



City Council

Regular Meeting

~ Minutes ~

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

(555) 555-1234

Monday, November 2, 2015

5:30 p.m.

Ketchum City Hall

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

Also Present: Ketchum City Administrator Suzanne Frick
Ketchum City Attorney Susan Buxton
Director of Planning and Building Micah Austin
Director of Public Works/City Engineer – Robyn Mattison

1. CALL TO ORDER

Mayor Nina Jonas amended the agenda to add under Communications from Staff the Recommendation to Authorize City Administrator to Enter into Property Lease for 131 River Street East.

Motion to amend the agenda as stated above.

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

2. CONSENT CALENDAR

- a. Approval of Minutes: Regular Meeting October 19, 2015
- b. Approval of Current Bills and Payroll Summary
- c. Alcohol Beverage License Approval
- d. Contract with Bigwood Landscaping for Snow and Ice Removal – Robyn Mattison, Public Works Director/Engineer

Motion to approve the consent calendar.

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

3. COMMUNICATIONS FROM MAYOR AND COUNCILORS

a. Communications from Mayor & Council

Councilor Baird Gourlay talked about ROW encroachments and suggested putting an ad in the paper regarding snow stakes at the edge of the ROW.

Councilor Jim Slanetz talked about Halloween on Main Street and the fact that the City was perceived as not doing anything however, they were very involved. The city should look more like a partner next year. Mayor Nina Jonas said this has been noted. There was talk about a Hailey bus for next year. The money raised this year will be put in the Trust Fund.

Council President Michael David encouraged people to vote tomorrow.

Councilor Anne Corrock did not attend the last cast meeting at Estay Park. She would like more staff and council to be involved. The next one is the 20th & 21st of January in Whistler. She outlined the events that will take place.

4. COMMUNICATIONS FROM THE PUBLIC

- a. Communications from the public – There were none.

5. COMMUNICATIONS FROM STAFF

- a. **SCADA Service Agreement Contract with Banyan Technologies, Inc. – Robyn L. Mattison, Public Works Director/City Engineer**

Robyn Mattison Director of Public Works/City Engineer presented the annual contract with Banyan Technologies and how they assist with the SCADA system at the WW treatment plant. The contract has been in existence for the last 12 years. Staff is recommending approval of the contract in the amount of \$8,803.00

Mayor asked for questions from staff and public. There were none.

Motion to approve and authorize the Mayor to sign the Comprehensive Services Agreement with Banyan Technologies, Inc. in the amount of \$8,803.00.

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

- b. **Idaho Power Custom Efficiency Water Supply Optimization Cohort Enrollment Form Approval – Robyn L. Mattison, Public Work Director/City Engineer**

Robyn Mattison Public Works Director/City Engineer presented explaining the new Idaho Power Custom Energy Program Water Supply Optimization Cohort and advised that Idaho Power will pay the City of Ketchum to participate in the program. The City currently is involved with a similar program for the Waste Water Department that has saved the City \$44,500 in power costs. Idaho power is offering a rebate to the Water Department.

Motion to approve and authorize the Mayor to sign the participant enrollment form for the Idaho Power Water Supply Optimization Cohort.

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

c. Dell Equipment Lease Agreement for approval – Sandy Cady, City Treasurer

Sandy Cady Finance Director said there are 33 computers that will need to be replaced and 12 in each year for the next 4 years. She outlined the research, the rotation and disposal process. Staff is asking for approval of the purchase order and lease agreement for the lease for 33 computers for fiscal year 15/16.

Councilor Anne Corrock questioned the cost of the lease vs. purchasing the computers. City Administrator Suzanne Frick explained that it is a hosted system. The updates will be coming with the computers and everybody will have the same software on each computer. This is a more efficient and better service for us.

The number of computers for each year was discussed. Councilor Baird Gourlay questioned the inventory process that the city currently has in place. City Administrator Suzanne Frick explained the process the staff has gone thru to come to this decision. There is an option to buy on the lease. Suzanne Frick explained that we can explore that if needed.

There was a discussion regarding the rotation schedule and the total number of computers the City has.

