

# MINUTES

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**McCall City Council  
Regular Meeting  
McCall City Hall -- Legion Hall  
August 25, 2016**

Call to Order and Roll Call  
Pledge of Allegiance  
Approve the Agenda  
Work Session  
Public Hearing  
Public Comment  
Consent Agenda  
Business Agenda  
Adjournment

## **CALL TO ORDER AND ROLL CALL**

**Mayor Aymon called the regular meeting of the McCall City Council to order at 5:32 p.m. Mayor Aymon, Council Member Giles, Council Member Swanson, and Council Member Witte all answered roll call. Council Member Scott was absent.**

City staff members present were Nate Coyle, City Manager; Bill Nichols, City Attorney; BessieJo Wagner, City Clerk; Erin Greaves, Communications Manager; Linda Stokes, City Treasurer; Michelle Groenevelt, Community Development Director; Delta James, City Planner; Carol Coyle, Grant Coordinator; Dennis Coyle, Parks and Recreation Director; Jay Scherer, Airport Manager; Eric McCormick, Golf Course Superintendent; Cris Malvich, Streets Superintendent; Traci Malvich, Human Resources Manager; Stacy LaFay, Wastewater Treatment Operator; Nathan Stewart, City Engineer

**Mayor Aymon led the audience in the Pledge of Allegiance.**

## **APPROVE THE AGENDA**

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

## **WORK SESSION**

### **AB 16-202 An Update on the Employee Benefit / Health Insurance Options and Status for FY17 Budget**

Human Resource Manager Traci Malvich gave an update on health insurance renewal options for FY17 budget. She presented quotes from BlueCross, Cigna, and PacificSource explaining the differences between them. Cigna is a level funded/partial self-funded plan with the same deductibles and out of pocket expenses as what the City currently has and provides \$105,000 in savings. Blue Cross dropped its increase from 23% to 21% with the exact same plan as the current plan creating a savings of \$16,808. Blue Cross was asked to provide a second quote for higher deductibles which brought the savings up to \$82,400. Pacific Source had an 11% increase with a change in co-pays and a pharmacy benefit but basically the same plan as the City currently has. Those savings came in at \$97,400. Don Reiman, the City's health insurance broker presented additional details to the Council on the different options. Staff's recommendation was to go with the Cigna quote.

### **AB 16-196 FY17 Economic Development Funding Options**

Community Development Director Michelle Groenevelt presented the proposal for the FY17 Economic Development Fund. The \$8,000 in FY16 has been carried forward and \$8,000 is planned in FY17 which totals \$16,000 for economic development. She also reminded the Council of a previous discussion of a department title change that would better reflect the work done and of future internal restructuring.

Council Member Swanson was concerned with the amount of money available as it would limit the type of projects or programs that could benefit. He thought that with the amount of funds available, the City Grant Business Enhancement Program and Development Incentive Program would benefit the most. Council Member Witte was supportive particularly if the funding is coming from grants with specific criteria but cautioned against using those funds to develop a program for an individual business. She did not feel using general funds for a single individual or business was the best use for those dollars, but rather put it towards educational purposes was a more attractive use. Mayor Aymon would like to see some of the sidewalks completed and partner with Urban Renewal Agency to create a waterfront development plan.

There was some general discussion as to how each of the different projects and programs would work, and how the Council's economic development funds should be spent. The discussion included the request from the Housing Trust and the Valley County Economic Development Council. Council Member Swanson and Director Groenevelt both discussed the importance of a housing strategy development plan before directing any funds in that direction.

## **PUBLIC HEARING**

### **AB 16-201 Request to Approve Resolution 16-20 to adopt McCall City Code Title 4 Business Regulation Fee Schedule**

**Mayor Aymon opened the public hearing at 6:30 p.m.**

City Clerk BessieJo Wagner presented the request to approve Resolution 16-20 to adopt McCall City Code Title 4 Business Regulation Fee Schedule. At the August 11, 2016 City Council Meeting staff presented a fee schedule for Title 4 to add a new fee for Craft Fairs and Bazaars, and to add a fee for a 5 year business license. Council reviewed the fees and requested that the fee for Craft Fairs be \$50 as opposed to \$100. Staff has made those changes and requests that Council review the attached fee schedule. The City complied with Idaho Code 63-1311A, by placing a Public Notice in the Star-News on August 11 and August 18, 2016 announcing a public hearing on August 25, 2016 to consider changes to the business regulations' fee schedule in the City Clerk Department

**Hearing no comments, Mayor Aymon closed the public hearing at 6:30 p.m.**

**Council Member Swanson moved to approve Resolution 16-20 adopting McCall City Code Title 4 Business Regulation Fee Schedule and authorize the Mayor to sign all necessary documents. Council Member Giles seconded the motion. In a roll call vote Council Member Swanson, Council Member Giles, Mayor Aymon, and Council Member Witte all voted aye and the motion carried.**

#### **PUBLIC COMMENT**

**Mayor Aymon called for public comment at 6:30 p.m.**

City Manager Nate Coyle recognized Dennis Coyle Parks and Recreation Director and his pending retirement.

