



City Council

Regular Meeting

~ Minutes ~

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

Monday, November 21, 2016

5:30 PM

Ketchum City Hall

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

Also Present:
Ketchum City Administrator Suzanne Frick
Ketchum City Attorney Matthew Johnson
Public Works Director/City Engineer Robyn Mattison

1. CALL TO ORDER

Mayor Nina Jonas called the meeting to order at 5:30 p.m.

Motion to Amend the Agenda to add item 74-206 1 b - personnel to Executive Session.

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

2. COMMUNICATIONS FROM MAYOR AND COUNCILORS

a. Communications from Mayor & Council

Councilor Baird Gourlay has concerns regarding the bridge construction coming to a halt for the winter months and suggests a letter be written to ITD to address the current yellow lines. He is concerned about safety going North & South. Baird Gourlay said the landscaper's put their snow stakes in the right of way and suggested they be notified and asked to move them to avoid improper snow removal throughout the winter.

Councilor Michael David questioned a previous study on offsite venders and asked if there is an update. City Administrator Suzanne Frick explained that it will be back before council at the December 5, 2016 council meeting.

Councilor Anne Corrock gave an update on Mountain Rides new services and times and an app that is now available. She distributed new Mountain Rides flyers.

b. Swearing in of the New Finance and Internal Services Director Grant Gager

Mayor Nina Jonas introduced Finance and Internal Services Director Grant Gager and swore him into office.

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

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

4. CONSENT CALENDAR

- a. Approval of Minutes: Regular Meeting November 7, 2016**
- b. Approval of Minutes: Special Meeting November 7, 2016**
- c. Approval of Current Bills and Payroll Summary**
- d. Findings of Fact for FoxHole – Director of Planning & Building Micah Austin**
- e. Approval of Rental Agreement with Western States for Winter Dozer Rental**

Mayor Nina Jonas asked for approval of the Consent Calendar.

Council President Jim Slanetz made spelling corrections to the minutes and the bills. He questioned the support charges on computers. City Administrator Suzanne Frick explained that Todd Mandeville with Ketchum Computers is working on upgrading the security of all computers in Ketchum City Hall.

Councilor Anne Corrock advised the Clerk that the Doug mentioned in the minutes last name is Brown. Anne Corrock also questioned the demo security on Page 9. City Administrator Suzanne Frick will check with the Department Head responsible for that bill and will email Anne Corrock with the answer.

Motion to approve the consent calendar with spelling corrections noted to the minutes.

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

5. COMMUNICATIONS FROM STAFF**a. Discussion with Representative from Boise State University on Essential Services Process – City Administrator, Suzanne Frick**

City Administrator Suzanne Frick introduced Greg Hill from Boise State and briefly outlined the project. She explained that staff is looking for direction from council.

Greg Hill Director of Idaho State University Policy Institute gave the background of the Institute and talked about what they want to do. Greg Hill showed a power point outlining what the Idaho Policy Institute is currently working on and went on to explain why they are here today. He talked about the Current Essential Services Facility and the process the City has already gone thru. He proposed the City work with Boise State as a Third-Party Arbitrator to manage the process and suggested a process for discussion and a time line. He explained that this is a preliminary outline and their intent is to work with the City of Ketchum and assist with this process. He asked Mayor and Council for questions.

Councilor Michael David questioned the cost. Greg Hill said the price would fluctuate with what the council agrees to. There was a discussion in regards to what has already been done and their experience with bond measures. Greg Hill advised that they manage communication.

Vanessa Fry with Boise State University talked about her experience with working with a community and taking it to the voters.

Councilor Baird Gourlay expressed his thoughts on what has already been accomplished in regards to reaching out to the public. Greg Hill explained the implementation process and the time line of approximately 1 year and they would have a plan. Council President Jim Slanetz questioned the time line and when and how this would come back to the public for a vote. Greg Hill explained that they would work closely with Council and how to move forward is yet to be decided. Councilor Anne Corrock talked about the analysis of the project to date. Greg Hill talked about what the University wants to accomplish. Annie Corrock's concern is the needs of City Hall.

