



# City Council

## Regular Meeting

~ Minutes ~

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

Robin Crotty  
208-726-3841

---

Monday, May 21, 2018

5:30 PM

Ketchum City Hall

---

**Present:** Mayor Neil Bradshaw  
Council President Michael David  
Councilor Jim Slanetz – present by phone  
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

**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. SWEARING IN OF NEW CITY OF KETCHUM FIREFIGHTERS**

Fire Chief Mike Elle recognized all firefighters for their participation in the training of the new firefighters. He thanked Mayor and Council for their support of emergency services. Mayor Neil Bradshaw swore in all new firefighters.

Mayor Bradshaw congratulated Tory Canfield for being the first women Captain in the Fire Department.

**4. COMMUNICATIONS FROM MAYOR AND COUNCILORS**

Councilor Courtney Hamilton spent the weekend in Boise taking a class called Fire Ops 101 to help better connect local officials with the task at hand for local fire fighters and to better understand their role. She spent the day with a firefighter and realized how hard they work and talked about the sacrifices firefighters make.

Council President Michael David talked about being in Boise this past weekend and learning about mobilization and biking and is looking forward to implementing some ideas in our community. Michael David reminded the community that Wednesday is bike to work and school day.

Mayor Neil Bradshaw reminded the community that Friday is “A Fair in the Square”. Mayor, Council and Staff will be brainstorming with the community and talking about the future. This is about sharing ideas and providing music and connecting as a community.

a. **Proclamation Identifying May as Mental Health Month**

Mayor Neil Bradshaw read the Proclamation for Mental Health Awareness month and thanked those who help with this very worthy cause. Christina Cernansky talked about the stigma free campaign.

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

Lee Chubbs, resident talked about a project on Irene street that he described as being a disaster and referenced the construction activity plan and indicated that the plan that was submitted could have never worked. He suggested, the next time the city goes to budget, to allocate resources to the Building Department so that they can have the resources in place to enforce. He talked about a stop work order never being issued to the project on Irene St. He attributed the problems to the City hiring DBS and not having their own staff for enforcement.

Hadley DeBree, Environmental Resource Center thanked the City for support at their event. It was great to have some of Council and City staff present.

Greg Moss, owner of Moss garden voiced concern about the bike race in June. He talked about the street closures on June 16<sup>th</sup> and about what happened last year and how it was handled. He requested to not close Washington between 6<sup>th</sup> and 7<sup>th</sup> Ave. for that bike race. It greatly affects his business.

6. **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.**

- a. Approval of Minutes: Special Meeting April 18, 2018
- b. Approval of Minutes: Regular Meeting May 1, 2018
- c. Authorization and approval of the payroll register
- d. Authorization and approval of the disbursement of funds from the City's treasury for the payment of bills in the total sum of \$762,140.20 as presented by the Treasurer.
- e. Authorization to enter into Contract #20181 with Michael Marlin for Ketchum Arts Commission performance art event – Assistant City Administrator Lisa Enourato
- f. Monthly Financial State of the City—Director of Finance and Internal Services, Grant Gager
- g. Approval of Right of Way Encroachment Agreement 20188 between West Ketchum Townhomes and City of Ketchum—City Administrator Suzanne Frick
- h. Approval of Purchase Order No. 20184 for Chip Seal Oil – Streets and Facilities Maintenance Director, Brian Christiansen
- i. Approval of Contract No. 20185 for Irrigation Upgrades – Facilities Maintenance Supervisor, Juerg Stauffacher
- j. Approval of Onyx Exceedance Agreement Contract 20171 – Director of Planning & Building John Gaeddert
- k. Approval of Resolution 18-014 for Destruction of & Disposal of Semi-Permanent Records – City Clerk, Robin Crotty
- l. Authorization and Approval of Street Closure Requests for Special Events—Assistant City Administrator Lisa Enourato

Mayor Neil Bradshaw asked for approval of the consent agenda. Council Amanda Breen requested to pull 6g and l. Council Courtney Hamilton requested to pull 6d & i. Council President Michael David requested to pull 6j.

**Motion to approve a,b,c,e,f,h,k**

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

6d - Councilor Courtney Hamilton questioned the \$1,000 payment to ICL for a map. Assistant City Administrator Lisa Enourato talked about the map that was created for dark sky. Maintenance charges for Atkinson's Park were questioned. City Administrator Suzanne Frick explained that we maintain that park for safety reasons since our programs are held in the park. The refund of a building permit was questioned, and Director of Finance & Internal Services Grant Gager explained that the building project did not go forward therefore we are refunding.

