

MINUTES

**McCall City Council
Regular Meeting
McCall City Hall -- Legion Hall
September 8, 2016**

Call to Order and Roll Call
Pledge of Allegiance
Approve the Agenda
Department Reports
Committee Minutes
Public Comment
Consent Agenda
Business Agenda
Executive Session
Return to Open Session
Adjournment

CALL TO ORDER AND ROLL CALL

Mayor Aymon called the regular meeting of the McCall City Council to order at 5:31 p.m. Mayor Aymon, Council Member Swanson, and Council Member Witte all answered roll call. Council Member Giles and Council Member Scott were absent.

City staff members present were Nate Coyle, City Manager; Bill Nichols, City Attorney; BessieJo Wagner, City Clerk; Linda Stokes, City Treasurer; Michelle Groenevelt, Community Development Director; Carol Coyle, Grant Coordinator; Jay Scherer, Airport Manager; Eric McCormick, Golf Course Superintendent; Meg Lojek, Library Director; Traci Malvich, Human Resources Manager; Nathan Stewart, City Engineer; Kurt Wolf, Parks Supervisor; Cris Malvich, Streets Superintendent

Mayor Aymon led the audience in the Pledge of Allegiance.

APPROVE THE AGENDA

Council Member Swanson moved to approve the amended agenda with AB 16-215 Wastewater Consolidation Discussion # 2 removed. Council Member Witte seconded the motion. In a voice vote all members voted aye and the motion carried.

DEPARTMENT REPORTS

City Manager

City Manager Nate Coyle reported on the upcoming Commerce Street status and public meeting. There have been meetings with residents, particularly on Chipmunk and Copper streets, discussing a Local Improvement District for road paving. Alternative methods are being investigated such as ground asphalt. A second round of interviews are in progress for the Public Works Director, and a committee has been formed to review the applications for the Parks and Recreation Director with interviews beginning around September 22nd. Discussions with FCS on the rate study for final questions. There was a meeting with DEQ on August 30, 2016 to discuss permits for the sewer. DEQ wants one responsible party. Surveys were sent out to the public for the 2016 Fourth of July. A survey was also put out at the Golf Clubhouse for feedback to discuss before moving forward with the Pro Shop contract renewal.

Airport

Airport Manager Scherer reported that the new snow removal equipment has a delivery date of January. The current equipment has been serviced and is ready for the upcoming winter season.

Community Develop

Community Develop Director Groenevelt reported that the vision statement for the Comprehensive Plan has been under revision and is close to being completed. Bike and pedestrian counts are still being compiled so data is not yet available at this time.

Golf

Grant Coordinator Carol Coyle reported that the Energy Efficient rebate has been submitted.

Council Member Scott joined the meeting 5:54

Library

Library Director Meg Lojek reported on the progress with the design consultants for a new Library. Seven different design possibilities have been presented with some designs using only the current library space and others expanding into the Annex space with the intent to incorporate the needs for the city as a whole. The design consultants plan on returning in October to present to the Council.

Parks and Recreation

Parks Supervisor Kurt Wolf reported on the progress with knapweed eradication.

Police

Mayor Aymon requested that new police officers attend a Council Meeting so the Council can meet them.

City Clerk

City Clerk BessieJo Wagner reported on the current Local Option Tax income.

COMMITTEE MINUTES

Council was presented with the following committee minutes:

1. Golf Advisory Committee – July 13, 2016
2. Library Building Committee – August 3, 2016
3. Library Board of Trustees – July 19, 2016
4. McCall Redevelopment Agency – July 19, 2016

CONSENT AGENDA

Staff recommended approval of the following items:

1. City Council Special Minutes – June 17, 2016
2. Payroll Report for Period ending August 26, 2016
3. Clerk's License Report
4. AB 16-214 Request for Waiver of the Additional Terrorism Insurance Offered by ICRMP

Council Member Swanson moved to approve the Consent Agenda as submitted. Council Member Witte seconded the motion. In a voice vote all members voted aye and the motion carried.

PUBLIC COMMENT

Mayor Aymon called for public comment at 6:00 p.m.

Andrew Mentzer, Executive Director for the Valley County Economic Development Council, introduced himself and gave a quick update to the City Council.

