

# MINUTES

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**McCall City Council  
Regular Meeting  
McCall City Hall -- Legion Hall  
April 28, 2016**

Call to Order and Roll Call  
Pledge of Allegiance  
Approve the Agenda  
Work Session  
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 5:33 p.m. Mayor Aymon, Council Member Giles, Council Member Scott, Council Member Swanson, and Council Member Witte all answered roll call.**

City staff members present were Nate Coyle, City Manager; Bill Nichols, City Attorney; Erin Greaves, Communications Manager; 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; Peter Borner, Public Works Director; BessieJo Wagner, City Clerk; and Lisa Kundrick, Deputy City Clerk.

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

## **APPROVE THE AGENDA**

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

## **WORK SESSION**

### **AB 16-112 Council Review of City of McCall FY17 Local Option Tax Applications**

City Manager Nate Coyle presented the Council review of the City of McCall FY17 Local Option Tax applications. The Department heads each discussed their LOT requests. A committee assigned by the City Manager used rating criteria to determine the priority of the City projects

submitted for Local Option Tax (LOT) funding consideration. Two of the applications for LOT funding are direct cost and event recovery. Last year the Council indicated that these two items should be always funded by the Tourism LOT as these costs are directly related to the administration of the Tourism LOT and the cost of recovery from 4th of July and Winter Carnival. The committee then prioritized the 12 projects submitted by City Staff and then determined the top 5 that should be presented to the LOT Commission for consideration totaling \$179,850. There were an additional 7 projects that have LOT Applications for FY17 totaling \$108,300.

It is estimated that the revenue from the Tourism LOT will be \$400,000 for FY17.

Council reviewed the City LOT Applications and after a brief discussion there was general consensus with the prioritized LOT projects to be presented to the LOT Commission. The Council did suggest that the Library application for the intern to scan documents should be a priority over the request for Library furniture.

## **CONSENT AGENDA**

Staff recommended approval of the following items:

1. Payroll Report for Period ending March 11, 2016
2. Clerk's License Report

**Council Member Swanson 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 16-111 Proclaim May 7, 2016 as Wildfire Community Preparedness Day 2016**

City Clerk BessieJo Wagner presented the proclamation to proclaim May 7, 2016 as Wildfire Community Preparedness Day 2016 to the Council. Wildfire hazard is a growing threat to communities around the United States. In 2011, the National Interagency Fire Center reported nearly 75,000 wildfires in the U.S., the majority of which were a result of human activities. Preferences for second homes, suburban lifestyles, and the desire to live closer to nature have pushed populations into the "Wildland-Urban Interface" (WUI) — areas with more vegetation, parks, and forests than their city center and older suburb counterparts. Living closer to nature offers many benefits, but all too often the risk of brush, grass, or forest fires gets overlooked. This guide is designed to help planners and local communities considering wildfire regulations to understand their options and implement a successful public process to adopt effective WUI tools that match local needs.

The Community was encouraged to join individuals and groups of all ages on May 7, 2016 and participate in national Wildfire Community Preparedness Day activities that will make their community safer from the impacts of future and past wildfires. Residents and stakeholders across the U.S. embraced Wildfire Community Preparedness Day on May 2, 2015, sponsored by NFPA

and State Farm®, and President Obama shared a Presidential Message of encouragement with them. The dedication and passion demonstrated by thousands of individuals increased preparedness, reduced risk and raised awareness to a new level.

Activities brought hundreds of neighbors together and encouraged collaborative actions in an effort to protect individual homes, neighborhoods, and entire communities from future wildfire risk and current post-fire impacts. More than 140 projects were undertaken throughout the nation making residents and firefighters safer when wildfires happen. NFPA Public Affairs Intern Nicole Esan from Northeastern University connected with five of those communities to write about their PrepDay projects.

**Council Member Swanson moved to Proclaim May 7, 2016 to be Wildfire Community Preparedness Day in the City of McCall, Valley County, Idaho and authorize the Mayor to sign the proclamation. Council Member Witte seconded the motion. In a roll call vote Council Member Swanson, Council Member Witte, Mayor Aymon, Council Member Giles, and Council Member Scott all voted aye and the motion carried.**

**AB 16-104 Proclaim the Week of May 15– May 21, 2016 to be National Public Works Week**  
City Clerk BessieJo Wagner presented the National Public Works Week for May 15-21, 2016 Proclamation, which is a celebration of the tens of thousands of men and women in North America who provide and maintain the infrastructure and services collectively known as public works. Instituted as a public education campaign by the American Public Works Association (APWA) in 1960, National Public Works Week calls attention to the importance of public works in community life. The Week seeks to enhance the prestige of the often-unsung heroes of our society-the professionals who serve the public good every day with quiet dedication.