**Motion to approve 6d**

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

6g - Councilor Amanda Breen is recused herself from item 6g.

**Motion to approve 6g.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Courtney Hamilton, Councilor
<b>SECONDER:</b>	Michael David, Council President.
<b>RECUSED:</b>	Amanda Breen
<b>AYES:</b>	Michael David, Jim Slanetz, Courtney Hamilton

6i – Councilor Courtney Hamilton questioned irrigation of the skate park. Facilities Maintenance Supervisor Juerg Stauffacher talked about how the irrigation is pieced together and the improvements the city is making.

**Motion to approve consent agenda 6i.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Courtney Hamilton, Councilor
<b>SECONDER:</b>	Amanda Breen, Councilor.
<b>AYES:</b>	Michael David, Jim Slanetz, Amanda Breen, Courtney Hamilton

6j – Council President Michael David advised that the Onyx Exceedance Agreement illustrates a few policy issues regarding in lieu housing funds. In the future, he suggested to state what the property is going to be in advance.

**Motion to approve item 6J.**

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

6I – Councilor Amanda Breen questioned the road closures and asked Assistant City Administrator Lisa Enourato to explain. Lisa Enourato outlined the times for clarification. Mayor Neil Bradshaw agreed that this needs to be looked at further and requested Lisa Enourato and Police Chief Dave Kassner and the event organizer drive the course and come up with an alternate route. The road construction is a large concern. Alternate routes and signage was discussed. City Attorney Matt Johnson explained that we can approve the request subject to finding an alternate route.

**Motion to approve the event and delegate Mayor Neil Bradshaw to work with staff on an alternate route.**

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

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

- a. **ACTION – PUBLIC HEARING - Third reading and adoption of Ordinance 1181 continued from April 16, 2018, of the city-initiated text amendment amending development standards for properties located in the Avalanche District and creating standards for Neighborhood and Commercial Snow Storage Facilities. Amendments apply to Title 17, Ketchum Municipal Code, Chapter 17.08, Chapter 17.12, Chapter 17.92, Chapter 17.124, and Section 17.92.010 and Title 16, Ketchum Municipal Code, Section 16.04.040—Director of Planning & Building John Gaeddert**

Mayor Neil Bradshaw advised that there have been revisions to this ordinance since the last meeting and opened the meeting up to public comment - there was none

Councilor Amanda Breen questioned rentals in nonresidential areas and voiced her concerns. The delay in adopting this ordinance was discussed. The issue needs to be addressed before the snow fly's. Councilor Courtney Hamilton asked if we could make a change and do the third reading again the next meeting. Mayor Neil Bradshaw advised that this would be a substantial change and would need to start the readings over. He suggested to put additional changes to the Ordinance on an agenda item in the future and to give staff direction

**Motion to approve the third reading of Ordinance No. 1181 finding the text amendments are in accordance with the Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance.**

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

**b. ACTION -PUBLIC HEARING– Third reading and adoption of Ordinance 1182 to rezone Lots 17, 18 & 19 on Mortgage Row – Director of Planning & Building John Gaeddert**

Mayor opened the meeting for public comment. No public comment

**Motion to approve the third reading of Ordinance No. 1182 amending the City of Ketchum Zoning Map by changing the zoning district designation of Lots 17m 18 and 19 of Mortgage Tow Subdivision from the Limited Residential One Acre (LR-1) Zoning District to the Limited Residential (LR) Zoning District**

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

**c. Presentation and discussion of site selection process for the new fire station—Director of Finance and Internal Services Grant Gager**

Director of Finance & Internal Services Grant Gager outlined the events the city worked thru in the site selection process for the new fire station. He advised that the process started in September of 2017 and there was an 11-member team working to decide on a site selection for the fire station. They took their lead from previous studies done by the City. Grant Gager advised that 21 sites were looked at and they all fell into 1 of 3 buckets. He talked about the weeding out process and the assessed value of the lots as well as the 6 properties that the City of Ketchum owns and what was looked at for each of those sites. Grant Gager talked about the process the architect went thru and advised that out of all the lots this turned out to be the best lot with the best layout. He showed a power point with the potential design.