Hearing no further comments, Mayor Aymon closed the comment period at 6:02 p.m.

BUSINESS AGENDA

AB 16-207 Historic Preservation Commission Appointments

Grant Coordinator Carol Coyle presented the Historical Preservation Commission (HPC) Appointments. The three year terms on the HPC of Brian Corcoran and Sandi Hammond expired in May, 2016. The open positions were advertised and generated four responses to include Brian Corcoran (reappointment), Sandi Hammond (reappointment), Walt Sledzieski, and Karlene Neble. Mr. Corcoran has since removed his name from consideration.

HPC Chairperson Gary Thompson and staff member Carol Coyle had phone interviews with Walt Sledzieski and Karlene Neble on August 18. The Historic Preservation Commission (Theisen, Bailey, and Thompson) met on August 29 to review the applicants and voted to recommend to the Council the appointments of Sandi Hammond and Walt Sledzieski to the open positions on the Historic Preservation Commission.

Council Member Witte moved to Appoint Sandi Hammond and Walt Sledzieski each to a three year term on the McCall Historic Preservation Commission with terms expiring in May, 2019. Council Member Swanson seconded the motion. In a roll call vote Council Member Witte, Council Member Swanson, Mayor Aymon, and Council Scott all voted aye and the motion carried.

AB 16-212 the Airport Advisory Committee Appointment

Airport Manager Jay Scherer presented that Airport Advisory Committee Appointment to Council. The Airport Advisory Committee is established pursuant to Idaho Code Section 50-210, to advise and make recommendations to the McCall City Council on matters pertaining to the safety, operation, and maintenance of the McCall Municipal Airport.

Mike Weiss' AAC term has expired. The position was advertised in the Star News for two weeks as required by City Code. Three letters of interest were received, Mr. Weiss' request for reappointment, a letter from Walt Sledzieski, and a letter from Johnny Miller. The AAC met on Thursday/8 September and recommend the reappointment of Mike Weiss.

Council Member Witte moved to appoint Mike Weiss to the Airport Advisory Committee for a three year term. Council Member Swanson seconded the motion. In a roll call vote Council Member Witte, Council Member Swanson, Mayor Aymon, and Council Scott all voted aye and the motion carried.

AB 16-208 Request for approval for the Submission of a 2016 Idaho Heritage Trust Grant Application for Digital History Project Intern

Grant Coordinator Carol Coyle presented the request for approval for the submission of a 2016 Idaho Heritage Trust Grant Application for Digital History Project Intern, stating that in 2014, the McCall Public Library received funding from the Idaho State Historical Society and the Perc and Gladys A. Popisil Shelton Foundation for equipment to digitize the Library's collection of historical documents and newspapers. Volunteers have assisted with a portion of the archiving work, but it has been determined by Library staff that more help is needed.

The McCall Library was recommended for \$1500 in FY17 Local Option Tax funding to hire a part-time temporary Library intern to assist with the archiving of the records, and the LOT funds would be used as matching funds for other grants. The Idaho Heritage Trust (IHT) provides grant funding for projects that help preserve the "historic fabric of Idaho" to include buildings and artifacts. The IHT grant requires a 50% match and the LOT funding would meet this match.

Council Member Swanson moved to approve submission of a 2016 Idaho Heritage Trust grant application for funding for a digital history project intern and authorize the Mayor to sign all necessary documents. Council Member Scott seconded the motion. In a roll call vote Council Member Swanson, Council Member Scott, Mayor Aymon, and Council Member Witte all voted aye and the motion carried.

AB 16-209 Request for approval for the Submission of a St. Luke's McCall Hospital Auxiliary Grant Application for McCall Library Books for Newborns Program

Grant Coordinator Carol Coyle presented the St. Luke's McCall Hospital Auxiliary Grant Application for McCall Library Books for Newborns Program. St. Luke's McCall Hospital Auxiliary oversees a grant program which provides funding for health-related projects in the community, using revenue generated from the Auxiliary Thrift Store. The McCall Public Library has received funding in the past from this grant program, to include a book bag program for families of newborns. The books, bags, and information about the importance of reading to children are compiled and distributed free of charge to these families, in order to foster literacy and early childhood development. Library staff wishes to continue this program and are seeking funding for the purchase of books and bags.