Council President Michael David asked about the termination clause. Susan Buxton City Attorney explained.

Mayor Nina Jonas asked for comments from the Public. There was none.

Motion to enter into a Lease Agreement with Dell Financial Services for leasing 33 computers for \$9,0063 annually for four years and authorize the City Administrator to sign the attached Purchase Order. Upon receipt of the Final agreement the City Attorney will review and the City Administrator will sign.

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

d. Resolution No. 15-023 Amending the Cafeteria Plan Documents – Sandy Cady, City Treasurer

Sandy Cady Finance Director presented and explained the NBS service and the amendments before them. Sandy Cady outlined the Flexible Spending account and how it works..

Councilor Anne Corrock questioned how long we've been with NBS. Sandy Cady explained the background of services with NBS.

Motion to approve Resolution No. 15-023, amending the Cafeteria Plan Documents, and authorize the Mayor to sign the National Benefits Service Agreement.

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

e. Costs to operate Ketchum Towne Square Restrooms – Robyn L. Mattison, Public Works Director/City Engineer

Robyn Mattison Director of Public Works/City Engineer spoke in follow up to the last meeting and explained her breakout of fees for annual costs. She explained who did the review and said that it is inefficient to run in the winter.

There was a discussion about freezing pipes in the past and what improvements can be taken this year to leave the restrooms open and then to make improvements overall next summer.

Mayor Nina Jonas asked what the plans are for next year. City Administrator Suzanne Frick said there are no current plans, however, the URA has recently approved new restrooms at the skate park and said they could talk to the URA about new restrooms in the Town Square in the future.

Council was in agreement with keeping the restrooms open. Councilor Baird Gourlay suggested blue board being put on top of the building for an interim solution until new restrooms can be constructed.

Motion to keep the Ketchum Towne Square Restrooms open and try to reduce heat loss.

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

f. Recommendation to Authorize City Administrator to Enter into Property Lease for 131 River Street East

Revision to agenda – Jen Smith Director of Parks & Recreation explained that an employee had moved out of 131 River Street East and would like to move back in. There has only been one change made to the lease and that the length is now 6 mos.

Motion to authorize the City Administrator to enter into a property lease for 131 River Street East.

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

6. PUBLIC HEARINGS

- a. Public hearing and consideration of a an application by IEG Thunder Spring LLC for a proposed Amended and Restated Phased Development Agreement addressing, among other things, the use restrictions, recreational amenities, senior housing, employee housing and the other obligations contained in the original agreement and the planned unit development approvals—Micah Austin, Director of Planning and Building.**

Micah Austin Director of Planning & Building presented a Power Point showing the original 1998 PUD agreement that was in place. In the past 17 years there have been changes and amendments to the original agreement. He outlined the waivers that were granted and talked about the public benefits that were achieved, fulfilled obligations and unfulfilled obligations and the direction they have received in the past from Mayor and Council. Micah Austin then outlined if obligations were not met what the city would receive.

The New Development Agreement and New Project was presented and Micah Austin then showed public comments that have been received and asked for questions from the Mayor and Council.

The agreement and the lien in the packet were discussed and Micah Austin advised that there will be a modification to the language.

Dave Hutchinson representing IEG Thunder Spring thanked staff for the work they have put into this. He talked about the process that Thunder Spring has gone thru to get to this point and explained where they are in the process now.

Mayor opened the meeting up for public comments.

Gary Lipton, Citizen asked for clarification regarding 1998 agreement and what was owed to the City. If the number is more than \$773,000 he questioned why we would consider compromising. He questioned the liens and where the City stands.

Mayor Nina Jonas closed public comment.

Micah Austin Director of Planning & Building explained the obligations in 1998.

Suzanne Frick City Administrator said the question is do we accept in lieu fees instead of square footage and explained that the City is first on the lien.

Councilor Baird Gourlay questioned the paragraph in the agreement that says 4 equal payments. He pointed out that there is no time frame for the payments. Suzanne Buxton City Attorney explained the process and how payments would be made. He has concerns about the wording. Dave Hutchinson explained when the city will be receiving the funds and that the lien is provided to assure the city gets payment. Susan Buxton will be working on the clarity of the contract.