**Hearing no comments, Mayor Aymon closed the comment period at 6:35 p.m.**

#### **CONSENT AGENDA**

Staff recommended approval of the following items:

1. Council Regular Minutes – August 11, 2016
2. Payroll Report for Period ending August 12, 2016
3. Clerk's License Report

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

#### **BUSINESS AGENDA**

#### **AB 16-193 McCall Area Planning and Zoning Commission Will Present their Annual Report to City Council**

City Planner Delta James introduced Fallon Fereday, Planning and Zoning Commission Chair, who presented the McCall Area Planning and Zoning Commission's annual report. There has

been 83 applications, and some code amendments to garages, and outdoor lighting. The annual shore line tour is scheduled for September 12<sup>th</sup>.

City Planner James announced that a Planning and Zoning position has come open. The current holder, Scott Tunnel, would like to renew but it is open for additional applications.

### **AB 16-205 Adoption of the FY17 Annual Appropriations Budget**

City Treasurer Linda Stokes presented the FY17 Annual Appropriations Budget. Council adopted a tentative budget in the amount of \$23,494,430 on July 15, 2016. The FY17 Tentative Budget includes the growth and annexation property tax amounts from the County Clerk, the 3% property tax increase, and no foregone amount.

The public hearing for the FY17 proposed budget was held August 11, 2016; there were no public comments was made at that time. The public hearing was continued until August 25, 2016 for written comment only. As of today, August 18, no written comment has been received.

There was discussion at the July 15, 2016 budget work session regarding the LOT Commission's recommended funding. Council considered moving \$5,000 from the McCall Area Snowmobile Club to fund \$5,000 of Community Development's Pathway Finding project leaving \$3,000 on the contingency list.

**Receiving no public comments, Mayor Aymon closed the public hearing for written comments on the FY17 Budget at 6:55 p.m.**

**Council Member Swanson moved to reallocate \$5,000 from McCall Area Snowmobile Club Trail Grooming Operations to City Community Development Pathway Wayfinding Implementation within the FY17 LOT Commission funding 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 Giles all voted aye and the motion carried.**

### **AB 16-204 Communications Procedure Review**

City Manager Nate Coyle presented the communication procedure review. Recently the Communications Manager Erin Greaves was asked to develop an internal city procedure for use by staff with better definition in the way in which city staff communicates with the public. Although this procedure is primarily for internal staff utilization, City Manager Coyle felt it is important for the Council to have an opportunity to review the procedure, and provide input where needed. Specifically, asking for input from the Council where they felt it may be included within the plan as it would be beneficial for inclusion. City staff members have reviewed the plan and comments from staff members have been incorporated.

Communication Manager Erin Greaves gave an overview pointing out some key points. The goal is to contain the information flow that comes out of the City, and make sure everyone is informed and communicating in a clean and consist way. The City is now relying on multiple non tradition communication outlets but still maintains a strong connection to our local media services, and it is important that staff is educated on the different types of digital media available

and utilizes it in a consistent method. Manager Greaves would like to be involved in all projects in all departments so that she can be informed on what is going on in the City to be better able to promote for the City. This also provides another tool in keeping the City Manager on top of current happenings around the community by the all the departments. Part of the communication effort is to create branding for the City and to make sure the City is recognized for all its work in the different events and in the community as a whole. Another part of this branding effort is keeping all documents looking uniform and consistently the same, including the font, on all of the City's communications. Additional discussion was made on event and crisis response including a direct phone number for the community to call to receive information, updating the Council, and a variety low tech ways of informing the community.