The City of McCall has 22 public works employees, who operate and maintain the City's water, wastewater, storm drainage, transportation systems, and City fleet. The City Council has proclaimed Public Works Week in May every year since 2012.

**Council Member Giles moved to Proclaim May 15 to May 21, 2016 to be National Public Works Week in the City of McCall and authorize the Mayor to sign the proclamation. Council Member Swanson seconded the motion. In a roll call vote Council Member Giles, Council Member Swanson, Mayor Aymon, Council Member Scott, and Council Member Witte all voted aye and the motion carried.**

## **PUBLIC COMMENT**

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

BessieJo Wagner presented a request for members of the community and Council to join the Relay for Life Event in September 2016.

**Mayor Aymon closed the comment period at 6:02 p.m.**

## **BUSINESS AGENDA**

### **AB 16-103 Library Board of Trustees Annual Report**

Library Board of Trustees Board Member Lola Elliot presented a summary of the Library Board's work over the past year to the Council. The board started in 2015 with a new Library Director, Meg Lojek, and five new staff members have been hired since then. The board members have been given new administrative responsibilities and have kept the dues running smoothly. The Strategic Plan was revised in 2015, completed, and posted on the web site. The most exciting work was the establishment of the Building Committee. A Local Option Tax grant was awarded to hire a consultant to plan the building expansion project. The board assembled a new committee and meetings have been held and a Request for Proposal posted. The timeline is to hire a consultant in May and have them start working on the design in June. Library Board Member Ed Hershberger was chosen as the Idaho Library Trustee of the Year. Ms. Elliott expressed her thanks to the Council for their support of the Library.

Jackie Rubin gave an update on the expansion.

### **AB 16-105 2016 TIGER Discretionary Grant Update - cost estimate**

Grant Coordinator Carol Coyle presented a TIGER Discretionary Grant update. Two weeks prior the request was approved to move forward with the application of the TIGER Grant. Next, a cost estimate and a written estimate were presented by Grant Coordinator Coyle with assistance from City Manager Coyle and the Public Works Department. It outlined about 15 items that have changed in town since last year. The most significant is the 1% sales tax which provides the city with approximately 3x more matching funds in comparison to last year to help offset the higher costs for underground utilities. The Grant is ready and will be sent tomorrow, Friday, April 29.

The cost estimate for the 2016 TIGER Discretionary Grant project was revised by the City Engineer and was presented to the Council at the meeting for review.

### **AB 16-92 Bid Selection for Lowest Bidder to Replace Golf Course Club House Windows and Doors**

Golf Course Superintendent Eric McCormick presented the Bid Selection for Club House windows. He requested that the Council accept the lowest bid for the replacement of the Golf Course Club House windows and doors. Project bids were requested from three separate companies. The lowest bid was received from Viewpoint.

**Council Member Witte moved to approve the low bid and award the contract to Viewpoint 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, Council Member Giles, and Council Member Scott all voted aye and the motion carried.**

**AB 16-106 Request to Approve Resolution 16-11 to Ban Alcohol in McCall City Parks for the 4th of July Holiday Weekend from 12:01 AM on Friday, July 1 through 8:00 AM on Tuesday, July 5, 2016**

City Manager Nate Coyle presented the request to ban alcohol in McCall City Parks for the 4<sup>th</sup> of July holiday weekend. He requested approval of a resolution to enact a ban on possession and consumption of alcohol within McCall City Parks on the 4th of July holiday weekend. He stated that Keith Hobbs, IDPR Operations Division Manager, has stated that the tentative alcohol ban for North Beach will commence at 12:01 AM on Friday/1 July and terminate at 12:01 AM on Tuesday/5 July. At the April 14, 2016 Council meeting, the Council requested that the days the City would ban alcohol would mirror those of IDPR with the exception that the Tuesday time be extended to 8:00 AM. After a brief discussion the Council agreed that the time should extend to 8:00 am on Tuesday.

