

MINUTES

**McCall City Council
Regular Meeting
McCall City Hall -- Legion Hall
July 14, 2016**

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

CALL TO ORDER AND ROLL CALL

Mayor Aymon called the regular meeting of the McCall City Council to order at 5:30 p.m. Mayor Aymon, Council Member Giles, Council Member Scott, and Council Member Witte all answered roll call. Council Member Swanson was absent.

City staff members present were Nate Coyle, City Manager; Bill Nichols, City Attorney; Erin Greaves, Communications Manager; Linda Stokes, City Treasurer; Michelle Groenevelt, Community Development Director; Carol Coyle, Grant Coordinator; Dennis Coyle, Parks and Recreation Director; Jay Scherer, Airport Manager; Eric McCormick, Golf Course Superintendent; Meg Lojek, Library Director; Traci Malvich, Human Resources Manager; Justin Williams, Police Chief; Nathan Stewart, City Engineer; and BessieJo Wagner, City Clerk; Shay Tyler, Deputy City Clerk.

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 Giles seconded the motion. In a voice vote all members voted aye and the motion carried.

DEPARTMENT REPORTS

City Manager

City Manager Nate Coyle gave a brief update to Council regarding a possible LID proposal for Haynes and Conifer Lane. The Public Works Director closes for applications 7/15/16. To date, 10 applications have been received. Dennis Coyle, Parks and Recreation Director has given notice of retirement set for the date of September 1. The recruitment process has begun giving a

window of 30 days to receive applications. City Manager Coyle gave a quick update on the progress of the rate study. In regards to the sewer planning, letters for extensions have been sent out to landowners. The meeting with Simplot has been positive but the land use issue needs to be cleared up before the Simplot Group is comfortable with moving forward. A focus group has been put together to understand reuse to assist with communications with the general public in going forward.

Airport

Airport Manager Jay Scherer reported on the upcoming Open House being held this coming weekend. There will be speakers, helicopter rides, and hands on presentations for the kids to enjoy.

Community Development

Carol Coyle Grant Coordinator updated the Council on a grant that the City may be awarded on Mission Street. The Urban Renewal project with the goat artwork and the sidewalks is complete and looks great. A garbage can has been installed at Centennial Plaza.

Golf

Golf Superintendent Eric McCormick reported that revenues are up \$4500 for the Fourth of July weekend in comparison to last year. There have been issues with the restroom on Aspen 5. A new lift part came and should be installed soon but until then a temporary porta potty is there in the interim.

Information Technology – No report.

Parks and Recreation

Parks & Recreation Director Dennis Coyle discussed the idea of out of town bike tours. Mayor suggested a Council bike tour to see some of the issues with signage. Director Coyle is working with GIS Technician John Driessen at City Hall on a map of bike paths, city parks, and key points etc. that could be distributed around town. Mayor Aymon stated she would look into getting a MOSS intern to give bike tours in Ponderosa Park. There was some discussion around stop signs on the bike path on Spring Mountain Blvd. Council Member Witte asked about educational materials for the boat trailer parking and made the comment about the fee box needs to be a little easier to locate. Director Coyle report on the code enforcement.

Police

Police Chief Justin Williams answered a couple questions regarding training attendance.

Public Works

City Manager Nate Coyle reported on the Edgewater main replacement and gave some clarification on the rate study. City Engineer Nathan Stewart reported on grant applications.

Library

Library Director Meg Lojek reported on the Design meetings which were well attended and received.

Clerk

City Clerk BessieJo Wagner reported that the Tourism Local Option Tax (LOT) is 58% above average for May and 21% over the year to date from last year.

COMMITTEE MINUTES

1. Golf Advisory Committee – May 11, 2016
2. Historic Preservation Commission – April 28, 2016
3. Library Building Committee – June 1, 2016
4. Library Board of Trustees – May 17, 2016
5. Library Board of Trustees – June 9, 2016
6. McCall Improvement Committee – May 12, 2016
7. McCall Improvement Committee – June 7, 2016
8. Planning and Zoning Commission – May 3, 2016
9. Planning and Zoning Commission – June 7, 2016

PUBLIC COMMENT

Mayor Aymon called for public comment at 6:03 p.m.

Hearing no comments, Mayor Aymon closed the comment period at 6:03 p.m.