Council Member Witte moved to approve submission of a 2016 St. Luke's McCall Hospital Auxiliary grant for the books for newborns program and authorize the Mayor to sign all necessary documents. Council Member Swanson seconded the motion. In a roll call vote Council Member Witte, Council Member Swanson, Mayor Aymon, and Council Member Scott all voted aye and the motion carried.

**AB 16-220 Request for a Public Works Building Roof Replacement – Summer 2016:
Contract Award**

City Manager Nate Coyle presented the Public Works Building Roof Replacement request. He stated that as introduced during the August 11, 2016 City Council meeting, the Streets Department, with technical assistance provided by the Garland Company, has conducted formal bidding for the Public Works Building Roof Replacement Project – Summer 2016. If awarded construction on this project would commence in late September and complete by the end of October, 2016.

Bids were received from 8/19/16 through 9/6/16. The bid opening was scheduled for Tuesday, September 6, 2016 at 11:30 AM. Staff compiled and reviewed all bid documents to ensure they complied with the bidding requirements. Staff provided a summary of the bid results and a recommendation for contract award.

The estimated cost coming in from the bidding process was higher than originally expected. In addition, there are some unknown components that were not called out in the original report, and the upcoming season change puts the City in an unfavorable bidding environment. The building will need some repairs to keep the current structure sound through the winter at a cost of approximately \$20,000, knowing that the new construction will replace any repairs done now. The summer is a better time to ask for bids but there are no guarantees that the bid price will not increase. Adding that to the winter repair costs and weighing all the risks and costs, staff recommends to award Roman Roofs, Inc. to replace the roof system this fall.

Drew Wright and Nathan Stewart explained the roof system being applied and answered the Council's questions about construction.

Council Member Witte moved to authorize staff to issue a "Notice of Award" to Roman Roofs, Inc, and authorize the Mayor sign and execute all contract documents. Council Member Swanson seconded the motion. In a roll call vote Council Member Witte, Council

Member Swanson, Mayor Aymon, and Council Member Scott all voted aye and the motion carried.

AB 16-219 Request for a Wastewater Lagoon Monitoring Well Installation: Contract Award

City Engineer Nathan Stewart presented the request for a Wastewater Lagoon Monitoring Well Installation: Contract Award. He stated that as part of the ongoing Wastewater Lagoon Groundwater Monitoring Study, the Sewer Department, with technical assistance from SPF Water Engineers has completed informal bidding for the installation of up to 5 monitoring wells that will be located around the winter storage pond. Bids were received from 8/10/16 through 8/29/16. An onsite pre-bid conference was conducted on August 18th, 2016, and the bid opening was conducted on August 29, 2016. If awarded, construction of the wells would occur in late September to be completed by the end of October, 2016. Groundwater monitoring would then commence in November.

The apparent low bidder's price (Haz-tech, \$63,380) is well above the initially budgeted amount for the wells (\$25,000). Following the bid opening, SPF Water and staff completed additional onsite evaluations and reviewed the specifications to determine if well locations, depths, and specifications can be modified to reduce costs. SPF also met with the Idaho Department of Environmental Quality to determine if additional grant funds are available. Finally, staff conferred with legal counsel to determine if proposed cost savings measures would allow for the City to award the construction contract to an apparent low bidder or warrant rejecting all bids and rebidding the project.

It is expected that significant cost reduction is likely. Should rebidding be necessary, staff feels that well installations can still occur this fall and not impact the required groundwater monitoring period.

Eric Landsberg presented SPF Engineers findings concerning the costs associated with the drilling of the wells and how those costs can be minimized by making changes to the scope of the project.

Engineer Stewart gave a brief explanation of the need for the wells and the data that will be obtained from the water of those wells.

Council Member Scott moved to reject all bids for a Wastewater Lagoon Monitoring Well Installation. Council Member Swanson seconded the motion. In a roll call vote Council Member Scott, Council Member Swanson, Mayor Aymon, and Council Member Witte all voted aye and the motion carried.

