



City Council

Regular Meeting

~ Minutes ~

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

Robin Crotty
208-726-3841

Monday, November 26, 2018

5:30 PM

Ketchum City Hall

Present:
Mayor Neil Bradshaw
Council President Michael David
Councilor Jim Slanetz
Councilor Courtney Hamilton
Councilor Amanda Breen

Also Present:
Ketchum City Administrator Suzanne Frick
Ketchum City Attorney Matt Johnson
Director of Finance and Internal Services Grant Gager
Director of Planning & Building John Gaeddert
Management Analyst – Jake Losinski

1. CALL TO ORDER: By Mayor Neil Bradshaw

Mayor Neil Bradshaw called the meeting to order at 5:30 p.m.

2. ROLL CALL

3. COMMUNICATIONS FROM MAYOR AND COUNCILORS

Councilor Courtney Hamilton asked about the follow up for the Looking Glass Academy. City Administrator Suzanne Frick advised that it was forthcoming.

Mayor Neil Bradshaw congratulated the performers as well as Argyros on a job well done.

4. COMMUNICATIONS FROM THE PUBLIC on matters not on the agenda (Comments will be kept to 3 minutes)

No public comment

5. CONSENT AGENDA: Note: (ALL ACTION ITEMS) The Council is asked to approve the following listed items by a single vote, except for any items that a Councilmember asks to be removed from the Consent Agenda and considered separately.

Mayor Neil Bradshaw advised that he will be moving item 7e to follow 7a.

Council President Michael David pulled item g.

Councilor Jim Slanetz pulled item f

- a. **Approval of Minutes: Regular Meeting November 5, 2018.**
- b. **Authorization and approval of the payroll register**
- c. **Authorization and approval of the disbursement of funds from the City's treasury for the payment of bills in the total sum of \$878,421.93 as presented by the Treasurer.**
- d. **Monthly & Quarterly Financial Report for the City for September & October 2018—Director of Finance and Internal Services Grant Gager**

- e. **Recommendation to approve an Alcohol Beverage License for the Cookbook Restaurant - Director of Finance & Internal Services Grant Gager**
- f. **Recommendation to approve Agreement #20296 with Molly Snee for design services – Assistant City Administrator Lisa Enourato**

Councilor Jim Slanetz asked for clarification as to the dollar amount.

Assistant City Administrator Lisa Enourato explained that the rate has not changed and advised that Molly Snee is very accessible to the City. Mayor Bradshaw explained how valuable she is to the City and Lisa Enourato talked about the brand she has created for the City in posters alone. Councilor Courtney Hamilton asked if these fees have replaced other fees we've used in the past. Mayor Bradshaw confirmed that she is the only outside entity we use. Councilor Amanda Breen believes the fees are worth it and is appreciative of the consistent branding.

Motion to approve 5 f

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jim Slanetz, Councilor
SECONDER:	Courtney Hamilton, Councilor
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

- g. **Recommendation to approve Agreement #20295 with AmeriGas for Propane – Director of Finance and Internal Services Grant Gager**

Council President Michael David questioned the 3-year term of this contract. Director of Finance & Internal Services Grant Gager advised that the 3-year term references the per gallon service charge. The City is not obligated for more than 1 year to purchase Propane from AmeriGas.

Motion to approve item g.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael David, Council President
SECONDER:	Courtney Hamilton, Councilor
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

- h. **Recommendation approve Resolution #18-029 for approval of Planning & Zoning Commission meetings.**
- i. **Recommendation to approve Contract #20291 with Sun Valley Institute---Mayor Neil Bradshaw**
- j. **Recommendation to approve Contract #20293 with Mountain Humane – Police Chief, Dave Kassner**
- k. **Recommendation to approve Agreement #20298 with Whitehead Landscaping for Flower Installation and Maintenance Services – Facilities Maintenance Supervisor Juerg Stauffacher**
- l. **Recommendation to approve Contract 20297 with Galena Engineering for survey and design of 2019 sidewalk infill segments---City Administrator Suzanne Frick**

Motion to approve the consent

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Courtney Hamilton, Councilor
SECONDER:	Michael David, Council President
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

6. PUBLIC HEARINGS AND DISCUSSIONS (Public comment and input taken on the following items)

- a. **ACTION: Recommendation to hold a public hearing and approve the 2nd Reading of proposed administrative design review text amendments Ordinance #1190 – Director of Planning & Building John Gaeddert**

Mayor Neil Bradshaw opened the meeting for public comment. There was none. Mayor Neil Bradshaw asked Council for questions. There was none.

