



# City Council

## Regular Meeting

~ Minutes ~

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

---

Monday, March 16, 2015

5:30 PM

Ketchum City Hall

---

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

**Also Present :** Ketchum City Administrator Suzanne Frick  
Ketchum City Attorney Stephanie Bonney  
Ketchum Public Works Director/City Engineer Robyn Mattison

**1. CALL TO ORDER**

Mayor Nina Jonas called the meeting to order at 5:45 p.m.

**2. CONSENT CALENDAR**

**a. Approval of Minutes: Special February 2, 2015 and Special March 2, 2015.**

**b. Approval of Current Bills and Payroll Summary.**

Mayor Nina Jonas asked if there were any questions regarding the Consent Agenda items.

Councilor Anne Corrock commented she had questions about the approval of the Arbor Care Contract and Redirection of budgeted funds for Compliance Officer.

**c. Arbor Care Resources Contract for Plant Health Care and Integrated Pest Management.**

Councilor Anne Corrock questioned Jen Smith, Director of Parks and Recreation, if they go out for bids from contractors they work with or how it works.

Jen Smith clarified that they go out every three years for bids and gave a brief explanation of how the contract money is spent. Jen's examples included plant health, Christmas lights and flowers

Councilor Anne Corrock asked what year of the contract the City was on. Jen Smith stated she thought year three. She then explained how they were working with small contractors to making sure they are legally in compliance and they had worked to build relationships with each contractor.

**d. Redirecting Code Compliance Funding.**

Councilor Anne Corrock stated council should go back and look at funds budgeted for Code Officer of \$50,000. She felt money could be redirected and would like to discuss options.

City Administrator Suzanne Frick explained that the money was budgeted in the LOT and Council has authority to determine how money is spent. If there was to be a change in purpose of how the money is spent it would require an amendment to the budget.

Councilor Anne Corrock stated she thought this money was to be used for a multi-departmental employee. Suzanne Frick clarified the money is budgeted to be used multi-departmental and the purpose is to be changed as recommended in the report and the budget would have to be changed.

Suzanne Frick clarified the Redirecting Compliance Officer Report and pointed out the three items recommended were the requested change. Councilor Anne Corrock stated she wants to make sure we are spending the money as we should. Suzanne Frick assured Councilor Anne Corrock that the City would not be using the funding for anything but LOT.

Councilor Anne Corrock stated her concern about accountability, and wondered if there were any other areas we could spend the money. Mayor Nina Jonas commented that this program was still in development. There are no hard numbers and they will come back with contract amounts. Mayor Nina Jonas stated that the software development will help with the collection of LOT.

Councilor Anne Corrock motioned to redirect code compliance funding to be used for software enhancements, updating the VRBO database, and establishing the City intern program and other LOT related expenses.

Council President Michael David commented he was concerned about adding other expenses and the City could be opening themselves to something not budgeted.

City Attorney Stephanie Bonney responded that Council is not approving this report. It's just a study requesting the money to be generally re-categorized. She stated, "We are not really approving anything today, we are only approving expenditures at this time and just giving staff direction"

***Motion to authorize the code compliance funding be redirected towards software improvements, updating the short term rental database, establishing a city intern program and other allowed local option uses.***

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

***Motion to approve the Consent Calendar Items***

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

### 3. COMMUNICATIONS FROM MAYOR AND COUNCILORS.

#### a. Communications from Mayor & Council

##### i. Green Building Recognition of the Big Wood Bread Building – Micah Austin, Director of Planning and Building.

Director of Planning and Building, Micah Austin, requested Big Wood Bread be recognized for all their hard work stating "they went above and beyond code."

***Motion to approve, Recognition of Big Wood Bread for their Green Building.***

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

b. **Communications from Council Liaisons:**

c. **Appointments & Proclamations:**

i. **Road Scholars Presentation for Justin Ramm, Ron Domke, and Damon Vergel.**

Mayor Nina Jonas called Brian Christiansen, Street Superintendent to the podium to introduce Laila Cral from LHTAC.

