



CITY OF KETCHUM, IDAHO SPECIAL CITY COUNCIL MEETING
Monday, August 10, 2020, 4:00 PM
480 East Avenue, North, Ketchum, Idaho

Minutes

To ensure physical distancing, public attendance at Council meetings is limited. Members of the public may observe the Council meeting live on the City's website at ketchumidaho.org/meetings or watch the meeting outside the Council Chambers

If you would like to comment on an agenda item, please submit your comment to participate@ketchumidaho.org by 10:00 am the day of the meeting. Comments will be provided to the City Council.

- CALL TO ORDER: By Mayor Neil Bradshaw

Mayor Neil Bradshaw called the meeting to order at 4:00 p.m.

- ROLL CALL

PRESENT

Mayor Neil Bradshaw
Council President Amanda Breen
Councilor Michael David
Councilor Courtney Hamilton
Councilor Jim Slanetz

ALSO PRESENT:

City Administrator Suzanne Frick
Director of Finance & Internal Services Grant Gager

- COMMUNICATIONS FROM MAYOR AND COUNCILORS

Councilor Courtney Hamilton requested an update at the next council meeting regarding outdoor dining in the parking areas.

Mayor Neil Bradshaw advised that there will be an Open Street Meeting on 4th Street and Town Square so we can continue dialogue with the community on closing or opening streets.

- PUBLIC HEARING

Mayor Neil Bradshaw advised there will be public comment on the 2nd reading of the Budget. Today will be council deliberation only. Mayor Bradshaw thanked Council for sitting through the last meeting and hearing all the outside agency requests. He talked about ongoing expenditures for the city departments and the outside agencies. Mayor Bradshaw displayed a power point showing the revenue and expenditure adjustments. He summarized the decrease in revenue that is being forecasted and talked about the expenditure expense adjustments that are being proposed. He talked about the importance of a visitor's experience and the fact that essential services are a priority. The proposed budget balances.

Mayor Neil Bradshaw started the conversation by talking about the Revenue Forecast and showed a slide with the LOT forecast.

Councilor Jim Slanetz stated that he believes we have forecasted too low on the revenue side. Councilor Michael David agrees and talked about possible winter scenarios. He suggested forecasting more revenue to avoid making as many cuts and proposed reviewing the numbers again in December. He talked about businesses being resilient and would like to be less conservative and fund Visit Sun Valley. Council President Amanda Breen agrees with Michael David stating that 34% is too conservative. Amanda Breen would also like to fund BCHA. Councilor Courtney Hamilton talked about revisiting the revenue later. Mayor Bradshaw suggested looking at the revenues each quarter. Council continued to deliberate on how to forecast and move forward. Jim Slanetz suggested funding incrementally to incentivize the organization to produce more revenue. Mayor Neil Bradshaw suggested adjusting the funding as the year goes along. Courtney Hamilton talked about who to fund if we increase the forecasted revenue.

Mayor Neil Bradshaw talked about staffing and his priorities. He thanked staff for all they do and talked about staff's dedication to the City. Mayor Bradshaw talked about Mayor and Council reducing their own pay and benefits and asked council for their thoughts. Councilor Courtney Hamilton questioned an Administrative position stating, she would like to see another planner to assist in the re-zoning project and suggested a one-time consultant.

Director of Finance & Internal Services Grant Gager talked about timing. He advised that the intent is for all employees to leave this building together. He talked about the vision for the new city hall stating that they are budgeting for 3 greeters of the public. That number is being reduced from the current 5 to 3. Courtney Hamilton questioned the timing of the hire and the salary for the admin position. Grant Gager talked about recruiting that person in the next couple of weeks. Range would be \$35,000 to \$50,000 plus benefits. Council President Amanda Breen questioned if we could get by without that position this year. Grant Gager talked about customer service. City Administrator Suzanne Frick described the position role and job responsibilities. Mayor Neil Bradshaw talked about the importance of the front desk position and customer service. Councilor Michael David asked if the position could be pushed back until the public is able to access the building in the future. Grant Gager talked about the phone calls and people visiting city hall, he advised that it is busy. Courtney Hamilton asked about the seating for this person in this building. Suzanne Frick explained they need to know planning and finance. That is another problem with the delay in hiring. It takes 3 to 6 months to learn the organization. We would like that position to hit the floor running in the new building. Suzanne Frick explained the previous model for 3 people dedicated to the front counter. The Mayor voiced his support of this position. Courtney Hamilton agrees it would help with the level of service.