Mayor Neil Bradshaw asked for public comment

Jason Shearer, CEO of the YMCA talked about their partnership with the City. He outlined the number of employees and memberships and talked about earned revenue and about the challenge of parking and snow storage when the Lot is completely full. He said it is not viable for snow removal and parking and talked about future plans of expanding the YMCA.

Mayor Neil Bradshaw advised that the partnership of the YMCA and City is extremely important. He is appreciative for the way in which the Director of Recreation, John Kearney works closely with the YMCA and coordinates programs and activities. Mayor Bradshaw asked Jason Shear to expand on the parking. Jason Shearer talked about the parking study that was done prior to building the YMCA and about winter months and accommodating the parking of the members. He and the board members can not perceive having to put another \$20,000 to snow removal each year and would like to come to a solution asap. Mayor Neil Bradshaw talked about collaboration and about the tasks before Council such as a training facility and taking care of our young community with the "Y" as well as affordable housing.

Kelly Sinnott, a local resident is asking for more information regarding traffic, lights and noise. Mayor Neil Bradshaw advised that he needs those answers as well and that they will be communicated.

David Herd talked about the location selection and gave suggestions for the site. He said it is hard to imagine a large structure there and talked about the busy corridor.

Erica Connelly, resident at Pinewood asked if there were any other lots that were viable. Mayor Neil Bradshaw explained that there were other lots, but they were privately owned.

Mayor Neil Bradshaw closed public comment.

Councilor Courtney Hamilton questioned if the privately-owned lots would have to go to bond. Director of Finance & Internal Services Grant Gager advised that most of the lots looked at were not feasible for the fire department vehicles. City Administrator Suzanne Frick advised that we cannot identify privately-owned property without being ready to go forward with cash to purchase the property. Courtney Hamilton pointed out that we would need an additional \$2 to \$3 Million to add to the cost of the build if we don't already own the property.

Director of Finance & Internal Services Grant Gager talked about the 3 calls per day that the Fire Department receives that we send equipment out on. He advised that 2 of them will be rescue calls. From an added traffic stand point on Warm Springs it does not seem as high. The safety and traffic flow would be looked at in the next level. Councilor Amanda Breen voiced concerns that we are only looking at this lot. Mayor Bradshaw explained we would like to get a design and then decide on a lot. Councilor Amanda Breen said that the RFP that was sent out is saying this is our site.

Director of Planning & Building John Gaeddert talked about the P & Z level and what they are doing in the LI zone.

Councilor Amanda Breen asked Fire Chief Mike Elle about backing the fire trucks in and if it's a deal breaker. Mike Elle replied no, but if they must back in they will need additional bays. Amanda Breen voiced concerns about getting an architect at this stage because it looks like a done deal. She is proposing to modify the RFP to include the Lewis St. lot. Mayor Bradshaw explained that the RFP is to pick an architect. He explained that broad communication is essential.

Councilor Courtney Hamilton asked about the Lot by Northwood. Director of Finance & Internal Services Grant Gager explained that lot is a bit smaller and on site vehicle movement is a concern.

Councilor Jim Slanetz echoes Amanda Breen's concern. In hiring the architect, they need to also evaluate the lots that are being considered. There is a possibility of a property swap to the North side of the YMCA Lot. Mayor Neil Bradshaw reiterated that this is just a start and more work needs to be done. Councilor Amanda Breen questioned the cost of moving the temporary structure. Mayor Neil Bradshaw advised it is a \$20,000 experience.

Council President Michael David clarified that it is important to be on the same page. He is pleased with the involvement. He agrees with Councilor Amanda Breen that the RFP needs to look at other sites as well. Site determination is important.

8. **STAFF AND COUNCIL COMMUNICATIONS (council deliberation, public comment not taken)**
  - a. **Presentation of Contract Scope of Work and Accomplishments for Ketchum Innovation Center (KIC)—Executive Director Kathryn Guylay**

Executive Director Kathryn Guylay talked about the hiccups with their building in the past and about the startup community's. She read a quote and talked about creating something great and outlined all the things KIC is doing. The new building is on 6<sup>th</sup> and 2<sup>nd</sup> across from the Simplot lot. She has received a lot of positive feedback and showed an outline of the office footprint. Tours will be happening in June and the opening party will be in July. She talked about the working space that is available and the numbers of people who are lined up for the space and how that space feels. She outlined the meeting space and the size of the conference rooms.

Mayor Neil Bradshaw asked Council if they had any questions. There are none.

