning & Building Micah Austin**

Micah Austin Director of Planning & Building explained that no changes have been made since they last saw this proposed Ordinance. Micah Austin went over the discussion he had with Councilor Anne Corrock in regards to the Ordinance. Landscaping/draught tolerant/Yew plants were discussed. Micah Austin explained that trees, shrubs and perennials will be added. Drought tolerant will be looked at. Anne Corrock said that it is important to have a strong definition of street frontage. Bike racks were discussed. Micah Austin explained the standards.

Mayor Nina Jonas opened the meeting for public comment. There was none.

Motion to approve the Third Reading of Ordinance No. 1148 amending Title 17, the Zoning Ordinance, of the Ketchum Municipal Code by amending Section 17.18, Zoning Districts, and repealing and replacing Section 17.18.130 with Section 17.96, Design Review. Councilor Michael David read by Title only.

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

h. Headworks Screening Improvements Preliminary Engineering Report - Director Public Works Robyn Mattison

Robyn Mattison Director of Public Works/City Engineer gave the background of Headworks at the Wastewater Treatment Plant and the importance of it. The headworks project is in the next capital improvement plan. She talked about the link in the packet that showed the project in great detail and talked about the two different options and explained the least expensive and best option. Robyn Mattison explained that it is looking like a \$2-million-dollar project. She advised that this will not be budgeted this year and that Sun Valley Water & Sewer District is part of the plan and will be paying for ½ the project. The next step will be for this to go to DEQ for approval.

Robyn Mattison Public Works Director/City Engineer is asking for approval to submit this document to DEQ for review. Construction will not be talked about until fiscal year 2017.

Mayor Nina Jonas opened the meeting for public comment. There was none.

Motion to authorize HDR, Inc. to submit the Headworks Improvements Preliminary Engineering Report to Idaho Department of Environmental Quality for review.

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

5 Minute break.

i. Presentation of Department Budgets for Fiscal Year 16/17

i. Planning & Building Department – Director Planning & Building Micah Austin

City Administrator Suzanne Frick gave an overview of how the budgets will be presented. Suzanne Frick asked for enhancements or recommendations for next year.

Micah Austin Director of Planning & Building began with his six-month presentation of his two departments. Planning/Building. He went over long term/short term and sustainability Planning. Micah Austin outlined what the responsibilities of the Building Division are and explained that his budget is all about people and staffing. He went over the salary and benefit and operating supply budget.

Councilor Michael David questioned the DBS contract and what it is based on. Micah Austin outlined the specifics of the contract and how DBS is paid. The cost of hiring a building official was discussed. Micah Austin Director of Planning & Building went over the Professional services contract and explained that he is requesting a deduction in that line item. GIS contract was discussed. Councilor Anne Corrock questioned the community housing RFP. Micah Austin explained that our policy is being reviewed.

Micah Austin Director of Planning & Building explained that he is not requesting any enhancements to his budget.

Councilor Anne Corrock questioned the comp plan and making it a living document. Micah Austin Director of Planning & Building explained how they are handling the comp plan going forward. It is 2 years old and they will be reviewing it going forward. Anne Corrock questioned how often fees are reviewed and if they are in line. Micah Austin explained that he is comfortable with the way fees are at this time. Anne Corrock questioned the building permit timeline and the fees involved. Micah Austin explained the process and when fees are collected. Code enforcement was discussed.

ii. Police Department – Police Chief Dave Kassner & Undersheriff Steve Harkins

Rescheduled

iii. Public Works – Director Public Works Robyn L. Mattison

Robyn Mattison Director of Public Works/City Engineer gave an overview of her four departments. Street, Facility Maintenance, Water Division, Wastewater Division. Robyn Mattison explained that they maintained the city's infrastructure and outlined what each division is responsible for. Robyn Mattison showed a department budget allocation showing what the 16/17 budget looks like and the staffing level in each department. Robyn Mattison went over the status of the 15/16 projects and professional Services in each of the divisions for 16/17. The 16/17 Department Initiatives were presented along with enhancements.

Councilor Anne Corrock had questions regarding sidewalk improvements and how they will be funded and what the cities policies are. City Administrator Suzanne Frick explained the process of substantial improvement. When those projects come thru we require sidewalks. The areas we are focusing on are areas that are highly unlikely to be improved. Suzanne Frick explained that if we don't do this we will have a disconnect of sidewalks.

iv. Non Departmental and Capital Improvement Plan – City Administrator Suzanne Frick

City Administrator Suzanne Frick presented the general fund capital improvement and general fund non-departmental budgets. Suzanne Frick started with the Capital Improvements and talked about the approved 15/16 general fund capital improvements and the status of those projects. The 16/17 proposed capital projects were presented.

All of council questioned the undergrounding costs. City Administrator Suzanne Frick said it is general fund revenue and it's up to council how we allocate that funding.

City Administrator Suzanne Frick presented the general fund Non-Departmental Budget for FY 15/16 and the status of the 15/16 projects. Suzanne Frick presented the FY 16/17 proposed projects. Anne questioned the Merit Increase as opposed to COLA. Suzanne Frick explained that by doing the merit we decreased it by \$25,000.

City Administrator Suzanne Frick presented how the budget process will proceed going forward.

There will be a special meeting May 23, 2016 where we will walk thru projected revenues and allocation of those revenues and how will council want to portion out those revenues?

6. **CLOSING COMMUNICATIONS FROM MAYOR AND COUNCIL**

No comments from Mayor or Council.

7. **EXECUTIVE SESSION to discuss §74-206 1(a) (b).**

Motion to go into executive session at 9:30 p.m. to discuss personnel §74-206 1(a) (b).

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


Motion to come out of executive session at 10:17 p.m.

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

8. **ADJOURNMENT**

Motion to adjourn at 10:18 p.m.

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



 Nina Jonas, Mayor



 Robin Crotty, Interim City Clerk