

MINUTES

**McCall City Council
Regular Meeting
McCall City Hall -- Legion Hall
December 15, 2016**

Call to Order and Roll Call
Pledge of Allegiance
Approve the Agenda
Work Session
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, and Council Member Witte all answered roll call. Council Member Scott and Council Member Swanson 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; Delta James, City Planner; Carol Coyle, Grant Coordinator; Kurt Wolf, Parks and Recreation Director; Eric McCormick, Golf Course Superintendent; Traci Malvich, Human Resources Manager; Nathan Stewart, Public Works Director; Cris Malvich, Streets Superintendent; Dallas Palmer, Police Sergeant

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.

WORK SESSION

AB 16-287 Request direction on the execution of the City of McCall and Treasure Valley Transit (TVT) Lease Agreement

Community Development Director Michelle Groenevelt presented the request for direction on the execution of the City of McCall and Treasure Valley Transit (TVT) Lease Agreement discussion to Council. The City of McCall and Treasure Valley Transit (TVT) have been working together to ensure the development of a multi-modal transit center to be located in downtown McCall. TVT recently purchase the facility adjacent to City Hall and intends to remodel this facility to accommodate use by the organization. City staff has been in discussion

with TVT to establish a potential partnership for use of the facility as office space for City staff in exchange for front desk staff services. A draft lease agreement for the City Council's consideration that has been approved by TVT and reviewed by the McCall City Attorney. This draft lease and proposed partnership is being introduced to the Council under this agenda bill for discussion and direction.

Council expressed some concern about the facility being closed during the lunch hour. Ms. Groenevelt explained that the City did not want to commit for that coverage in case there was not staff available but indicated that if staff was available the facility would be open.

Terri Lindenberg of Treasure Valley Transit also presented additional information regarding the federal funding that is involved with the development of this facility.

There was general Council consensus to move forward to finalize the lease agreement with TVT and come back at a future Council meeting for final approval.

AB 16-288 Treasure Valley Transit (TVT) General Fund Allocation Discussion

City Manager Nate Coyle presented the Treasure Valley Transit (TVT) General Fund Allocation discussion to Council. Recent discussion with the City Attorney had identified that a contract to outline payment from the City of McCall for services from TVT had not been established in previous years. Such a contract should be approved by the Council for the issuance of funds in exchange for these services. During the FY17 budget adoption process, the City Council authorized \$90,000 for use by Treasure Valley Transit. \$65,000 was intended for continuing cost of operations and \$25,000 was allocated for use as grant match to acquire a new bus to support McCall TVT operations.

Based on the information above, a draft contract was established for review and comment by the City Council.

There was some discussion as to when the statistics would be required from TVT for submission to Council. There was general consensus that the information would be provided to the Council during the budget process. There was also some discussion regarding the routes and possible changes that could be considered.

There was general consensus from the Council to move forward with the contract with just a few changes and bring back to the Council in final form at the next meeting.

AB 16-289 McPaws FY17 Funding Allocation Contract Discussion

City Manager Nate Coyle presented the McPaws FY17 Funding Allocation Contract discussion to Council. Recent discussion with our City Attorney had identified that a contract to outline payment from the City of McCall for services from McPaws had not been established and executed since 2011. Such a contract should be approved by the Council for issuance of funds in exchange for these services. During the FY17 budget adoption process, the City Council authorized \$40,000 in funds for support of services provided by McPaws.

Based on the information above, a draft contract was established for review and comment by the City Council. This contract is the same contract utilized at the last date of execution in 2011. Of note, paragraph 3b outlines a process for covering cost of an animal impounded by the City of McCall for a period greater than 30 days. Although this has not occurred in the past two years,

this cost would be in addition to the \$40,000 budgeted for McPaws in FY17. Staff has discussed this provision with McPaws and the agency has requested that this provision stay within the contract, as it had been included within the contracts approved in previous years.

Rebecca Wallick, Executive Director of McPaws Regional Animal Shelter, addressed the Council. She distributed a handout that included a previous contract that had language in the contract that was not in the proposed contract which she requested be included in the proposed contract. The referenced language is related to the possibility of McPaws needing to board an animal beyond the 30 days per a request from the City. The medical cost would be only for emergency care or reimbursement for euthanizing an animal.