**Council Member Witte moved to Adopt Resolution 16-11 prohibiting the possession or consumption of alcoholic beverages in City Parks from 12:01 AM on Friday, July 1 through 8:00 AM on Tuesday, July 5, 2016 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, Council Member Scott, and Council Member Swanson all voted aye and the motion carried.**

**AB 16-109 McCall Fourth of July Events Update**

Parks and Recreation Director Dennis Coyle and Communication Manager Erin Greaves presented a Fourth of July events update. Director Coyle began by discussing the budget for the event which is just under \$5K. A prevention grant was received for around \$5K, and a campaign for the continuance of soliciting funds is underway. Hundreds of dollars have been donated from businesses and individuals, and volunteers have stepped forward to assist with events. Even though the costs are being covered by the Parks and Recreation budget, they are looking to offset it with outside funding events.

Manager Greaves took the floor to talk about what those events would be. The money flowing in allows for forward movement. More than 20 nonprofit groups have offered to participate with an activity or a booth. Kinetico will donate water, Yellow Couch, YCAP and St. Luke's will be providing a shade tent, and Public Works will be directing traffic. The search is still on for ambassadors. There will be a meeting on April 20, 2016 for all volunteers including ambassadors to guide the participants and show them how to escalate if a situation evolves. There will be a volunteer home base so they have a central area to report.

McCall in Motion will be sponsoring a chalk artwork competition to help promote the Comp Plan. Manager Greaves will also be working with the Police Department to make certain there are safety protocols in place. The event portion is to be kept small and only to ideas that are known to be successful.

**AB 16-108 Review Possible Fees for Overnight Trailer Parking**

Parks and Recreation Director Dennis Coyle presented the review on overnight trailer parking fees. Director Coyle discussed the reason for the proposal of an overnight trailer parking fee. The revenue from parking fees would also be a big help toward maintaining the parking area. The

thought was to follow a fee module similar to what the Airport does or like the State Parks & Recreation does with snowmobile stickers, etc. The price considered is a \$10 fee. Director Coyle is on IDPR's next meeting agenda and he doesn't suspect a problem with getting permission to charge a fee due to any former obligations as they have all been satisfied. Director Coyle requested permission to establish the \$10 fee and permission to implement it.

Director Coyle stated that it was critical that staff receive direction from the Council on this system prior to approaching the Idaho Department of Parks and Recreation (IDPR) to request approval for charging a fee for overnight parking. By concurring with the process and providing general direction for a fee amount, staff can provide IDPR members with a clear/detailed understanding of this proposal. If this direction is received from the Council, staff will schedule a public hearing regarding the new fee and propose a resolution for Council consideration.

Discussion ensued. Questions were brought up on how many nights would the fee cover, how much information will be told to IDPR, would there be an issue with IDPR if the fee was changed later, and would the fee be enough to solve the problem. The Council believed \$10 to be a reasonable start as that is comparable to what Ponderosa State Park charges. After further discussion, all Council Members were more in favor of a \$15 fee per night.

**Council directed staff to move forward with a \$15 a night proposed fee system.**

#### **AB 16-93 Proposed Public Works Fee Schedule Discussion 1:21**

Public Works Director Peter Borner presented the proposed Public Works (PW) fee schedule. Public Works has conducted an extensive review of the fees that are currently charged for associated activities and have determined that the system is in need of revision. The current activities that require fees include driveway permits, right-of-way permits, water and sewer hookups, and septage disposal. Activities that currently not charged are use of city hydrants for construction activities and work conducted within City right of ways, specifically trenching and boring of city streets by such companies as Idaho Power, Cable One, and Frontier Communications. Director Borner stated that all of these activities are exclusively associated with some type of construction, development, or business. Staff recommends that developments and businesses pay for the services that they require to be provided by Public Works. As mentioned, these fees are for direct cost of service and are not determined through a rate study process. All of the proposed fees are based upon the estimated cost of service (time, material, and equipment) that is required from processing applications to the numerous inspections that are necessary to ensure that the city's infrastructure is protected.

Director Borner stated that the fee structure is basically being reassigned and over all, there is a reduction in the price so the impact is slightly less for most people building a home. For example the Sewer Hook Up fee is going down to zero because that whole process is handled by the plumber and PW does not need to inspect it. The goal is to only charge where PW is actually involved. This reassignment also includes the Driveway and Right of Way fees which will no longer be called as such but rather be absorbed into a standard Public Works permit which is for anything that happens within the Public Works right of way. This means there will no longer be a separate fee for those two items. The Public Works Permit fee is used primarily for new construction or other utility companies. PW Permit captures the intent of the applicant and where

things will be located, and gives PW the opportunity to troubleshoot any issues or concerns that may come up. With new construction, PW will go out to inspect a minimum of five times; the initial site visit, the initial inspection of the completed work, a CO inspection, a 2-year warranty inspection, and 3-year warranty inspection. The proposal is \$100 to process the permit application, and if City staff has to go to inspect the property, the fee would go up to \$160. These fees reflect a cost average.