CONSENT AGENDA

Staff recommended approval of the following items:

1. AB 16-165 Request for Approval to Extend Library FY15 LOT Funds to be spent in 2017
2. City Council Special Minutes – June 19, 2015
3. City Council Regular Minutes – April 14, 2016
4. City Council Regular Minutes – June 30, 2016
5. Payroll Report for Period ending June 17, 2016
6. Payroll Report for Period ending July 1, 2016
7. Clerk's License Report

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

PROCLAMATIONS

AB 16-162 Proclaim July 16, 2016 to be Steven R. Swanson Day in the City of McCall

Airport Manager Jay Scherer presented the request to proclaim July 16, 2016 to be Steven R. Swanson Day in the City of McCall. Former NASA astronaut Steven R. Swanson will be presenting a talk titled "Living and Working on the International Space Station" at the Airport Open House Saturday July 16, 2016. Steven R. Swanson has served and inspired his nation and the world as an astronaut with the National Aeronautics and Space Administration (NASA). The attached proclamation declares July 16, 2016 Steven R. Swanson Day in McCall in appreciation for sharing his unique knowledge with the citizens of McCall.

Council Member Scott moved to proclaim July 16, 2016 to be Steven R. Swanson Day in the City of McCall, and authorize the Mayor to sign the proclamation. Council Member Giles seconded the motion. In a voice vote all members voted aye and the motion carried.

Airport Manager Jay Scherer read the proclamation.

BUSINESS AGENDA

AB 16-167 Request to Reappoint Rick Fereday to the Airport Advisory Committee

Airport Manager Jay Scherer presented the request to Reappoint Rick Fereday to the Airport Advisory Committee (AAC) stating that Rick Fereday's AAC term expired. The position was advertised in the Star News for two weeks as required by City Code. Mr. Fereday's request for reappointment was the sole application for the position. The AAC unanimously recommends reappointment of Mr. Fereday to the Airport Advisory Committee.

Council Member Witte moved to reappoint Rick Fereday to the Airport Advisory Committee for three year term to expire June 2019. Council Member Scott seconded the motion. In a voice vote all members voted aye and the motion carried.

AB 16-168 Community Development Department Name Modification Discussion

Community Development Director Michelle Groenevelt presented the Community Development Department name modification discussion stating that the purpose of this item is to explain the current and proposed role and responsibilities of the Community Development Department and the role it plays in Community and Economic Development in the McCall Area. She further explained how a name change may better reflect the services this department provides to the community. The Community Development Department (CDD) implements the City's vision as it relates to the existing and proposed land use and built environment. The City's CDD is responsible for many initiatives that help to ensure that McCall continues to be a great place to live, work, and play

The CDD currently performs numerous community and economic development functions and projects. Thus, it makes sense for the Department name to be changed from the "Community Development Department" to the "Community and Economic Development Department." The current work performed is similar to other Idaho communities like Sandpoint or Hayden where the Departments are called "Community and Economic Development Departments." The City is already the first stop for many looking for solutions. Director Groenevelt stated that the comprehensive plan and the master plan are more specific as to what the directives would be. There is an opportunity in the coming year to shift department focus to utilize the different skills of current employees.

Mayor Aymon thought it was a good idea, general consensus from the Council was to move forward.

AB 16-169 McCall in Motion: McCall Area Comprehensive Plan and Transportation Master Plan Update

Community Development Director Michelle introduced the lead project consultant, Bruce Meighen, from Logan Simpson for the McCall Area Comprehensive Plan Update and the McCall

Transportation Plan who provided an update on the progress of the Plans collectively called “McCall In Motion.”

Mr. Meighen presented a slide show of the Vision brochure draft and gave a quick background of focus and vision of the document. The document is structured with one overall vision with six themes which deal with character, community, connections, transportation connection, streets and pathways. Three items used for building the Vision is history, places, and people. The goal is to make sure the economic development sustains that the community is vibrant and thriving, and not just a second home community. Opinions are encouraged on the layout and wording of the brochure. Current activities, other than data analysis, is Plan Audit and an online survey to evaluate every policy in the City looking to see if the policies are effective. Next Steps will be focus groups around key ideas.

Council Member Witte wanted to know if there is going to be community workshops. Director Groenevelt stated that tentatively three workshops are planned for mid-September.

AB 16-164 Library Design Consultants Council Work Session

Library Director Meg Lojek gave a short update on the design project discussing the McCall Public Library expansion needs, city campus planning, and potential partnerships with Council chambers and Parks and Recreation, or other opportunities that the design consultants present. There were five meetings with the Library Design Consultants and all were very well attended with the last meeting having 58 attendees.

Director Lojek presented Dennis Humphries, principal architect with Humphries-Poli Architects, and Dick Water with Godfreys Library Consultants. Mr. Humphries explained the goal with this trip was to gain as much understanding and information on the City’s needs and current infrastructure as they could so that what is designed will be complimentary to what is already in place. The next step will be the create phase where six to seven options will be put together for recommendations to the Council.