Street Superintendent, Brian Christiansen addressed Mayor and Council and introduced Laila Cral, Program Director for LHTAC.

Laila Cral explained the Road Scholar and Road Master programs. Housed at LHTAC, the program works with the University of Idaho to provide training and technical assistance to cities, counties and highway districts. It also provides new technology for paving roadways and training for the local highway districts. The program is a four year program, ten courses, eighty hours of training in ten weeks. The classes vary in topics. Most classes require exams to make sure that the students are paying attention and information is taken back to their jurisdictions. She called Justin Ramm, Ron Domke and Damon Vergel to the podium to present them with their certificates, hats and leathermans.

Laila Cral stated that the program is to make sure all employees are trained to properly maintain the roads and highways. She thanked Mayor and Council for allowing employees to attend training.

Laila Cral pointed out that pictures would be taken in the hall way and the employees would be featured in the LHTAC quarterly newsletter, coming out in June.

Councilor Baird Gourlay commented and thanked them for a great job this year.

ii. **Resolution 15-011: Appointment of Planning and Zoning Commissioner.**

Mayor Nina Jonas presented Resolution 15-011.

Councilor Baird Gourlay commented Betty's last name is misspelled in the resolution.

Mayor Nina Jonas asked for a motion.

***Motion to adopt Resolution 15-011: Appointment of Planning and Zoning Commissioner Betty Mezell as Commissioner for a term expiring on April 9, 2018.***

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

.ii. **Resolution 15-010: Appointment of the Ketchum Energy Advisory Committee Members.**

City Administrator Suzanne Frick presented Resolution 15-010.

Councilor Jim Slanetz asked for clarification of the position and if it was an advisory position.

Mayor Nina Jonas clarified with yes it was.

***Motion to adopt Resolution 15-010: Appointment of New Ketchum Energy Advisory Committee Members and Removing of Initial Members.***

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

**4. COMMUNICATIONS FROM THE PUBLIC.**

- a. **Communications from the public. For items not on the agenda, comments limited to five minutes and no final deliberation.**

Phyllis Shafran commented on local option tax being collected by vendors and sent in to the State.

Councilor Anne Corrock commented she had the same concern and had been approached by other citizens about this issue.

City Administrator, Suzanne Frick explained that the City has talked to our State Representatives about this issue. It is looked at on a case by case basis and we can only handle each incident individually. We may need to educate the Idaho State Tax Commission and the public needs to be made aware of what they should be paying.

Mayor Nina Jonas gave direction to go to the State Tax Commission.

**5. ORDINANCES AND RESOLUTIONS.**

- a. **Resolution Number 15-012: Ketchum Energy Conservation Goals – Rebecca Bundy, Senior Planner.**

Mayor Nina Jonas presented Resolution 15-012.

Mayor Nina Jonas made comment and stated she is ready to move forward with the resolution.

City Administrator Suzanne Frick explained that the City of Ketchum has been working with the committee to attempt to accomplish a set of performance goals they would like to achieve. There were two separate goals: one goal for the city and one for the community as a whole. These goals could be obtained through building code, policies and initiatives to encourage compliance. She commented that the city has some capital projects in the future and would work towards compliance with the energy conservation goals. She recommended approval of the resolution and establishing the goals.

Councilor Baird Gourlay questioned items in exhibit-A. Councilor Gourlay stated he liked the idea of funding 100% of the operation but didn't think it was feasible. He questioned the level of achievement and pointed out that he really likes the idea but doesn't know if the City can do it.

City Administrator Suzanne Frick commented that this kind of program is not readily available today in Idaho, and there was hope in the future to work with Idaho Power to achieve these goals. Some of these goals are outside of the cities control. The City would like to be the leader in this program.

Councilor Baird Gourlay asked for follow up along the way. He asked to go through each bullet point to have a bigger definition and mentioned incentives for someone who goes above and beyond. He

commented on the importance of educating the public and City Department Heads. He is in favor of approving the goals and suggested a special meeting.