Lastly, Director Borner stated that the proposal includes adjustments to water and sewer connection charges to reflect the amount of time that is put in by staff to work with plumbers and home owners, new fees for the hydrant meter rentals which come equipped with locks, and septage disposal fees to recoup costs. One issue that has come to light was out of town contractors who have not bought into the water system is using thousands of gallons. There will be a water truck inspection to make sure that there is necessary safety features to avoid contaminating our water system. Another issue is septage disposal. Some areas highlighted are the high risk in accepting unknown septage, no way of tracking the volume in the trucks, and a fee structure that has not been updated in a decade.

The Council indicated that they would like to see what exactly is being done on each permit to prevent misunderstandings with whoever is receiving the permit. A discussion ensued regarding the different fees, what they cover, the changes, fee differences, etc. Director Borner's goal is to make sure the right monies are going into the right funds. Council Member Giles asked about the Pump and Treatment Capitalization fees and Director Borner stated those were there basically based on the costs of the water/sewer system divided by number of existing uses. The rate study will define this area better. Council would like more definitions for each of the proposed fees before a public hearing is set.

Mayor Aymon asked about load restrictions on the roads. Director Borner replied that the load restrictions are in effect within city limits but mostly self-policed.

#### **AB 16-113 Campus Facility Planning Update**

City Manager Coyle stated that the intent of this agenda item is to continue discussion of available options for facility planning on the city campus. During a work session in February of 2016 the City Council provided staff with a request to bring back additional information regarding a proposal for remodeling of the Annex on the city campus as a Parks and Recreation facility, along with more information related to a potential partnership for use of space in the new Treasure Valley Transit (TVT) Facility.

Some of the questions that came up from the February work session were cost estimates to renovating the Annex, could the ventilation system be adequate in housing the small equipment that Parks and Rec uses, what were the ADA issues and how to address those issues. The option of partnering with TVT at the Annex location comes to \$542,000. This does not include site preparation on the North side of the sidewalk and streets, curb, and gutter improvement. Demolition of the Annex would be approximately \$25K, to rebuild would be \$526K not including site preparation of \$200+K. Other options that have merit is designing from the ground up a place to house Parks and Rec, renovating the Annex to house the Police Department, and moving the Finance Department to City Hall. For the remodel and a new facility, the price range

is around \$800K to \$1 million which becomes a resource discussion. Adding an elevator would add an additional \$100K but only would be required if the building is replaced. Advantages of replacing the building would be energy efficiency and adding more structure for additional space.

The Library Board is very interested in the Annex site and would like the opportunity to have their designer look into including the library along with office space in their expansion project. It was pointed out that the LOT funding would have to be looked at carefully to make sure that having the design firm create a building including other departments would not violate the parameters of the LOT guidelines. City Manager Coyle stated that the purpose of this discussion was to get the Council's thoughts on what direction(s) the City should investigate further.

Mayor Aymon asked the Council for their comments. Council Member Witte commented that raising \$1 million dollars in the next 10-15 years for rebuilding is slight and that taking advantage of the opportunity of the Library expansion should be checked out. She also stated that to have a central reception area for the City is something to be looked at and that housing the Parks and Rec equipment at this location is not the best use of City property. She would like to see cooperation with the Library if it saves the City money.

Council Member Swanson would like to see what the Library consultant comes up and where that ends up in the scope of the funds available. There is a lot of long term cost analyst to be done. He felt the sidewalk and storm water improvement site preparation was substantial and looking at the funds put aside, he didn't feel there was enough money. He liked the idea of moving the police department to the Annex area.

Council Member Scott liked the idea of moving the Parks equipment elsewhere and keeping the staff here on City campus. Council Member Giles agreed with having all the staff from Parks and Rec together in one location but moving the equipment elsewhere. He feels that in the long run it would be more prudent to tear down the old and build what is needed. He is open to the idea of the Library looking at that space but is concerned that if not done right, could displace Parks and Rec and the airport is not a good long term solution for them.

