



City Council

Regular Meeting

~ Minutes ~

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

Monday, November 3, 2014

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 Senior Planner Rebecca Bundy
Ketchum Director of Parks and Recreation Jen Smith

1. CALL TO ORDER

Mayor Nina Jonas called the meeting to order at 5:31 p.m.

2. COMMUNICATIONS FROM MAYOR AND COUNCILORS.

Communications from Mayor & Council

Councilor Michael David updated the Council on the Ketchum Community Development Corporation and the Ketchum Innovation Center.

i. Discussion of House Bill 546, Idaho Tax Reimbursement Act – Nina Jonas, Mayor.

Mayor Nina Jonas discussed House Bill 546, Idaho Tax Reimbursement Act with the council. There are currently two hoteliers who have applied with the state for tax credits. They will likely be coming back to the city for a monetary match. In the state of Idaho the city can't give money, but there are other non-monetary options. Mayor Jonas requested feedback from the council members.

Councilor Anne Corrock clarified that the money from the URA could be included in the community match.

The consensus of the council is that they would all be on board with a potential match.

b. Communications from Council Liaisons:

ii. Anne Corrock – Ketchum Urban Renewal Agency.

Councilor Corrock announced the Ketchum Urban Renewal Agency has rented out the upstairs space located at 491 Sun Valley Road. Sun Valley Marketing will only have the 200 square feet down below. The Vault space will remain as is for community meeting space.

c. **Appointments:**

Micah Austin, Director of Planning and Building – Nina Jonas, Mayor.

Mayor Jonas stated that there is one appointment, which is for the Planning Director. There is an ordinance from 1992 which states all department heads are officers, which means they need to be appointed by the council. With the resignation of Planning Director Joyce Allgaier a search was initiated and Micah Austin has agreed to be the new Planning Director.

The council discussed having so many appointed officers for the City. City Attorney Stephanie Bonney said that she does not have any other cities with this many appointed positions. In general the Mayor is the one who is in charge of hiring and firing. By statute, the exceptions to that are the clerk, treasurer and city attorney. Stephanie Bonney's concern is this has been falling through the cracks, the council needs to go back and retroactively appoint these positions for those who were not officially appointed, or amend the ordinance to remove these appointed positions. Mayor Jonas stated no department head has been appointed since City Administrator Ron LaBlanc. Councilor Baird Gourlay requested the discussion be put on a future agenda.

Motion to approve Micah Austin as the Director of the Planning and Building Department.

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

COMMUNICATIONS FROM THE PUBLIC.a. **Communications from the public. For items not on the agenda.**

Mickey Garcia commented on the nondiscrimination ordinances.

4. AGREEMENTS AND CONTRACTS.

a. Sun Valley Marketing Contract-Lisa Enourato, Assistant to the City Administrator.

Lisa Enourato, Assistant to the City Administrator presented the Sun Valley Marketing Alliance Contract. The only change from the previous year's contract is the payment schedule. SVMA will be paid at the end of each quarter rather than at the beginning of each quarter.

The council requested the language be cleaned up to include everything the sales tax revenue may be used for.

Councilor Anne Corrock requested clarification on the performance measurement of 3% increase of tax revenue. Arlene Schieven, Visit Sun Valley, said the 3% is combined for both Ketchum and Sun Valley communities. Visit Sun Valley will try to achieve a range similar to last year and made a conservative forecast. Councilor Baird Gourlay said that 3% is realistic. Councilor Anne Corrock feels there needs to be incentives and measurements to help make future budget decisions.

Mayor Jonas requested information on the metrics that were used to calculate growth. Arlene said Visit Sun Valley sets forecasts based on the prior year's skier visits, hotel nights, visitors, the number of website visits.

Motion to approve the contract for services with Sun Valley Marketing Alliance with the addition of all the uses of the local option tax.

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

b. Linda Haavik Contract, Interim Planning and Building Director – Suzanne Frick, City Administrator.

Suzanne Frick, City Administrator presented the contract to the council. Linda Haavik will provide interim services until Micah Austin comes on board January 5, 2015.

Motion to approve the Contract for Services with Linda Haavik.

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

c. Ketchum Community Library Lease Agreement – Jen Smith, Director of Parks and Recreation.

Jen Smith, Director of Parks and Recreation presented the lease agreement to the Mayor and Council.

Councilor Anne Corrock asked for clarification on the building signage. Jen Smith said they are continuing to work on the signage.

Lyman Drake, Chairman of the Community Library Board, requested some changes to the agreement including: Section 5. Repairs and Maintenance: changing the second line of the first sentence from "every part there of" to say "the interior"; and in Section 7. Supervision: drop "continual" from the first sentence.

The council agreed on the proposed changes.

Motion to approve for Mayor Jonas' signature a Lease for the Forest Service Park to the Community Library, Inc. with the amendments discussed.

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

d. City of Hailey Inter-local Agreement for Tree Inventory and Management Services – Juerg Stauffacher, Parks and Natural Resources Superintendent.