Mr. Waters reported that when asked the community was asked to give a word to explain their community, the word that came up multiple times was Caring. He reported that the current library is not ADA compliant or very user friendly in some areas. Doubling the space will only accommodate the library’s current books and bring the building to ADA compliancy. There are options being presented that will focus on being more proactive with the expansion issues of the future.

The third phase will be their recommendations and a report of what was discussed at all the different community meetings. There was some discussion on the input on the multiuse of the library such as homeschooling, business owners, and city campus use.

AB 16-163 Request for Approval of Resolution 16-17 adopting a procedure for review of complaints and objections to the bidding procedure for the Federal Aviation Administration funded acquisitions at the McCall airport

Airport Manager Jay Scherer presented the request for approval of Resolution 16-17 adopting a procedure for review of complaints and objections to the bidding procedure for the Federal Aviation Administration funded acquisitions at the McCall Airport to Council. The City solicited bids for an airport snow plow under the FAA Airport Improvement Program (Project No. 3-16-0023-022 Airport Snow Removal Equipment). A bid from M-B Companies was the only bid

received at the time of bid opening. Following the bid opening, a bid package was received from Legacy Equipment Company. This bid was returned unopened as it was not timely received. A bid protest from Legacy Equipment was received prior to City Council awarding bid. The City does not currently have a specific procedure to evaluate a protest of the bid procedure. The attached resolution implements a procedure to review complaints on the bid process that is compliant with the requirements of 49 CFR 18.36. The procedure provides 7 day notice of the hearing, and details the conduct of the proceeding.

Council Member Witte moved to approve Resolution 16-17 adopting a procedure for review of complaints and objections to the bidding procedure for the Federal Aviation Administration funded acquisitions at the McCall airport and authorize the Mayor to sign all necessary documents. Council Member Giles seconded the motion. In a roll call vote Council Member Witte, Council Member Giles, Mayor Aymon, and Council Member Scott all voted aye and the motion carried.

AB 16-166 Airport Snow Removal Equipment Bid Protest Hearing

Airport Manager Jay Scherer presented the Airport Snow Removal Equipment Bid Protest Hearing to Council. The City solicited bids for an airport snow plow under the FAA Airport Improvement Program (Project No. 3-16-0023-022 Airport Snow Removal Equipment). A bid from M-B Companies was the only bid received at the time of bid opening. Following the bid opening, a bid package was received from Legacy Equipment Company. This bid was returned unopened as it was not timely received. A bid protest from Legacy Equipment was received prior to City Council awarding the bid. Legacy's protest alleges the City was not timely in its response to their requests for clarification to the technical specifications making their bid late. City staff contends responses were made within standard business timelines. Airport Manager Scherer presented a calendar showing the timeline of the bid process to the Council.

City Manager Nate Coyle called out the Idaho State Code regarding what can and cannot be accepted in regards to the bidding process. Manager Coyle also pointed out that preferential treatment was given to Legacy by extending the bid closing date, and that a response was given back to Legacy within in three days. Legacy also entrusted UPS to deliver the parcel by 2:00 p.m. and UPS should be held accountable for their delivery if that was in their contract with Legacy. Manager Coyle also asked to take into consideration that there is a tight time frame with the FAA who is ready to move forward with the grant process.

Legacy Equipment Company

John LeRoy with Legacy Equipment gave a short history on the company. He described how the equipment is built to meet the requirements of the customer. He stated that the timeline was correct with the exception of some nuances. Legacy was aware of the bid, their intent was to bid and be bonded, and they made inquiries into the technical nature of the bid. Legacy represents Oshkosh, a very well established company. Mr. LeRoy explained that they will take the chassis of Oshkosh and then build the equipment in shop. He stated that there are some technical items that needed answered and had submitted that by May 27th. Legacy also contacted T-O Engineers two days prior to the bid closing to find out if they had enough time to get the bid there by the due date, if there be an addendum issued, and if their proposal going to be approved or not. T-O Engineers gave them the answers the day before the bid was to close. Legacy then sent it through UPS hoping it would get there in time. Mr. LeRoy requests two different options: one is to rebid the project, the other is to deem their bid showing up 15 minutes late a formality and open the bid to accept it. Mr. LeRoy did not feel that they were delinquent.