AB 16-218 Request for an Edgewater Water Main Relocation – Fall 2016: Contract Award

City Engineer Nathan Stewart presented the Edgewater Water Main Relocation request. Residents living along Edgewater Circle are currently provided with City water via a 2-inch, private water main. This 2-inch main is well over 30 years old, located on private property, and is significantly corroded such that water provided to these properties significantly lacks adequate

flow and pressure. All of the properties affected by this 2-inch main have been paying for City water service for over 20 years.

In 2015, the Public Works Director, through correspondence with property owners, was notified of the poor water service conditions. Horrocks Engineers was tasked with completing the engineering design of the proposed water main with the expectation of construction to occur in 2016. The City Engineer is completing the engineering review for the Department of Environmental Quality.

Starting on 8/19/16, The Water Department has been conducting formal bidding for the Edgewater Circle Water Main Replacement Project – Summer 2016. If awarded, construction on this project would commence in late September to be completed by the end of October, 2016.

Bids were received from 8/19/16 through 9/7/16. The bid opening was scheduled for Wednesday, September 7, 2016 at 11:30 AM. Staff compiled and reviewed all bid documents to ensure they comply with the bidding requirements. Staff provided a summary of the bid results and a recommendation for contract award.

Council Member Swanson moved to authorize staff to issue a “Notice of Award” to Granite Excavation and authorize the Mayor sign all necessary documents. Council Member Witte seconded the motion. In a roll call vote Council Member Swanson, Council Member Witte, Mayor Aymon, and Council Member Scott all voted aye and the motion carried.

AB 16-217 Crack Fill Trailer Purchase Request

City Manager Nate Coyle and Streets Superintendent Cris Malvich presented the Crack Fill Trailer purchase request to Council. Earlier in the year Public Works executed three separate bid processes in an attempt to acquire a crack fill machine for use by the Streets Department. The bids received in each of these processes were rejected due to challenges with identifying appropriate specifications for competition among bidders. The McCall Public Works/Streets Department was recently notified that the Nampa Highway District #1 (NHD1) has completed an informal bidding process to acquire the same type/size crack fill machine that was pursued by the City of McCall. The intent of staff is to therefore piggy-back on the procurement executed by NHD1 to acquire a crack fill machine from the low bidder in this process, Specialty Construction. Staff has contacted Specialty Construction and confirmed willingness to honor the bid price for the City of McCall to purchase the same crack fill machine. Staff has reviewed associated documentation/quotes with the City Attorney to confirm eligibility to piggy-back on the procurement by NHD1. This acquisition was planned and budgeted to occur within the current FY.

Council Member Swanson moved to authorize the purchase of a Crafcro 250D Crack Fill Machine from the apparent low bidder, Specialty Construction and authorize the Mayor to sign all necessary documents. Council Member Witte seconded the motion. In a roll call vote Council Member Swanson, Council Member Witte, Mayor Aymon, and Council Member Scott all voted aye and the motion carried.

AB 16-216 Request for Approval of Proposed Ordinance to Adopt the Revised Airport Rules and Regulations

Airport Manager Jay Scherer presented the request for approval of the proposed Ordinance to adopt the revised Airport Rules and Regulations. He stated that the Airport Advisory Committee recommended changes to the Airport Rules and Regulations which Manager Scherer presented the City Council on August 25th, these included corrections of typographical errors in Paragraphs 8-16-7 A, 8-17-7 G 3 and a rewording of provisions related to lease extensions.

The below changes were made following Council review on June 30th and presented to the Council at the August 25th meeting.

1. The recommended addition regarding hangars proposed for non-aeronautical use is directly in line with the FAA rules established June 2, 2016.
2. The addition of drone operations to be conducted IAW current FAA policy has been added as 8-16-2 (F)
3. The requirement to connect to city sewer at the end of the current lease term has been added to the draft language in 8-16-7 (G) 3.
4. The roles and reporting responsibilities of the AAC when reviewing physical conditions of existing hangars has been clarified in 8-16-7 (G) 4b .
5. The requirement to have Planning and Zoning conduct a public hearing for through the fence agreements even if not required by City Code was added to 8-16-7 (G) 5a.