There was some concern expressed by Council Member Witte with the blanket statement of agreement to pay for all direct costs associated with the possibility of housing an animal beyond the 30 days. However, Mayor Aymon and Council Member Giles were not concerned as the scenario has been rare and felt the risk was minimal.

Bill Nichols weighed in on the risk to the City if this language was left in the agreement, which he felt was minimal. He also suggested a more defined language as to the kind of cost that may be accrued.

Council requested some clarifying language that states only emergency veterinary care would be provided to the animal that may need a stay longer than 30 days.

Council directed staff to make the suggested changes and bring the contract back at a future Council meeting for approval.

PUBLIC COMMENT

Mayor Aymon called for public comment at 6:12 p.m.

Hearing no comments, Mayor Aymon closed the comment period.

CONSENT AGENDA

Staff recommended approval of the following items:

1. City Council Special Minutes – June 5, 2015
2. City Council Regular Minutes – September 10, 2015
3. City Council Regular Minutes – December 1, 2016
4. Payroll Report for Period Ending December 2, 2016
5. Clerk's License Report
6. AB 16-266 Request to Approve Norco 10-Year Lease Agreement
7. AB 16-283 Request to Adopt Resolution 16-24 to Authorize the City Treasurer to Pay Routine City Bills
8. AB 16-284 Request to Apply for the Tree City USA & Growth Award 2016 – Application for Re-Certification
9. AB 16-291 Request to Approve Resolution 16-23 Authorizing Surplus of a Polaris Ranger

10. AB 16-293 Request to Approve FY16 Annual Road and Street Financial Report

Council Member Witte moved to approve the Consent Agenda as submitted. Council Member Giles seconded the motion. In a roll call vote Council Member Witte, Council Member Giles, and Mayor Aymon all voted aye and the motion carried.

BUSINESS AGENDA

AB 16-290 Appointments to the McCall Area Planning and Zoning Commission

City Planner Deltas James presented the appointments to the McCall Area Planning and Zoning Commission recommendations to Council. The McCall Area Planning and Zoning Commission consist of seven (7) members: four (4) appointed by the Mayor with consent of the Council, and three (3) appointed by the Board of Valley County Commissioners. All members must be residents of the city or the area of city impact for a period of at least two (2) years prior to appointment (MCC 3.12.02).

The first terms of two members on the McCall Area Planning and Zoning Commission, Steve Callan and Nancy Farnsworth, have expired, thereby creating two position vacancies. Both Steve Callan and Nancy Farnsworth would like to serve a second term on the Commission and are requesting re-appointment. Additionally, the position openings were advertised, resulting in four other individuals submitting letters expressing interest in serving on the Commission; Craig Campbell, Robert Lyons, George McFedries and Philip Roth. Mr. Roth has since withdrawn his letter of interest.

At its December 6, 2016 regularly scheduled meeting, the Planning and Zoning Commission reviewed the submitted letters of interest, and invited the applicants to present their qualifications and basis of interest in serving on the Commission. After discussion, the Commission unanimously recommended to City Council that Steve Callan and Nancy Farnsworth be appointed to the Commission for second three-year terms. In making this motion, the Commission cited the steep learning curve of Commission service and a desire to keep consistency within the group through the Comprehensive Plan update and code re-write effort currently underway.

Council reviewed the letters of interest or resumes from Steve Callan, Nancy Farnsworth, Craig Campbell, Robert Lyons, and George McFedries.

Council Member Giles moved to approve the recommendation of the McCall Area Planning and Zoning Commission and appoint Steve Callan and Nancy Farnsworth to the Planning and Zoning Commission, each for a term of three (3) years expiring December, 2019. Council Member Witte seconded the motion. In a roll call vote Council Member Giles, Council Member Witte, and Mayor Aymon all voted aye and the motion carried.

AB 16-285 Request for Approval for the FY17 Certified Local Government Grant for Historic Preservation Commission Training

Carol Coyle presented the request for approval for the FY17 Certified Local Government Grant for Historic Preservation Commission training. The Idaho State Historic Preservation Office (SHPO) administers federal funds for preservation projects through the Certified Local Government (CLG) program. The City of McCall is a certified local government and is eligible

to apply for funding. The McCall Historic Preservation Commission wishes to attend the 2017 Idaho Heritage Conference in Boise in September, 2017. The conference typically offers workshops regarding preservation, research methods, and other topics of value to Commission members. Grant funds and funding from the FY17 City budget would be used to pay for registration, lodging, meals, and mileage for five Commission members.