Councilor Courtney Hamilton questioned the LOT and asked if the decrease in building materials has been factored into the projection. Director of Finance & Internal Services Grant Gager explained how LOT is collected and what has been factored in.

Mayor Neil Bradshaw addressed marketing. He described this budget as being business friendly and essential services being met. He asked how we want to market, or if we want to market.

Councilor Courtney Hamilton talked about the activities in the winter not being based around Baldy and stated that the funding for Visit Sun Valley is more than marketing, they have created a brand for our valley. She does not want to lose that; it would be a detriment to our community. Having somebody with a direct line to our visitors is important. It is less about marketing and more about managing in a friendly and informative way.

Council President Amanda Breen is frustrated with the conversation over marketing vs. essential services. She talked about Visit Sun Valley managing traffic, stating they are very targeted, and it is important to focus on the quality of their experience. She voiced frustration with the proposed budget and how it was presented. She said it is wrong to budget zero dollars for marketing. Mayor Neil Bradshaw talked about the conversation he had with Visit Sun Valley in March and explained that we could have held back this year's funding, but we did not. He advised it was a reallocation. This is a balancing act and if the council would like to reallocate differently, he is open to that.

Councilor Jim Slanetz stated that he believes in Visit Sun Valley and believes we will get a good return on our investment. They have the expertise we should support at this time and he is in favor of maintaining a presence in the market.

Councilor Michael David agrees with the comments made. He advised this is the 3rd year we have talked to them about their budget and them finding alternative funding mechanisms. He would like that to continue.

Councilor Courtney Hamilton agrees with Councilor Michael David regarding the alternative funding mechanisms. She would like to see more support from the businesses and believes we should always be a partner and stated that their ask is fair.

Councilor Amanda Breen agrees. She went on to talk about a business improvement District stating that will be discussed with Executive Director Scott Fortner next week.

Mayor Neil Bradshaw asked for comments on BCHA and KSAC.

Councilor Michael David is in support of the additional \$10,000 being requested for BCHA. He would like to find out more about what they are doing and how we can help. Councilor Jim Slanetz questioned if they should run lean this year so they would have more next year? Councilor Courtney Hamilton disagrees and would like to do everything we can to support. She is in support of \$25,000 towards this. Council President Amanda Breen agrees and said they already run lean. Mayor Neil Bradshaw talked about the timeline for the Bluebird project. Administrator Suzanne Frick advised that the \$2.2M is not all allocated for the Bluebird Project. Council is in support of \$75,000 funding to BCHA.

Mayor Neil Bradshaw asked about Ketchum Sustainability Advisory Committee (KSAC) ask of \$20,000. Councilor Courtney Hamilton believes we need to have a Greenhouse Gas Emissions Plan. She would rather the \$50,000 be reallocated. Mayor Neil Bradshaw questioned if the new Utility Director could manage the plan. He talked about putting in a place holder for one-time money until we see how the Utility Director plan works out. City Administrator Suzanne Frick clarified that \$50,000 will go toward the Greenhouse Gas Emissions Plan or specific projects. After the position is filled it would be decided by council on how to spend.

Mayor Neil Bradshaw then asked council how to proceed with funding VSV \$110,000. Councilor Michael David talked about the funding of Parks & Recreation and reaching out to other jurisdictions. Mayor Bradshaw believes it is too late for this conversation this year, but we should look at this again in the future. Councilor Michael David talked about all Ketchum does. Mayor Neil Bradshaw is grateful of all the support of the other communities.

Council President Amanda Breen talked about the LOT projections and how to move forward. Council deliberated. Councilor Michael David does not know if we should make that call tonight. We can wait until the next meeting to make more decision when we have more returns.

Mayor Neil Bradshaw would like some direction for the 2nd hearing.

Mayor Neil Bradshaw questioned if the revenues do not come in how the council wants to handle that. Projections were discussed.

Councilor Courtney Hamilton had several questions.