Motion to approve the 2nd reading of Ordinance #1190 and to read by title only.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Courtney Hamilton, Councilor
SECONDER:	Michael David, Council President
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

Councilor Courtney Hamilton read the title aloud.

7. STAFF AND COUNCIL COMMUNICATIONS (council deliberation, public comment not taken)

- a. **ACTION: Recommendation to approve Contract #20290 with City of Sun Valley for temporary Fire Chief---Mayor Neil Bradshaw**

Mayor Neil Bradshaw introduced Sun Valley Mayor Peter Hendrick, Walt Femling and Taan Robrahn. He explained that Interim Fire Chief Marcus Kragness is leaving the city's employment but will be available as a consultant. He advised that Taan Robrahn will be available to manage the staff. He asked Council for questions and comments. Councilor Courtney Hamilton questioned the split of the role and who would be in charge? Mayor Neil Bradshaw explained that the contract is between the City of Ketchum and City of Sun Valley and Taan Robrahn would be running the department and will report to Walt Femling who will report directly to the Mayors. She questioned why we are paying for Fire Chief and Director of Public Safety when Ketchum didn't have those roles before. Walt Femling Director of Public Safety in Sun Valley explained Taan Robrahn will oversee operations and he will oversee the administration side.

Councilor Jim Slanetz asked if there is restructuring of Ketchum's Fire Department. Mayor Neil Bradshaw advised that there are no changes at this time.

Council President Michael David asked if we have feedback from Ketchum Fire employees. Mayor Neil Bradshaw advised that the communication has been thru the Captains meetings and the staff is aware.

Councilor Amanda Breen thinks this is great for a trial run however, wanted to be sure that everybody understands that this does not make consolidation inevitable.

Motion to authorize the Mayor to approve Contract 20290 with the City of Sun Valley.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Courtney Hamilton, Councilor
SECONDER:	Jim Slanetz, Councilor
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

b. ACTION: Recommendation to approve Contract #20242 with MuniCode for updating the Ketchum website---Management Analyst Jake Losinski

Mayor Neil Bradshaw asked Management Analyst Jake Losinski to advise why we would need a new website. Jake Losinski advised Council that our current provider contract is expiring, and we will no longer have support. Ten companies responded to the RFP and there was a committee review process. MuniCode is user friendly and is good for the public as well as the staff.

Councilor Courtney Hamilton advised that she reviewed MuniCode Demo with Management Analyst Jake Losinski and is in full support. Jake Losinski explained that old meetings will be incorporated into the new website and explained the searchability of MuniCode. Councilor Amanda Breen was pleased with the price.

Motion to enter into Contract 2042 with Municipal Code Corporation and authorize the mayor to sign the Agreement.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amanda Breen, Councilor
SECONDER:	Jim Slanetz, Councilor
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

c. ACTION: Discussion and direction to staff on use of Visitor Center screens – Assistant City Administrator Lisa Enourato

Council President Michael David recused himself because he is a contract worker for the Eye on Sun Valley. City Attorney Matt Johnson clarified that if we decide not to go with Eye on Sun Valley, Michael David can rejoin the conversations.

Assistant City Administrator Lisa Enourato said there are 13 screens. Visit Sun Valley owns 3. The City of Ketchum Owns 4. 6 screens were put up by the KURA. Eye on Sun Valley manages those 6 screens for 1 dollar a month for each screen. Lisa Enourato talked about the options before them.

Motion to confirm non-renewal of the advertising agreement with Eye on Sun Valley.

RESULT:	ADOPTED [3 TO 0]
MOVER:	Amanda Breen, Councilor
SECONDER:	Courtney Hamilton, Councilor
AYES:	Jim Slanetz, Amanda Breen, Courtney Hamilton
ABSTAIN:	Michael David

Council President Michael David voiced his dislike of the current screens. Councilor Courtney Hamilton likes the idea of free advertising for the local events but does not know how much it's been used. She talked about the difficulty of managing the screens and does not see the need to have them. Visit Sun Valley is not interested in managing the screens. It was confirmed that we can take the screens down and sell them.