Council Member Giles moved to approve submission of a FY17 Certified Local Government grant for Historic Preservation Commission training 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, and Mayor Aymon all voted aye and the motion carried.

AB 16-292 Request Approval of the 2017 City Prosecutor Contract

City Manager Nate Coyle presented the request for approval of the 2017 City Prosecutor Contract. He presented an agreement for prosecutor services between Paul Fitzer of MSBT Law, and the City of McCall for execution of city prosecutor services. The City's current Prosecutor, Jay Kiiha stated that he would be unable to continue providing prosecutor services to the city after December 31, 2016. A Request For Proposal was released to the public with a deadline of November 7, 2016 for submittals. The City received two submittals from Paul Fitzer with MSBT Law and Michael Flannigan with Carey Perkins LLP. A panel of four staff members, Nate Coyle City Manager, Justin Williams Police Chief, Michelle Groenevelt Community Development Director, and BessieJo Wagner City Clerk interviewed each candidate. After much discussion and review of references provided by the proposed selection, staff recommended contracting with Paul Fitzer of MSBT Law.

Mr. Fitzer was highly recommended by Jay Kiiha, the current prosecutor for the City of McCall. Mr. Kiiha was present to answer questions by the Council. He spoke very highly of Mr. Fitzer and did not have any concern with his ability to serve as the McCall Prosecutor. Unfortunately Mr. Fitzer had a previous engagement that would not allow him to attend this Council Meeting. However, if the Council decided to approve the recommended contract, Mr. Fitzer would be in attendance at the January 12, 2017 Council Meeting to meet the Council.

The existing agreement with Mr. Kiiha terminates on December 31, 2016. The Council reviewed both Prosecutor Packages A & B and the proposed contract.

Council Member Witte moved to approve the agreement for prosecutor services between the City of McCall and Paul Fitzer of MSBT Law, pending review without concern by the City Attorney, 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, and Mayor Aymon all voted aye and the motion carried.

AB 16-286 Request for Approval of the McCall in Motion Contract Amendment for Additional Services from Logan Simpson

Community Development Director Michelle Groenevelt presented the request for approval of the McCall in Motion Contract Amendment for Additional Services from Logan Simpson to Council. Logan Simpson, as an amendment to the contract for the McCall Area Comprehensive Plan Update and Transportation Master Plan, will provide additional services to complete the following: (1) Transportation Master Plan Phase II, (2) Building, Planning and

Zoning/Subdivision and Development Code Updates, and (3) development Workforce Housing Strategy for the City of McCall.

The Council reviewed the McCall in Motion Phase II Contract Amendment which had been reviewed by the City Attorney, Exhibit D the project schedule, and the 160301 McCall Executed Contract. Public Works Director Nathan Stewart addressed some of the question posed by the Council regarding the Transportation Plan and what type of document will be produced.

Council Member Giles moved to approve the amendment to the contract for additional services to complete the following: (1) Transportation Master Plan Phase II, (2) Building, Planning and Zoning/Subdivision and Development Code Updates, and (3) development of Workforce Housing Strategy for the City of McCall, 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, and Mayor Aymon all voted aye and the motion carried.

AB 16-295 Request to Adopt Resolution 16-25 Setting the 2017 Golf Rates

Golf Course Superintendent Eric McCormick presented the request to adopt Resolution 16-25 setting the 2017 Golf Rates. At the December 1, 2016 the Council reviewed the recommended Golf Rates for 2017. The Golf Course Advisory Committee recently reviewed golf rates and recommended no change to golf fees for the 2017 season. Due to the recent direction given by Council and the recommendation from staff to raise the season pass by 2%, City Council directed staff to prepare a resolution to adopt the recommended 2017 Golf rates.

The recommended changes are as follows:

<u>SEASON PASS</u>	<u>2016 Rates</u>	<u>2017 Rates</u>
Unlimited play– anytime	\$750.00	\$765.00
Unlimited play – after 1:00pm	\$375.00	\$382.00
College Student (22 & under)	\$231.00	\$235.00
Junior (18 & under)	\$100.00	\$102.00

The Council reviewed Resolution 16-25

Council Member Witte moved to adopt Resolution 16-25 setting the 2017 McCall Golf Course rates 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, and Mayor Aymon all voted aye and the motion carried.