**AB 16-194 National Endowment for the Arts “Our Town” grant application for public art**

Grant Coordinator Carol Coyle along with City Planner Delta James presented the National Endowment for the Arts “Our Town” grant application for public art grant program which supports creative place making projects. This funding supports local efforts to enhance quality of life and opportunity for existing residents to increase creative activity and create a distinct sense of place. The grant request is to provide funding support for a partnership between the McCall Arts and Humanities Council and the City of McCall to engage the community in arts projects that draw attention to Payette Lake; the lake's role as primary drinking water source, core of tourism economy, and ecological health.

The partnership will include a community-engaged public art design process that encourages participants to learn about and treasure Payette Lake by providing arts classes and engagement opportunities with the local environment and lake as key subject matter. The public art design process will be led by a professional artist (to be selected) and will result in public art being installed on the recently re-built Lardo Bridge, which crosses the river outlet of the lake, and is approved by ITD for the installation of public art. The McCall Arts and Humanities Council and ITD have agreed to provide letters of support for the application.

**Council Member Giles moved to approve the submission of the FY17 NEA Our Town Grant application for public art and authorize the Mayor to sign all necessary documents. Council Member Witte seconded the motion. In a roll call vote Council Member Giles, Council Member Witte, Mayor Aymon, and Council Member Swanson all voted aye and the motion carried.**

**AB 16-195 National Register of Historic Places Nomination Recommendation for the Payette Lakes Inn**

Grant Coordinator Carol Coyle introduced Gary Thompson who presented the National Register of Historical Places nomination of Payette Lakes Inn. Since 2013, the McCall Historic Preservation Commission has been assessing the Payette Lakes Inn (PLI) for eligibility for listing on the National Register of Historic Places (NRHP). In 2014, the City received a Certified Local Government grant to hire a consultant to prepare the nomination paperwork. The paperwork was completed and the nomination for the PLI will be reviewed by the Idaho State Historic Sites Review Board on September 17, 2016.

The Commission met on July 25, 2016 in a public meeting and voted to recommend the nomination of the PLI to the NRHP. The Commission requests that the City Council support this recommendation and submit a letter to the Review Board.

**Council Member Swanson moved to approve submission of the letter of recommendation for nomination of the Payette Lakes Inn to the National Register of Historic Places 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 Giles all voted aye and the motion carried.**

#### **AB 16-197 Funding for Public Works Facility Roof Repair Request**

City Manager Nate Coyle gave an overview of the Public Works building roof repair. During development of the 5-year CIP, the Public Works Department identified a project for repair of the roof for its main office facility. Through the prioritization process, this project was prioritized for completion in FY17 and anticipated to be added to the funded capital list. The project was included in the first round of the budget for the Council for discussion. The need for completion of this work was spelled out within an analysis that was presented to the Council. The analysis speaks to the condition of the roof with a recommendation for immediate repair.

As the year has progressed, the building has experienced water leaking issues which are related to the condition of the roof, and these leaking issues have resulted in damage requiring immediate repair(s). Additionally, other projects within Public Works have been executed under budget providing additional funds within FY16 for this work. Public Works is therefore recommending that this project be completed prior to the winter utilizing some of the savings from FY16 along with fund balance to complete the repair. Pending concurrence of the proposal from Council, the project would be put out to bid with a request to award presented during the September 8, 2016 Council meeting. Work would then commence shortly after award with anticipated completion in late October.

Drew Wright, representative of Garland Industries, described the type of roof system that is currently in place. There are two layers already there and by code it cannot have another overlay. It has to be torn down to the deck and a modified layered system will be installed with better materials and drainage system. There may be some repairs needed on the deck, possibly adding 10% to the costs.

**Council directed the staff to release a formal invitation to bid for repair of the Public Works facility roof.**

#### **AB 16-200 Deinhard Bridge Expansion Joint Repairs – Fall 2016 Bid Award**

Street Supervisor Cris Malvich presented the Deinhard Bridge expansion joint repairs for Fall 2016 bid award. The Streets Department has completed part 1 by sealing the bridge deck in the late summer of 2015 and would like to move forward to complete part 2 of the Deinhard bridge deck improvements. The expansion joints are in poor condition and need to be replaced as determined by the 2014 ITD bridge inspector report.

Horrocks Engineering has worked closely with ITD and has done many bridge projects for them, as well as the City. They are currently managing construction for the Gold Fork Bridge project and have Concrete Placing Co., Inc (CPC) as their bridge contractor. Therefore, staff has requested that Horrocks prepare the specifications and secure a bid proposal from CPC to complete the work. Utilizing CPC will minimize the cost for the project as they are already mobilized in Valley County. Horrocks will also provide construction, engineering, and inspection services for the City to ensure the expansion joint repairs are completed in accordance with the project specifications.