City Manager Coyle asked what preceded during the 14 days prior to the deadline. Mr. LeRoy stated that typically once the technical specification have been received and reviewed, a copy of it is sent to Oshkosh for proper cording of the chassis. They will configure how it will all go together. Then Legacy will send out the information to another component manufacture for the body and basically go back and forth on what specifications can be tweaked. Then the information is gone over carefully to make sure everything is up to code and figure out how all of it is put together. That was a portion of the reason behind the request made to T-O Engineers to make sure what was bidding was acceptable. Manager Coyle asked if Legacy had filed a complaint with UPS for being late. Mr. LeRoy stated that they had not. Manager Coyle asked that out of three different entities involved in the bid arriving late (Oshkosh who took a long time to respond back their portion, UPS who didn't deliver on time, and the City of McCall who had arguably 3 or 6 days to provide an answer at the tail end of the process,) who did Legacy believe was responsible. Mr. LeRoy stated that their bid was complete and ready to be sent but was held back pending notification of an answer to whether or not it was approved or if there was going to be an addendum. Ultimately, he feels it falls onto the City's slow response that caused the bid to be late. Manager Coyle asked how many of these kinds of trucks they have built. Mr. LeRoy said they have been building these kinds of trucks since 1914. Manager Coyle reiterated that basically this truck is a fairly standard produced model by Oshkosh with some technical variances that are considered in each production model. Mr. LeRoy answered with a yes.

M-B Companies Inc.

Scott Scharinger, Western Sales Manager of M-B Companies Inc. presented for the second bid. He pointed out that Oshkosh and M-B Companies Inc. are the only manufactures in the United States who produce a 6-wheel drive with all wheel steering so the bid requirements were met by receiving bids from the only companies who manufacture that vehicle. The FAA would like to see more bids on a project but they will allow only one bid if only one bidder is available. At times, there will be concessions after the fact. Mr. Scharinger gave some examples. He stated that this particular truck request is basically a straight forward build and should not be that difficult to bid out. Oshkosh also makes the plows so there is not much to outfit once it leaves the factory. Mr. Scharinger felt that there was more than enough time to pull the bid together in the timeframe given. As a smaller manufacturer, M-D Companies does not have the global outreach as Oshkosh does to get things together in a timely fashion. There was no issue being prepared for the bid specifications, which were all minor details. If the proposal is opened to rebid, Mr. Scharinger expressed that it would be fair for two reasons. One, if M-D Companies was able to put together their bid in the exact same time with less resources and make the deadline, it does not seem fair to give someone else extra time especially after already receiving an extension of the due date. Secondly, which is more important to them, is that as the bid they submitted is now public record and this would put them at a disadvantage. If the Council decides to rebid, they will not contest their decision.

Council asked about some of the bid process. Council Member Giles recommends not reopening the bid and awarding the bid to the bidder who responded timely. Allowing the late package would set precedence for future bidding process. Council Member Witte stated that the deadline is the deadline and though a set of very unfortunate circumstances, feels that the deadline needed to be honored. Council Member Scott stated the same, and Mayor Aymon concurred.

Council Member Giles moved to reject the bid protest from Legacy Equipment. Council Member Witte seconded the motion. In a roll call vote Council Member Giles, Council Member Witte, Mayor Aymon, and Council Member Scott all voted aye and the motion carried.

AB 16-172 Request for Airport Snow Removal Equipment Award or Rejection of Bids

Airport Manager Jay Scherer presented the Request for Airport Snow Removal Equipment Award or Rejection of Bids to Council. The City solicited bids for an airport snow plow under the FAA Airport Improvement Program (Project No. 3-16-0023-022 Airport Snow Removal Equipment). A bid from M-B Companies was the only bid received at the time of bid opening. Following the bid opening, a bid package was received from Legacy Equipment Company. This bid was returned unopened as it was not timely received. Package provides documents to accept bid proposal from M-B Companies Inc. and to accept the FAA AIP Grant offer or reject all bids on FAA Airport Improvement Project 3-16-0023-022 Airport Snow Removal Equipment.

Council Member Giles moved to award contract to M-B Companies Inc., accept the FAA AIP grant offer, 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 Scott all voted aye and the motion carried.

AB 16-171 McCall 4th of July Update and Way Forward Discussion and Direction

Police Chief Justin Williams reviewed the 2016 July 4th festivities to provide a comparison of calls for service for the 2015 and 2011 (last time 4th of July was on a Monday) events. He presented a PowerPoint showing those comparisons with health and safety as the focal point. Calls for service, arrests, noise complaints, minor possession, and alcohol incidents were significantly less. Traffic stops, and battery/domestic were about the same. DUI's were more due to the fact the officers were able to get out and patrol the streets more efficiently. Financial numbers were more this year but this is due to having two more officers on staff.

Valley County Sheriff Patty Bolin reported the numbers for Valley County. Arrests were up because officers were able to spend more time taking care of the rest of the County since North Beach did not need so much oversight. Being this is the first year, there will be adjustments to bring areas into balance, such as moving the swim zone at North Beach in closer, etc.