Mayor Nina Jonas opened the meeting to the public.

Jim Plomasen Ketchum Resident and a member of the Citizen Planning Group said the group would welcome Boise State University Policy Institute and what they are offering.

Mayor of Sun Valley / Sun Valley Resident Peter Hendricks questioned the timeline. Vanessa Fry explained that this is a very brief outline. Mayor Peter Hendricks talked about the City of Sun Valley also having structure concerns and about the possibility of sharing the costs.

Mayor Nina Jonas voiced her enthusiasm about the collaboration with Boise State and now the City of Sun Valley. Vanessa Fry talked about what the group is currently doing with the City of Boise. Mayor Nina Jonas asked if Council was in support of this idea. Councilor President Jim Slanetz is in support of working with an outside group. He would like a more concrete project. Councilor Baird Gourlay was in full support of working with Boise State and Partnering with the City of Sun Valley. He agreed with Jim Slanetz as to getting a more concrete plan. Councilors Michael David and Annie Corrock are also in support of moving forward.

Administrator Suzanne Frick explained that this is an evolving process. The goal would be to come back to council with a contract before the end of the year.

b. Recommendation to Approve Janitorial Services Contract – Director of Public Works/City Engineer Robyn Mattison

Director of Public Works/City Engineer Robyn Mattison outlined what the City currently has for janitorial services and what the new contract would look like. She outlined the process she has gone thru to get to this point. Western Building Maintenance is the low bidder. Background checks have been done. Robyn Mattison explained exactly what areas would be cleaned which did not include the Fire Quarters. Fire Chief Mike Elle talked about the research he did and explained that Firefighters across the country are responsible for cleaning their own quarters. City Administrator Suzanne Frick explained that the Firefighters were also in agreement and prefer to clean their own quarters.

Council President Jim Slanetz asked if they hire local people. Robyn Mattison explained who the people are they are currently looking at hiring. Councilor Anne Corrock questioned who cleans the public bathrooms and Robyn Mattison explained that Facilities Maintenance is responsible for public restrooms.

The difference in the bids were discussed. This is a one year contract but can be terminated at any time by either party. Councilor Anne Corrock questioned if City Attorney Matthew Johnson has reviewed the Attorney and he has.

Mayor asked for comments from the public. There was none.

Motion to authorize the City Administrator to sign the Duties Specification Agreement with Western Building Maintenance, Inc. for janitorial services of municipal facilities.

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

c. Recommendation to Apply for a New Mobility West Community Assistance Grant for a Main Street Study – Director of Public Works/City Engineer Robyn Mattison

Director of Public Works/City Engineer Robyn Mattison gave the background of this grant. She explained that they've applied in the past however, have not received it.

Council was in support.

Mayor asked for comments from the public. There was none.

Motion to approve staff time to prepare and submit a New Mobility West grant application for technical assistance for a Main Street reconfiguration study.

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

d. Discussion and Direction to Staff on Options for Locating a Fire Department Training Facility--Director of Public Works/City Engineer Robyn Mattison

Director of Public Works/City Engineer Robyn Mattison presented explaining the partnership between the two Cities Fire Departments. Robyn Mattison talked about the two lots on Lewis Street and how both lots are currently being used. She explained that they could minimize the storage of materials under direction from the council.

Director of Public Works/City Engineer Robyn Mattison outlined in detail 4 options before council. Mayor and Council brainstormed options. Robyn Mattison explained that Option C is the staff's preference.

The history of the Impound Lot was discussed. Police Chief Dave Kassner talked about the over flow and where cars are towed when the lot is full. The storage of equipment for all public works departments was discussed. Councilor Anne Corrock questioned the costs associated with this. Director of Public Works/City Engineer Robyn Mattison estimated \$30,000 to \$60,000.