**Council Member Swanson moved to authorize Horrocks to issue a “Notice of Award” to qualified low bidder and authorize the Mayor sign and execute all contract documents. Council Member Giles seconded the motion. In a roll call vote Council Member Swanson, Council Member Giles, Mayor Aymon, and Council Member Witte all voted aye and the motion carried.**

**AB 16-198 Request to Adopt the Proposed Ordinance to revise the Airport Rules and Regulations**

Airport Manager Jay Scherer presented the proposed ordinance to revise the airport rules and regulations. The Airport Advisory Committee recommended changes to the Airport Rules and Regulations which was presented to the City Council on June 30, 2010. After the Council reviewed the proposed Rules and Regulations, they directed staff to make four additions and verify FAA policy on hangars proposed for non-aeronautical use.

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 as in the draft Rules and Regulations submitted June 30, 2016.

**There was general Council consensus to postpone the decision until the next Council meeting on September 8, 2016.**

**AB 16-199 Request to Approve Resolution 16-21 adopting Minimum Standards for Commercial Aeronautical Activities**

Airport Manager Jay Scherer discussed the Airport Advisory Committee’s recommended changes to the Airport Minimum Standard 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.

**There was general Council consensus to postpone the decision until the next Council meeting on September 8, 2016.**

#### **AB 16-203 Golf Pro Contract Update and Discussion**

City Manager Nate Coyle and Golf Course Superintendent Eric McCormick presented the Golf Pro contract update. The existing contract for Golf Professional Services terminates in October of 2017. The contract stipulates that negotiations for renewal must commence one year prior to termination. The Golf Advisory Committee recently assisted with an introductory discussion for potentially shifting to use of city employees in lieu of contract a golf professional; however, it became apparent that this conversation required more time to consider the potential impacts of this proposal, as well as alignment of funding for a buyout from the existing Golf Professional. Staff has also considered an Request For Proposals process to review potential candidates for the Golf Pro contract. Staff, at this time, recommends negotiating with the existing Golf Professional for another term but would like to discuss this to receive initial direction from the Council. There was additional discussion of subleasing the facility and restaurant, fees, and wages.

**Council directed the City Manager to work with the Golf Advisory Committee and Golf Professional to negotiate revisions to the existing agreement for another term.**

Following initial negotiations a work session will be scheduled with the Council to obtain direction on proposed revisions to the agreement.

#### **AB 16-206 Wastewater Update Discussion**

City Manager Nate Coyle presented the wastewater update and the elements of a wastewater consolidation. There was a review of the history, background, and initial recommendations of the Joint Wastewater Advisory Group as provided to the Council before leading into discussion components of the draft annexation agreement. He shared the basic timeline of what needs to happen if this is to make the May 2017 ballot and Bond Council recommendations. Multiple presentations will be provided to the Council over the course of the upcoming months. The first step will be a discussion of a personnel report showing the organizational structure starting with a Board of Representation, how that will be spelled out with director zones, and who will be the voice of this organization. Other components are a possible advisory committee and the determination of who the members will be, and collecting a thorough list of all the assets. The

goal is to have defined a complete list of the assets and values by the September 8, 2016 meeting for the Council's review.

**Upcoming Meetings Schedule Discussion**

Council discussed upcoming meetings.

On September 23<sup>rd</sup> at 9:00 a.m. will be the Special Council Public Meeting with Horrocks regarding Commerce Street at Idaho First Bank.

**Warrant Registers**

Staff presented the Warrant Registers for approval.

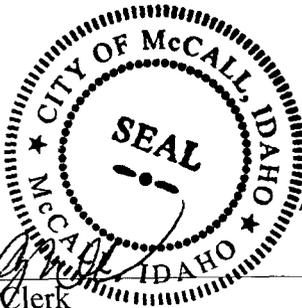
**Council Member Witte moved to approve the Warrant Registers as submitted. Council Member Giles seconded the motion. In a voice vote, all members voted aye and the motion carried.**

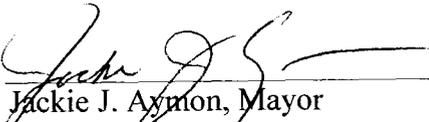
**ADJOURNMENT**

Without further business, Mayor Aymon adjourned the meeting at 8:49 p.m.

ATTEST:

  
BessieJo Wagner, City Clerk



  
Jackie J. Aymon, Mayor