Juerg Stauffacher, Parks and Natural Resources Superintendent presented the agreement. Ketchum and Hailey will partner up for tree inventory and related issues. Juerg stated that the goal is to have 90% of the trees inventory in order to plan for the future and avoid surprise expenses.

Juerg clarified that the payment is for hosting the program, managing the software updates, and any problems that come up.

Motion to approve the Inter-local Agreement between the cities of Ketchum and Hailey for Urban Forest Management.

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

- e. Rescind S2o Design and Engineering Change Order #9 for Environmental Assessment Work and Place Contract Amendment #3 for Final Design on Hold – Jen Smith, Director of Parks and Recreation.

Mayor Nina Jonas stated that the reason for this item is due to the BLM decision to have a larger study on the entire scope of the river which will take over a year. Money was received from the Wood River Land Trust for Change order #9 so the City will be giving that money back to the WRLT.

Jen Smith clarified that S2o is on board and understanding regarding the change.

Jen Smith clarified that the city will be receiving a final design invoice from S2o which is for \$5,043.

Motion to approve the rescission of S2o Design and Engineering Change Order #9 for Environmental Assessment work and approve a donation refund of \$27,725.00 for the Wood River Land Trust; and to place a formal hold on the S2o Design and Engineering Contract Amendment #3 for Final Design.

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

- i. Barrow Right-of-Way Encroachment Permit Agreement – Rebecca Bundy, Senior Planner.

Rebecca Bundy, Senior Planner, presented the request for a right-of-way encroachment at 431 Spruce Avenue. The applicant has requested a permit for an existing garage, and an encroachment permit for a roof deck. Neighbors have sent comments opposing the deck overhang encroachment.

Rebecca Bundy, gave the history of the property and the project. Staff recommends the existing building be allowed to continue to encroach in the setback, but not to allow the deck to encroach into the right-of-way.

Council Anne Corrock clarified that staff is recommending they pull the overhang back so that it is flush with the building.

Tom Dabney, the architect commented on their willingness to bring the deck back.

Motion to approve the garage encroachment and deny the deck overhang encroachment of the Right-of-Way Encroachment Permit application by Bob Barrow and authorize the Mayor to sign a Right-of-Way Encroachment Permit agreement with said owner.

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

3. Bald Mountain Lodge Development Agreement – Rebecca Bundy, Senior Planner.

Rebecca Bundy, Senior Planner stated that on October 20, 2014 the council directed staff to work on an amended development agreement.

Councilor Anne Corrock asked for information regarding the Aspen Company. Rebecca believes it is the Crown Family.

Motion to approve the Bald Mountain Lodge Development Agreement – Third Amendment and authorize the mayor to sign said agreement, and holding the contract until we get the \$1,400.

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

- h. Diann Craven, Clear Direction, LLC Contract for Leadership Training and Organizational Development – Suzanne Frick, City Administrator.

Suzanne Frick presented the contract with Diann Craven to the council. The cost will be about \$17,000. There is an issue with the contract and the insurance requirement, staff is recommending that council waive the insurance requirement.

Councilor Jim Slanetz clarified that Micah will participate in this effort before he comes on board.

Councilor Anne Corrock thought Suzanne would be taking charge of this as the City Administrator.

Suzanne clarified that the top executive team would be the department heads and the managers underneath them, then they would engage all the staff. They will be talking about the culture of the organization and work to bring everyone together as a team.

Diann Craven commented that it is difficult for someone internal to do this work.

Councilor Anne Corrock requested clarification of the role of the elected officials. Suzanne said this is an internal organization effort and does not currently include elected officials.

Councilor Corrock believes the work could be done internally.

Motion to approve the contract for services with Diann Craven.

RESULT:	ADOPTED [3 TO 1]
MOVER:	Baird Gourlay, Councilor
SECONDER:	Michael David, Council President
AYES:	Michael David, Baird Gourlay, Jim Slanetz
NAYS:	Anne Corrock

- i. Blaine County Housing Authority Contract for 2015 Scope of Services – Suzanne Frick, City Administrator.

Councilor Baird Gourlay is interested in the Lift Tower Lodge details, and if there is revenue coming from that would the contribution decrease.

Council Jim Slanetz said creating a revenue stream has been challenging, this could be a way for them to generate money. They are currently managing properties with very little revenue stream.

Mayor Nina Jonas clarified that the Lift Tower Lodge has 14 units.

Motion to approve the Contract for services with the Blaine County Housing Authority.

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

5. **CONSENT CALENDAR**

Motion to approve the consent calendar.


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

- a. **Approval of minutes: September 2, 2014 and September 15, 2014.**
- b. **Recommendation to approve current bills and payroll summary.**

6. **ADJOURNMENT.**

Councilor Baird Gourlay motioned to adjourn at 7:02 p.m. Councilor Jim Slanetz seconded , the motion passed unanimously

ATTEST:


Sandra E. Cady, CMC
City Clerk


Michael David
Council President