Other changes recommended by the AAC but not commented upon by City Council are included in the draft Rules and Regulations submitted June 30th, 2016.

Council Member Swanson moved to suspend the rules and read by title only one time only Ordinance No. 949. Council Member Scott seconded the motion. In a roll call vote Council Member Swanson, Council Member Scott, Mayor Aymon, and Council Member Witte all voted aye and the motion carried.

City Clerk BessieJo Wagner read by title only one time only Ordinance 949:

An ordinance of the City of McCall, Valley County, Idaho amending chapter 16, Airport Rules and Regulations, of Title 8, Public Ways and Property, of the McCall City Code as follows: in Section 8-16-1, definitions:, adding a definition for UAS: unmanned aircraft system; in section 8-16-2, Airport Rules; General:, adding subparagraph (F) to provide that UAS operations shall be conducted according to current FAA policy; in Section 8-16-3, Ground Rules:, adding subparagraph (K) to require prior approval for staging and parking locations for unattended vehicles or aircraft; amending Section 8-16-7, Fees:, subparagraph (G), Permits, Agreements, and Leases:, paragraph 3, Lease Assignments:, to add a requirement that hangars with sewage holding tanks be connected to the city sewer system in certain circumstances, adding paragraph 4, New Leases, adding paragraph 5, Lease Extensions Upon Lease Expiration:, to require that leases for terms other than the standard lease template be reviewed by the Airport Advisory Committee for recommendation and comment to the City Council and that any variances from the template must be approved by the City Council, adding paragraph 6, Through The Fence (TTF) agreements:, to establish that all future TTF activity requires submission of the proposed activity to the airport manager, recommendation from the Airport Advisory Committee to the

City Council, public hearings before planning and zoning and the City Council, FAA comments of acceptability of the activity, the payment of airport access fees as stipulated by FAA directives, and the payment of all landing, fuel flowage and other fees as determined by the City Council, and adding subparagraph (J), Airport Construction and Obstruction Control:, to prohibit the commencement of construction pending receipt of FAA form 7460 (Airspace) process and to require FAA environmental process for all construction and demolition; amending Section 8-16-8, Use of Hangars; Environmental:, subparagraph (C), Hangars, to add paragraph 8, Hangars Proposed For Non-Aeronautical Use:, to specify the parameters for the lease of aeronautical property for non-aviation use; and providing an effective date therefore.

Council Member Swanson moved to adopt Ordinance No. 949 to revise the Airport Rules and Regulations, approve the publication of the summary, and authorize the Mayor to sign all necessary documents. Council Member Witte seconded the motion. In a roll call vote Council Member Swanson, Council Member Witte, Mayor Aymon, Council Member Scott all voted aye and the motion carried.

AB 16-211 Request for Approval of Resolution16-21 to Adopt Minimum Standards for Commercial Aeronautical Activities

Airport Manager Jay Scherer presented the request for approval of Resolution16-21 to adopt Minimum Standards for Commercial Aeronautical Activities to Council. At the August 25, 2016 meeting the Council deferred voting on the Minimum Standards until the Airport Rules and Regulations were ready for vote. A typo on page 7 has been corrected.

Airport Manager Scherer discussed the Airport Advisory Committee's recommended changes to the Airport Minimum Standards for Commercial Aeronautical Activities with City Council on June 30, 2010. Airport staff has prepared this resolution, incorporating Council's changes and minor other additions/corrections, to adopt revised Minimum Standards for Commercial Aeronautical Activities. The additions/corrections are:

1. Added Council's change to require Planning and Zoning review of all through the fence proposals even if not normally required.
2. To increase the insurance requirements to \$1,000,000 for all activities currently required to have \$100,000 in coverage. This is an admin change to correct some that had not been changed in the draft provided Council on June 30, 2016.
3. Added a bullet limiting service sharing for activities not co-located in the same building to parking only.
4. Removed the requirement to obtain a business license for those type businesses not required by City to have one.

Council Member Swanson moved to approve Resolution16-21 establishing the minimum standards for commercial operations and private users of the McCall Municipal Airport; repealing Resolution 10-20 and all amendments thereto, and authorize the Mayor to sign all necessary documents. Council Member Witte seconded the motion. In a roll call vote Council Member Swanson, Council Member Witte, Mayor Aymon, and Council Member Scott all voted aye and the motion carried.