Councilor Baird Gourlay and Councilor Jim Slanetz addressed Gary Lipton's concerns. Council President Michael David asked Susan Buxton about spending the money. Susan Buxton City Attorney explained how the money could be spent.

Councilor Anne Corrock has concerns. She would like this cleaned up before there is a new project. There was a discussion among council regarding the enforcement in the past and how the original contracts were written.

Mayor Nina Jonas asked Suzanne Frick City Administrator to explain how we will ensure payments. Suzanne Frick outlined how the outstanding obligation will be met and there was a discussion regarding the new project and how to move forward with requests.

Councilor Baird Gourlay talked about what could happen if we don't move forward.

Mayor is looking for a motion to continue this public hearing to November 16, 2015 and if they are in favor of the terms of the agreement.

The terms do not meet Councilor Anne Corrock's approval. The terms meet all the others approval.

Motion to continue the Amended and Restated Phased Development Agreement to November 16, 2015.

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

- b. **Public Hearing and consideration of Ordinance 1142 to amend Ordinance 1076 to revise the composition of the board positions of the Urban Renewal Agency Board of Commissioners as appointed by the Mayor and City Council—Micah Austin, Director of Planning and Building**

Micah Austin Director of Planning & Building said the Ordinance is not ready to approve. The ordinance will need to be made more general then specific.

Suzanne Frick City Administrator explained that staff is looking for direction.

The current consistency of membership, appointment and terms were discussed. Suzanne Frick City Administrator explained the Council's responsibility. Councilor Baird Gourlay talked about the discussion at the URA meeting.

Mayor opened up meeting to public comments.

Gary Lipton, Board member of KURA explained the reason the composition of the board was brought up for discussion.

Mayor Nina Jonas closed public comment.

Motion to continue Ordinance No. 1142 to November 16, 2015.

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

7. NEW BUSINESS

- a. **City Council discussion regarding whether to allow camping on public property in consideration of a special event license application- Jen Smith, Director of Parks and Recreation**

Jen Smith Director of Parks & Recreation gave the back ground of the group that is requesting overnight camping and is looking for direction regarding the special event application process.

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

The location of this event was discussed. Councilor Anne Corrock questioned if there are any issues with the School District. Jen Smith Director of Parks & Recreation explained the process of working with the School District and the fact that there are no conflicts at this time.

Jen Smith Parks & Recreation Director explained that if this is approved, more groups will more likely ask for the same. Suzanne Frick City Administrator explained that if council allows this it will become part of the special event application permit process and there will be internal guidelines implemented.

Motion to direct staff to prepare amendments to the Municipal Code to allow camping subject to the approval of a special event license application.

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

b. Recommendation to approve Resolution 15-024 adopting the City of Ketchum Employee Personnel Policy Handbook – Suzanne Frick, City Administrator

Suzanne Frick City Administrator explained the process that is currently in place for receipt of the employee handbook (except the Fire Department), when the last update was made and walked thru the changes that are outlined in the packet.

Mayor Nina Jonas opened up for public comment. There was none.

Mayor Nina Jonas asked council for comment.

Cell phone use and fees were discussed. Susan Buxton City Attorney talked about the legalities of texts and what is discoverable. Councilor Anne Corrock questioned the monitoring of vacation time. Suzanne Frick City Administrator explained the current cell phone process and the evaluation process.

Councilor Anne Corrock questioned the Appeal hearing process and asked for more clarification on the handbook.

Motion to approve Resolution 15-024 with changes noted and looking into the question regarding the Fire Fighter MOU.

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

c. Galena Ground Water District Election — Susan Buxton, City Attorney

Susan Buxton City Attorney presented the History and explained the petition to form the Galena Ground Water District. The question whether the District should be formed must go to election. The election going on tomorrow is a mail in election regarding these ground water irrigation rights.

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

Mayor asked council for comments. There were none. No action is required at this time.


8. ADJOURNMENT.

Motion to adjourn at 8:09 p.m.

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



Nina Jonas
Mayor



Robin Crotty
Interim City Clerk