Mayor Nina Jonas commented that approval of the goals would help the City Departments move forward when preparing their budgets. Education and policy would assist in compliance with the program.

Aimee Christiansen commented on what Idaho Power currently provides with energy options. She explained the program and goals.

Councilor Baird Gourlay commented and suggested having a meeting with Aimee Christiansen, Department Heads and Council.

Mayor Nina Jonas commented on the technical aspect and questioned the budget and what could be spent.

***Motion to approve Resolution 15-012 Ketchum Energy Conservation Goals.***

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

**b. Ordinance 1129: Water Revenue Bond for Water Improvement Project - Robyn Mattison, Public Works Director/City Engineer.**

Robyn Mattison, Public Works Director/City Engineer presented the second reading of Ordinance 1129, requesting approval of abandoning the old distribution system and approving a 2.75%, 20yr loan for a new system. Robyn Mattison explained that the old system had problems, including material in the pipes and costs for repairs and maintenance were high due to old age. She commented that the loan would only cover a portion of the water system in the right away. She pointed out some benefits of the project such as the costs for repairs and maintenance, and stated the new system would include funds for water meters, water conservation and some other purposes.

Councilor Anne Corrock questioned the revenue bond and how the City is going to inform the public.

City Administrator Suzanne Frick clarified that once the Council approved the ordinance the city would inform the public.

Councilor Baird Gourlay questioned if there would be a rate increase. Robyn Mattison clarified that a rate increase was not anticipated for the water users.

***Motion to waive the second and third readings of Ordinance 1129 Water Revenue Bond for Water Improvement Project.***

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

***Motion to adopt Ordinance 1129 Water Revenue Bond for Water Improvement Project.***

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

c. **Ordinance 1131: Events – Suzanne Frick, City Administrator.**

City Administrator Suzanne Frick presented Ordinance 1131.

City Administrator Suzanne Frick explained the ordinance commenting that the changes will attract more events. The revamping of the ordinance will simplify the event application and will include a notification process. Changes will make it much easier for the event planner to move through the process more smoothly. She explained that the ordinance includes a categorization of events to small, medium and large. There will be a requirement for notification to neighbors for medium and large events, standardization of the appeals process and the elimination of fee waivers. She included in her comments that the ordinance would help to treat everyone fairly. She recommended the Council's approval of the revised ordinance and asked for questions.

Council President Michael David questioned if the Farmers Market would be affected. City Administrator Suzanne Frick clarified that the regulations would not be in effect until the approval of the ordinance and the application date would determine which regulation it would fall under. She commented that the Farmers Market would see a change in the notification process in the future.

Council President Michael David questioned the fee waivers for employees and events. City Administrator Suzanne Frick clarified that fees would not be waived.

Councilor Baird Gourlay stated that the ordinance should simplify the process. City Administrator Suzanne Frick agreed and stated they would only have one set of standards.

Mayor Nina Jonas commented that large event would include amplified sound. City Administrator Suzanne Frick clarified that amplified sound would be a large event.

***Motion to approve the first reading of Ordinance 1131; repealing Chapter 12.32 of the Ketchum Municipal Code and replacing it with a new Chapter 12.32 Special Events.***

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


6. **EXECUTIVE SESSION to discuss:**

***Motion to go into executive session to discuss personnel pursuant to Idaho Code §§67-2345 1(b).***

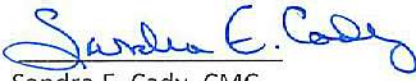
<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Baird Gourlay, Councilor
<b>SECONDER:</b>	Jim Slanetz, Councilor
<b>AYES:</b>	Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz

7. **ADJOURNMENT.**

*Councilor Baird Gourlay motioned to adjourn at 7:34p.m. Council President Michael David seconded, motion passed unanimously.*

  
\_\_\_\_\_  
Nina Jonas  
Mayor

ATTEST:

  
Sandra E. Cady, CMC  
City Clerk