AB 16-297 Golf Course 5-Year Financial Actuals and Annual Event/Tournament Schedule Review

Golf Course Superintendent Eric McCormick presented the Golf Course 5-Year Financial Actuals and Annual Event/Tournament Schedule Review to Council. During the December 1, 2016 meeting, Council members requested a presentation to review actual revenue and expense information for the Golf Course in preparation for consideration to approve a negotiated Golf Pro agreement before October of 2017. This information was presented by staff. As a reminder, the existing agreement with the Golf Pro stipulates that financial information of the Pro is confidential and should only be disclosed to the City Treasurer, City Manager, and City Council. This information is exempt from public disclosure under Section 9-340 of Idaho Code, and an

executive session should be requested if the Council requests to review this material. Staff has reviewed financials as a part of the contract discussion process.

Also requested by the Council during the December 1, 2016 meeting was an event calendar for the Golf Course displaying tournaments scheduled for the 2017 golf season.

There was some discussion involving the tournament schedule and the effect on the general public's ability to play during those tournaments.

AB 16-282 Treasurer's Report as required by IC 50-208

City Treasurer Linda Stokes presented the Treasurer's Report as required by IC 50-208. The Treasurer's report included information of accounts and activity of the Treasurer's office during the month of October 2016 and November 2016 regarding care, management or disposition of moneys, property, or business of the City.

The Council reviewed the Oct. 2016 Report and the Nov. 2016 Report. The Council gave feedback of some additional information for the report. This report will be presented to the Council monthly at their second regular meeting of each month.

AB 16-296 City Manager Annual Performance Evaluation

Human Resources Manager Traci Malvich presented the City Manager Annual Performance Evaluation forms to Council. This is the time of year when all City employees participate in the Annual Performance Evaluation process. As a result, it is time for the Council to evaluate City Manager Nate Coyle's performance during the evaluation period.

The Performance Evaluation process used by City employees is as follows:

Phase I - Employees complete Employee Self Feedback form and submit it to their manager. Employees also complete the Evaluation of Supervisor form and submit it to Human Resources who in turn will summarize the comments into one document and forward compiled comments to the respective department head.

Phase II - Managers/Supervisors use the position description, self-feedback, and Performance Expectations form to complete the Annual Performance Evaluation. Managers/Supervisors meet with their direct reports formalize and summarize discussions that have occurred regarding the employee's performance during the review period.

After a brief discussion it was the consensus of the Council to meet in Executive Session on January 12 to pull together the comments and evaluations from the Department Heads and Council Comments prior to Council Member Witte finalizing the City Manager Evaluation to be administered in Executive Session on January 26.

AB 16-294 Mayor Aymon – Summary of Trip to the Capitol

On November 2, 2016 Mayor Aymon attended the cutting of an 80-foot Engelmann spruce at the Little Ski Hill, just west of McCall on Highway 55. The tree was taken to the McCall Airport to be prepared for its long trek across the Country to the Washington D.C., but before leaving McCall, the tree was brought downtown for McCall's Christmas tree lighting ceremony lead by Mayor Aymon. She met the tree at the Nation's Capitol which was decorated by thousands of

handmade ornaments by mostly Idaho students, and attended the lighting ceremony on December 6th.

While in Washington D.C., Mayor Aymon attended a reception held at the United States Botanical Gardens and was the guest speaker at the Forest Chief's Reception at the Department of Agriculture Gardens where she spoke about McCall highlighting the outdoor community and McCall being a Four Season Recreation Mecca highlighting out ski industry and Little Ski Hill being the nursery of the Capitol Christmas Tree. She toured the Pentagon, and went to two other engagements.

Upcoming Meetings Schedule Discussion

Council discussed upcoming meetings.

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.

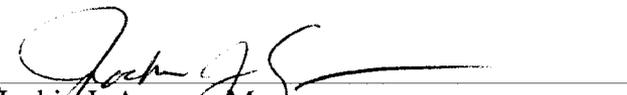
ADJOURNMENT

Without further business, Mayor Aymon adjourned the meeting at 7:40 p.m.

ATTEST:


BessieJo Wagner, City Clerk




Jackie J. Aymon, Mayor