**b. Direction to staff on the form for requesting in-lieu housing funds – Director of Planning & Building John Gaeddert**

Mayor Neil Bradshaw asked Council if we are headed in the right direction. Councilor Courtney Hamilton asked if we can do this form digitally. City Administrator Suzanne Frick advised that it will be digital and fillable.

**c. ACTION—Recommendation to award Contract 20187 to Open Spaces Northwest to support the Ketchum Sustainability Advisory Committee (KSAC)—Mayor Neil Bradshaw**

Mayor Neil Bradshaw talked about the Sustainability Advisory Committee. They will be hiring Open Spaces for Northwest that will help us make smart decisions that improve our sustainability.

Councilor Courtney Hamilton recused herself from this discussion because of a conflict. She works for one of the companies that submitted.

Councilor Amanda Breen voiced concerns about a possible duplication in payment for this request to the city as well as the funding requested from KCDC. The logistics of the request was discussed. The requests from KCDC is a request for next year's budget.

**Motion to authorize the Mayor to approve Contract 20187 with Open Spaces Northwest.**

<b>RESULT:</b>	<b>ADOPTED [3 TO 0]</b>
<b>MOVER:</b>	Amanda Breen, Councilor
<b>SECONDER:</b>	Michael David, Council President
<b>AYES:</b>	Michael David, Jim Slanetz, Amanda Breen
<b>ABSTAIN:</b>	Courtney Hamilton

**d. Distribution of public hearing record for the appeal of design review Permit for the Community Library—Director of Planning and Building, John Gaeddert**

Mayor Neil Bradshaw advised that at this time we are only setting a date for a public hearing and is proposing July 16th at the regularly scheduled meeting.

Attorney Evan Robertson asked if there will be a briefing schedule provided. Staff confirmed there will be. Mr. Robertson requested that council consider a site plan, a site visit and a briefing schedule.

City Attorney Matt Johnson recommended council decide on the timing of the briefs and outlined what is required. Mayor Neil Bradshaw asked if we could say no to the written briefings. Matt Johnson clarified we are not required to do written briefings but highly recommends it. Associate Planner Abby Riven gave the staff suggested briefing schedule. It was confirmed that the hearing will be at 4pm on July 16<sup>th</sup>. Matt Johnson suggested to deny the request for the site visit. He encouraged the council to limit its review to items already in the record.

Motion to approve a hearing on this matter for July 16<sup>th</sup> with replied brief in front of the applicant one week in advance and initial brief from the appellant two weeks in advance of that and the direction that there will be no site visit.

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

**e. Distribution of funding requests from:**

- i. Ketchum Arts Commission
- ii. Visit Sun Valley
- iii. Mountain Rides
- iv. Blaine County Housing Authority
- v. Ketchum Community Development Corporation
- vi. Sun Valley Economic Development
- vii. Men’s Second Chance Living

Mayor Neil Bradshaw requested council to review funding requests in today’s packet. Councilor Courtney Hamilton asked if parameters were given to applicants and talked about how the county handles requests. City Administrator Suzanne Frick explained what was asked of the applicants Mayor liked Courtney’s suggestion and would like to explore that option for next year. Council primarily agreed. Council President Michael David thinks possibly a hybrid is way to go.

**9. EXECUTIVE SESSION**

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

**Motion to go into Executive Session at 7:32 pm pursuant to 74-206 (1) (j) (f)**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Courtney Hamilton, Councilor
<b>SECONDER:</b>	Amanda Breen, Councilor
<b>AYES:</b>	David, Slanetz, Breen, Hamilton

**Motion to come out of Executive Session at 7:56 pm**

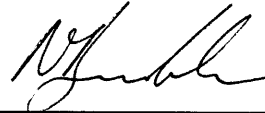
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Courtney Hamilton, Councilor
<b>SECONDER:</b>	Jim Slanetz, Councilor
<b>AYES:</b>	David, Slanetz, Breen, Hamilton

**10. ADJOURNMENT**

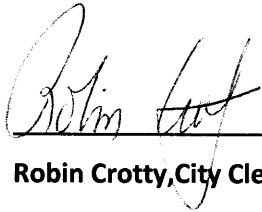
**Motion to adjourn at 7:57 p.m.**



<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Courtney Hamilton, Councilor
<b>SECONDER:</b>	Jim Slanetz, Councilor
<b>AYES:</b>	David, Slanetz, Breen, Hamilton



\_\_\_\_\_  
Neil Bradshaw, Mayor



\_\_\_\_\_  
Robin Crotty, City Clerk