Mayor Nina Jonas and Councilor Baird Gourlay are in favor of Option C. Councilor Anne Corrock agreed and likes the idea of setting up a better spot for the Street Dept. Council President Jim Slanetz asked if we looked at anything in Sun Valley. City Administrator Suzanne Frick explained that this is a City of Ketchum facility. Shared volunteer use but owned and run by Ketchum.

Mayor Nina Jonas opened the meeting to public comment

Tom Bowman representing Ketchum/SV Fire Fighter Association thanked staff for taking the time to do this research and present their findings to staff. He has nothing to add to the staff report but asked for

questions from Council. Councilor Baird Gourlay talked about the unexpected cost associated with the move and asked if they had money to contribute to this. Tom Bowman read the purpose and explained that it would have to fit into the purpose and then go to the members. Councilor Anne Corrock questioned the timeline. Tom Bowman said he they would need to work on an agreement to outline who is responsible for what. City Administrator Suzanne Frick advised that a Title Search would need to be resolved. Tom Bowman was also in agreement with Option C.

Mayor Nina Jonas closed public comment.

Mayor Nina Jonas asked Council for direction. Councilor Anne Corrock would like the right of way issue to continue being researched and then move forward with Option C.

Mayor Nina Jonas questioned when it was decided that this would be a Ketchum facility. Tom Bowman explained all the areas that they've looked at and the fact that none of them were worth pursuing. He went on to talk about how all firefighters and cities would benefit from this and operationally they are one department. Nina Jonas reiterated her question. Administrator Suzanne Frick talked about the original proposal of leasing the property. Tom Bowman explained that the association would provide the structure once a lot is approved. Suzanne Frick talked about the cost's associated with this and the research that is being conducted and the possibility of a conditional use permit. Council President Jim Slanetz said Sun Valley is getting a benefit and Ketchum taxpayers are paying for it.

Mayor and Council gave to direction to come back with more concrete information.

Sun Valley Mayor Peter Hendricks welcomed a conversation when the time is appropriate and advised that the City of Sun Valley would do the right thing.

e. Recommendation to approve Ketchum Rural Fire Contract – Fire Chief, Mike Elle

Fire Chief Mike Elle talked about a Personnel Service Contract. He outlined the last 15-year contract and the changes that have been made and the percentages of increase. Mike Elle advised that they need to amend the contract in the packet to delete the indemnification clause. A corrected contract will be provided for signature.

Councilor Anne Corrock clarified that this is just for personnel and nothing to do with equipment. Fire Chief Mike Elle went over the details of the contract.

Mayor Nina Jonas stepped out of the meeting. Council President Jim Slanetz opened the meeting up to public comment. There was none.

Motion to approve with the City of Ketchum and Ketchum Rural Fire District contract for services after the Indemnification clause has been removed.

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

f. **Recommendation to approve the Contract for Services with the Animal Shelter of the Wood River Valley – Police Chief Dave Kassner**

Police Chief Dave Kassner explained the changes that the City Attorney has made. Dave Kassner talked about the process that they follow when picking up stray animals.

Mayor Nina Jonas asked for comments from the public - There were none.

Motion to authorize Mayor Jonas to sign the 2016/2017 cooperative agreement with the Wood River Animal Shelter for \$2,000 to provide facilities and services for the care of safe housing of animals found in the City of Ketchum.

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

6. **EXECUTIVE SESSION to discuss:**

a. **Litigation pursuant to Idaho Code §74-206 1(f).**

Motion to go into Executive Session to Discuss Idaho Code §74-206 1(f) (b).

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


Motion to come out of Executive Session at 8:25 p.m.

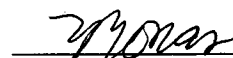
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jim Slanetz, Council President
SECONDER:	Baird Gourlay, Councilor
AYES:	Michael David, Anne Corrock, Baird Gourlay, Jim Slanetz

7. **ADJOURNMENT.**

Motion to adjourn at 8:26 p.m.

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


Robin Crotty, Interim City Clerk


Nina Jonas, Mayor