Mayor Aymon felt that it is important that the City does something it can afford. She also felt that it was a waste to tear down the Annex when its structure is still good. She felt that it would be more efficient to keep the Parks & Rec equipment on the City campus as it is not effective to constantly be bringing the vehicles in from someplace farther out of the city core. She is open to letting the Library consultant investigate a broader design. Mayor Aymon would like to see that whatever is done is kept at the \$600K that has already been slated for this project.

City Engineer Nathan Stewart shared that the City of Ketchum is looking at a \$23.1 million bond to build two buildings. The new city hall was 39,000 sf for \$10 million (\$260 sf) and the fire station was 18,000 sf \$6.1 million (\$340 sf).

City Manager Coyle reiterated that the direction of the Council is to work with the Library committee to explore design options, and if there are any that make sense to then evaluate cost components and to make a later decision regarding the P & R equipment. There is the possibility

that if the Golf Course shop is improved that some or all of that equipment can be included at that site.

Council Member Giles asked Parks Director Coyle if there is the thought of splitting Parks and Rec. Director Coyle responded that it is difficult having the department split into two locations and would prefer to see them in the same location to be more efficient in tracking staff down, and working together on events and projects. City Manager Coyle added that the Legion Hall would be willing to bargain the same agreement if the City relocates.

**AB 16-107 Request to Approve Resolution 16-12 to Modify the McCall City Council Meeting Schedule for June 2016**

City Clerk BessieJo Wagner presented the request for approval of Resolution 16-12 to modify the City Council meeting schedule for June 2016. She stated that the McCall City Code §1-8-2 states that regular Council meetings will be held on the second and fourth Thursdays of each month except when such regular meetings fall on a legal holiday, then the meetings would be held on the preceding day unless otherwise fixed by the Council.

It has been identified that the Association of Idaho Cities Annual Conference will be held on June 22-24, 2016 and there are members of the Council as well as Department Heads that would like to attend. The Council schedule as adopted January 12, 2016 shows there is a Regular Council Meeting scheduled for June 23, 2016 and a Special Council Work Session scheduled for June 24, 2016. Staff is requesting that Council reschedule the last two meetings in June to June 30 and July 1, 2016.

**Council Member Scott moved to Approve Resolution 16-12 modifying the McCall City Council June 2016 regular meeting schedule and authorize the Mayor to sign all necessary documents. Council Member Giles seconded the motion. In a roll call vote Council Member Scott, Council Member Giles, Mayor Aymon, Council Member Swanson, and Council Member Witte all voted aye and the motion carried.**

**AB 16-114 Governance Manual Update**

City Clerk BessieJo Wagner presented the Governance Manual update to Council, stating that the purpose of this agenda item is to work through the suggested revisions to the Governance Manual. The intent of the Governance Manual is to give new and standing Council Members and new and current City Managers a guide on how the City of McCall does business. Keep in mind that there are a number of manuals available for reference that will, at the conclusion of the Governance Manual revision, be provided in one binder for each Council Member.

Considering the length of the document to review, at this meeting the Staff requests that the Council review the deleted sections, the proposed new section on contracts, and the overall format of the revised document. There were five pages deleted because they were either repetitive throughout the document or the covered under code or another manual. Mayor Aymon indicated that she would like to see the section on Public Hearings left in the manual for easy reference. The Council indicated that they would like updates on complicated Contract Negotiations to be aware of what is transpiring and give insight if necessary prior to it being brought to the table for approval. Mayor Aymon pointed out that many under the age of 35 use

internet based participation and wondered if maybe having a section regarding websites and social media should be added. Overall, the Council liked the new format.

**Upcoming Meetings Schedule Discussion**

Council discussed upcoming meetings.

**Warrant Registers**

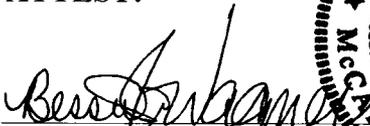
Staff presented the Warrant Registers for approval.

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

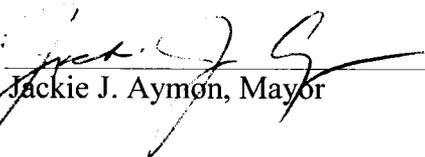
**ADJOURNMENT**

Without further business, Mayor Aymon adjourned the meeting at 8:31 p.m.

ATTEST:

  
BessieJo Wagner, City Clerk



  
Jackie J. Aymon, Mayor