Ray Gadd with Visit Sun Valley talked about the current status of the screens and how they are managed. He does not see an immediate need for the additional screens.

d. Discussion on establishing a Local Option Tax to support employee housing and transportation— Mayor Neil Bradshaw

Mayor Neil Bradshaw talked about creating an additional LOT tax for employee housing and transportation. He asked City Attorney Matt Johnson if the LOT fits in state law for employee housing. Matt Johnson explained that the City has broad authority to develop an LOT and explained that a packet would be put together with a clear ordinance. Council would approve by Resolution to be put on the ballot and would need to pass by a 60% vote. Council President Michael David talked about transportation and housing being regional issues. He would like to see the City of Sun Valley and Hailey involved in this. Councilor Jim Slanetz would like to work with the state to get taxes from online purchases so that those funds could tap into housing and transportation. Director of Finance & Internal Services Grant Gager said that online sales tax collection is a an that the city is actively pursuing. There are some large retailers that do submit. Online tax collection was discussed in detail. Councilor Amanda Breen questioned LOT Tax fatigue for voters. Councilor Courtney Hamilton questioned if it's LOT Tax fatigue or if people are just tired of us not doing anything about housing and advised that the City needs land.

Mayor Neil Bradshaw asked if Council would like staff to continue exploring this. Councilor Jim Slanetz would like to propose employers paying more in wages and issuing locals a card that would entitle them to discounts in restaurants and retail. He talked about tourists paying more, not the locals. Mayor Neil Bradshaw is open to all suggestions. Councilor Courtney Hamilton voiced her support of employers paying higher wages.

Mayor Neil Bradshaw asked if this should be tabled for 6 months to a year or give direction to staff to continue to move forward. Councilors are in support of exploring further.

e. ACTION: Recommendation to approve Contract 20299 with Cole Architects for Fire Station Design Services

Mayor Neil Bradshaw would like to get information regarding costing and part of it will be the sizing. No site has been chosen at this point. He would like to get the architects started and is asking for approval of Contract 20299 with Cole Architects. Sizing and costing need to be reviewed asap.

Mayor Neil Bradshaw asked Council for comments and thoughts. Councilor Amanda Breen asked if there were other respondents to the RFP. Director of Finance & Internal Services Grant Gager advised there were 8. Walt Femling and Marcus Kragness were involved in the review process of the 8 proposals.

Mayor Neil Bradshaw advised that at this time we have tabled the site for the YMCA Lot and we are now trying to determine the size. Councilor Courtney Hamilton asked if this design is for combining city services or will that be considered at a later date since Ketchum is paying for this now. Mayor Bradshaw advised that this is a budgeted item and he does not want to get into IOU's. Councilor Amanda Breen says it seems a little conceptual and fuzzy when we don't know where were going. Mayor Neil Bradshaw advised that \$126,000 is what is being approved. There was a discussion regarding if we don't consolidate and this not being wasted work. Councilor Courtney Hamilton questioned the timing of this contract. Mayor Neil Bradshaw explained that this could help with site selection. This topic may also go to Bond in May. We will need to have clear direction prior to going to the voters. Councilor Jim Slanetz questioned how we would move forward if we don't approve this? Mayor Neil Bradshaw explained we will have a more meaningful conversation with Sun Valley with the data we will get from the architects. Courtney Hamilton questioned the architects experience. Director of Finance & Internal Services Grant

Gager explained that they have designed over 300 stations under their belt. The City of Sun Valley has used them in the past. Grant Gager advised that all 8 proposals were very qualified, however Cole is the best of the best. Courtney Hamilton voiced her concerns over building a sustainable fire station. Mayor Neil Bradshaw agreed that we need to lead by example. Amanda Breen encouraged that the work be focused on Ketchum in case consolidation does not work. Courtney Hamilton asked for a correction on page 14 4.2.3. It should say 48 site visits, not 4.

Motion to approve Contract 20299 with Cole Architects for fire station architectural services, subject to approval by the City Attorney.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Courtney Hamilton, Councilor
SECONDER:	Michael David, Council President
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

8. EXECUTIVE SESSION

- a. Discussion pursuant to 74-206 1 (f)
- b. Discussion pursuant to 74-206 1 (c)
- c. Discussion pursuant to 74-206 (a)

Motion to go into Executive session at 6:55 p.m. pursuant to 74-206 (f) (c) (a)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael David, Council President
SECONDER:	Courtney Hamilton, Councilor
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton


Motion to come out of Executive Session at 7:22 p.m.


RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Courtney Hamilton, Councilor
SECONDER:	Michael David, Council President
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

9. ADJOURNMENT

Motion to adjourn at 7:23 p.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Courtney Hamilton, Councilor
SECONDER:	Michael David, Council President
AYES:	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton


 Robin Crotty, City Clerk


 Neil Bradshaw, Mayor