Chief Williams reported that McCall was very busy and the traffic was thick. The difference this year is the lack of aggression, agitation, and congestion. He pointed out that this year is the first step in a three step process in making the change to a more family friendly event.

City Manager Coyle shared that there has been a lot of positive public feedback from the general public and businesses, and discussed the objective of gathering the information into a useful tool. This process will be followed by further discussion among partner agencies and the Council to determine improvements and/or changes to be made moving forward for this event. Staff will also complete a financial analysis of this event to ensure that the cost of planning is considered as a part of this discussion.

Mayor Aymon suggested using the words alcohol free zones rather than calling it a 'ban' in the City's marketing to shed a more positive light on the subject.

AB 16-170 Request for Approval of Contingent Revenue and Contingent Expense line item transfers for unanticipated revenue

City Treasurer Linda Stokes presented the request for approval of Contingent Revenue and Contingent Expense line item transfers for unanticipated revenue. The City of McCall was awarded \$40,497 from Idaho Department of Parks and Recreation (IDPR); \$11,994 to develop a Mountain Bike Skills park, \$17,866 for Riverfront Park Access Improvements, and additional funds of \$10,637 for the boat launch replacement project.

The City had several damage claims to ICRMP this year; \$2,233 in Streets for damage to a Ford F250 truck, \$4,968 in the PD for damage to a 2014 Ford Explorer, and \$2,030 for damage to two light poles.

In the General Fund the City received \$11,000 in donations for public art; \$500 to set up a maintenance fund, and \$10,500 for public art acquisition and installation. Also received, is \$3,779 for prior year Tourism LOT revenue; \$840 will be used to cover direct costs for FY16 LOT advertising and \$2,939 will be applied to FY16 funded projects. The City of McCall hosted a Construction Best Management Practice Certification seminar for Stormwater training this year which brought in \$2,925 to cover staff time and other seminar costs.

This past winter the Golf Pro decided to close the Clubhouse Restaurant until the next Golf season. The City of McCall and Golf Pro both agreed to lease the Clubhouse Restaurant for the winter to the owners for Crawford Landscaping generating additional revenue of \$6,000 to the Golf Fund. The Golf Course Maintenance Supervisor would like to allocate \$3,000 to purchase additional chemicals to apply to the greens this summer and \$3,000 for additional Clubhouse repairs.

Council Member Giles moved to approve the contingent revenue and contingent expense line item transfers. Council Member Scott seconded the motion. In a voice vote all members voted aye and the motion carried.

AB 16-173 Request for Approval of Resolution 16-18 Adopting the Revised McCall Governance Manual

City Clerk BessieJo Wagner presented the request for approval of Resolution 16-18 adopting the revised McCall Governance Manual. This manual which was originally adopted December 5, 2013, and its governance policies and rules of procedure, are designed to provide guidance for the Council and City Administration. They are not to be considered restrictions or expansions of Council authority. These rules have been prepared from review of many statutes, ordinances, court cases and other sources but they are not intended to be an amendment or substitute for those statutes, ordinances, court decisions or other authority.

No action taken by a Council Member or by the Council as a whole which is not in compliance with these rules, but which is otherwise lawful, shall invalidate such Council Member's or Council action or be deemed a violation of oath of office, misfeasance or malfeasance. No authority other than the Council may enforce these rules or rely on these rules. References to other documents or laws included herein do not signify the intent to incorporate such documents in their entirety. Failure of the Council to follow any of these rules shall be considered a Council decision to waive such rule. No notice of such waiver need be given.

If approved, the new governance manual binders will be available at the next council meeting. There was no discussion from the Council.

Council Member Witte moved to approve Resolution 16-18 adopting the revised McCall Governance Manual and authorize the Mayor to sign all necessary documents. Council Member Scott seconded the motion. In a roll call vote Council Member Witte, Council Member Scott, Mayor Aymon, and Council Member Giles all voted aye and the motion carried.

Upcoming Meetings Schedule Discussion

Council discussed upcoming meetings. City Manager Coyle discussed the upcoming meeting with Horrocks.

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.

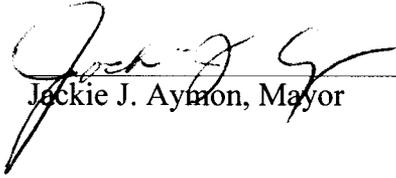
ADJOURNMENT

Without further business, Mayor Aymon adjourned the meeting at 8:34 p.m.

ATTEST:


BessieJo Wagner, City Clerk




Jackie J. Aymon, Mayor