1. There is \$200,000 saved for 1% lot fund, why? Director of Finance & Internal Services Grant Gager explained that is a timing issue. All funds are turned over.
2. She talked about decreasing the legislative budget. She does not want to decrease salary and benefits. She is in favor of reducing the Travel & Training line item. Grant Gager explained what that line item has been used for in the past and advised he could reallocate it. Where to reallocate was discussed.
3. Special Projects Internship – She questioned if there is a vision for this or could it be used elsewhere. Grant Gager talked about how that line item was used in the past.
4. She questioned the merit increases. Grant Gager advised they are infrequently used; however, it is discretionary and suggested leaving it in.
5. Courtney Hamilton questioned transferring money from the general fund to the Capital Fund. Grant Gager explained the process.
6. Forest Service Park Study - She does not know if we should spend \$50,000 on that this year. Mayor Neil Bradshaw explained that it is a space holder and could be used for something else with council approval. It is appropriated but not spent. He believes it is good to leave that in there.
7. Councilor Courtney Hamilton questioned the \$400,000 in the fund for the City Hall Remodel. Mayor Neil Bradshaw talked about the preliminary work that was done and explained that we will be putting out an RFP to get a general contractor to help us with the planning process. He is looking at September to come to council with a plan and a cost. We should have access to the building in January. Courtney Hamilton questioned how we move forward if the work is more than \$400,000. Mayor Bradshaw talked about other funding mechanisms and advised that will be discussed after we have a general contractor to drill down on the numbers. This will come back to council after the budget process is complete.
8. Councilor Courtney Hamilton questioned the fund balance in the Water Fund and if there is a need to increase water rates. Grant Gager explained that we are in year 4 of the Ketchum Springs project and outlined all the improvement projects that are needed.
9. Councilor Courtney Hamilton would like to fund the rewrite of the zoning code. She would like a contractor position for the year to complete this project and see that it is updated before 2022.

Mayor Neil Bradshaw asked for any additional comments. He has good direction on how to move forward.

Director of Finance & Internal Services Grant Gager gave direction on how to proceed.

Councilor Courtney Hamilton questioned the forecast and projections. Director of Finance & Internal Services Grant Gager talked about sales and parking lot activity continuing to be done. June activity and sales were up but it does not seem to be staying up. Mayor Bradshaw gave suggestions on how to move forward this evening by adding \$100,000 to revenue. Grant Gager talked about the noticing function,

explained the process, and gave council their options for moving forward. It was decided to put \$100,000 in revenue as a placeholder and open the next meeting up for public comment.

1. ACTION ITEM: Recommendation to adopt Resolution 20-019 Adopting the Mayor's Proposed Budget as the Preliminary Budget - Director of Finance & Internal Services Grant Gager

MOTION TO ADOPT RESOLUTION NO. 20-019, APPROVING THE PROPOSED BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021, CONTAINING THE PROPOSED EXPENDITURES AND REVENUES NECESSARY FOR ALL PURPOSES FOR SAID FISCAL YEAR TO BE RAISED AND APPROPRIATED WITHIN SAID CITY AND PROVIDING FOR PUBLICATION OF NOTICE OF PUBLIC HEARING AND FOR PUBLIC HEARING THEREON

Motion made by Councilor David, Seconded by Councilor Hamilton.

Voting Yea: Council President Breen, Councilor David, Councilor Hamilton, Councilor Slanetz

2. ACTION ITEM: First Reading of Ordinance No. 1208, Annual Appropriations Ordinance - Mayor Neil Bradshaw

MOTION TO APPROVE THE FIRST READING OF ORDINANCE NO. 1208, AN ORDINANCE OF THE CITY OF KETCHUM, IDAHO, ENTITLED THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, APPROPRIATING TO THE VARIOUS BUDGETARY FUNDS, SUMS OF MONEY DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES WITHIN EACH FUND FOR THE ENSUING FISCAL YEAR, AUTHORIZING A LEVY OF A SUFFICIENT TAX UPON THE TAXABLE PROPERTY AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SAID APPROPRIATION IS MADE, AND TO INCREASE THE LOT FUND BUDGET BY \$100,000 AND TO READ AND PROVIDING AN EFFECTIVE DATE AND TO READ BY TITLE ONLY.

Motion made by Councilor Hamilton, Seconded by Councilor Slanetz.

Voting Yea: Council President Breen, Councilor David, Councilor Hamilton, Councilor Slanetz

Council President Amanda Breen read the title aloud.

- ADJOURNMENT

Motion to adjourn at 6:30 p.m.

Motion made by Council President Breen, Seconded by Councilor Slanetz.

Voting Yea: Council President Breen, Councilor David, Councilor Hamilton, Councilor Slanetz

Neil Bradshaw, Mayor

Robin Crotty, City Clerk