AB 16-213 Request for Approval of Golf Professional Services Agreement Amendment

City Manager Nate Coyle presented the request for approval of Golf Professional Services Agreement Amendment to Council. As previously discussed with the City Council, during annual renewal of the City's liquor license at the Golf Course it was identified by the State Tax Commission that the City has been improperly allowing use of its liquor license by a contracted operator of the Golf Course Club House/Restaurant. The State Tax Commission and Alcohol Beverage Commission (ABC) notified the City of McCall that the operator selling alcohol, collecting revenue, and remitting taxes under this license should also hold the liquor license. To correct this issue, a transfer of the license to the City's Golf Professional is required. Staff members have begun the transfer process with ABC and it is expected that the paperwork and transfer process will be complete in early September.

The existing agreement for Golf Professional Services states that the City will hold and maintain the liquor license for use by the Golf Pro. Therefore, to finalize the transfer an amendment of the existing agreement is needed. Although ABC has confirmed that the liquor license held by the City of McCall is an exemption which will always revert back to City ownership, White Peterson has drafted the proposed amendment with language to confirm protection of the City and its liquor license. The Golf Pro, Allan Morrison, has reviewed the proposed amendment to the agreement and is agreeable to the language within the amendment.

Council Member Witte moved to Approve the amendment to the Contract for Golf Professional Services between Allan Morrison and the City of McCall, dated November 29, 2012, and authorize the Mayor to sign any and all necessary documents. Council Member Swanson seconded the motion. In a roll call vote Council Member Witte, Council Member Swanson, Mayor Aymon, and Council Member Scott all voted aye and the motion carried.

AB 16-210 City Council Pathway Tour Discussion

Community Development Director Michelle Groenevelt presented the City Council Pathway Tour discussion. The McCall City Council completed a bike tour of a significant portion of the McCall pathway system on August 26, 2016 to better understand some of the challenges, gaps, successes, and signage. Director Groenevelt asked for feedback from the Council on what they learned and observed, and which pathway priorities or projects staff should focus on.

Mayor Aymon commented that removing the gravel off the road shoulders would be helpful. Director Groenevelt stated that the City does sweep the streets twice a year, but mayhap the Streets department could use a smaller sweeper to clean areas along the road better as well as adding striping to mark paths and have good signage. Currently, striping or marking bike lanes is being investigated.

Council Member Witte stated that the tour really highlighted how dangerous Davis Street is. City Manager Coyle brought up the question of widening Davis Street or having separate paths. City Engineer Stewart explained that there are some hurdles with Davis Street that will more than likely take a complete reconstruction to address the issues as the street has been repaved several times. However, this does not mean a bike path or a bypass path couldn't be put in for the interim.

Upcoming Meetings Schedule Discussion

Council discussed upcoming meetings. Council confirmed that the September 23rd two hour work session would be an additional Commerce Street Meeting.

Warrant Registers

Staff presented the Warrant Registers for approval.

Council Member Witte moved to approve the Warrant Registers as submitted. Council Member Swanson seconded the motion. In a voice vote, all members voted aye and the motion carried.

EXECUTIVE SESSION

At 7:27 p.m. Council Member Swanson moved to go into Executive Session for:

- Personnel – 74-206(1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general;

Council Member Witte seconded the motion. In a roll call vote, Council Member Swanson, Council Member Witte, Mayor Aymon, and Council Member Scott all voted aye and the motion carried.

Council Member Swanson left the meeting 7:28 p.m.

Council discussed hiring a public employee.

RETURN TO OPEN SESSION

At 7:59 p.m. Council Member Witte moved to return to Open Session. Council Member Scott seconded the motion. In a voice vote, all members voted aye and the motion carried.

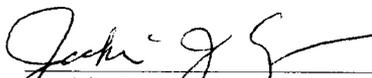
ADJOURNMENT

Without further business, Mayor Aymon adjourned the meeting at 8:00 p.m.

ATTEST:


 BessieJo Wagner, City Clerk




 Jackie J. Aymon, Mayor