



**CITY OF KETCHUM, IDAHO**

**\*\*SPECIAL MEETING\*\* ARTS COMMISSION**

Thursday, October 24, 2024, 5:00 PM

191 5th Street West, Ketchum, Idaho 83340

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**AGENDA**

**PUBLIC PARTICIPATION INFORMATION**

Public information on this meeting is posted outside City Hall.

**We welcome you to watch Ketchum Arts Commission Meetings via live stream.**

You will find this option on our website at [www.ketchumidaho.org/meetings](http://www.ketchumidaho.org/meetings).

**If you would like to comment on a public hearing agenda item, please select the best option for your participation:**

1. Join us via Zoom (*please mute your device until called upon*).  
**Join the Webinar:** <https://ketchumidaho-org.zoom.us/j/86502824668>  
Webinar ID: 865 0282 4668
2. Join us at City Hall.
3. Submit your comments in writing at [participate@ketchumidaho.org](mailto:participate@ketchumidaho.org) (by noon the day of the meeting)

*This agenda is subject to revisions. All revisions will be underlined.*

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**CALL TO ORDER:** By Chairman Carter Hedberg

**ROLL CALL:** Pursuant to Idaho Code Section 74-204(4), all agenda items are action items, and a vote may be taken on these items.

**COMMUNICATIONS FROM CHAIRMAN AND COMMISSIONERS:**

1. Public Comments submitted

**CONSENT AGENDA:**

1. Recommendation to approve minutes of June 20, 2024 - City Clerk Trent Donat
2. Recommendation to approve minutes from the September 26, 2024 - City Clerk Trent Donat

**NEW BUSINESS:**

3. Determining a permanent commission meeting date and time - Chairman Carter Hedberg
4. Budget and finance report - Staff Liaison Daniel Hansen
5. Percent for Art report - Staff Liaison Daniel Hansen
6. Artwork maintenance and repair protocols - Staff Liaison Daniel Hansen

7. Review the Commission's governing documents - Staff Liaison Daniel Hansen
8. Discussion on the Arts Commission's purpose and future role - Chairman Carter Hedberg

**ADJOURNMENT:**



**CITY OF KETCHUM  
MEETING MINUTES  
KETCHUM ARTS  
COMMISSION**

191 5<sup>th</sup> Street West, Ketchum, 83340  
June 20, 2024 | 12:00 PM

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**CALL TO ORDER:** Carter Hedberg called the meeting to order at 12:03 PM  
(00:00:08 in audio – video did not record)

**ROLL CALL:**

Carter Hedberg  
Kristin Poole  
Jean Pierre Veillet  
Elizabeth Youmans  
Wendal Wirth  
Jill Lear  
Meredith Skillman

**ABSENT:**

Sophie Sawyers  
Mylan Chacon

**ALSO PRESENT:**

Daniel Hansen—Community Engagement Manager / Staff Liaison

**CONSENT AGENDA:**

1. Motion to approve the May 16 and May 24, 2024, minutes. (00:01:14 in video)  
Mover: Carter Hedberg  
Second: Jill Lear  
Result: Adopted

**NEW BUSINESS:**

2. Installation update for Art on 4<sup>th</sup> and Sun Valley Rad and Spruce Avenue Sculptures.  
Presented by: Daniel Hansen (00:02:40 in video)
3. Installation update for Crosswalk Artwork on Sun Valley Road.  
Presented by: Daniel Hansen (00:06:15 in video)

**Comments, questions, and discussion by commissioners (00:10:00 in video)**

4. Homage to Limber Pine Sculpture Update.  
Presented by: Daniel Hansen (00:13:42 in video)

**Comments, questions, and discussion by commissioners. (00:14:49 in video)**

5. Idaho Art Commission FY24 grant update.
6. Ketchum Arts Commission FY24 Budget and Expenses Report.  
Presented together by: Daniel Hansen (00:22:45 in video)

**Comments, questions, and discussion by commissioners. (00:28:02 in video)**

**ADJOURNMENT:**

**Motion to adjourn** *(00:38:10 in video)*

Mover: Elizabeth Youmans

Second: Jean Pierre Veillet

Result: Adjourned

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Carter Hedberg—Board Chair

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Daniel Hansen—Staff Liaison



**CALL TO ORDER:** Carter Hedberg called the meeting to order at 5:05 PM  
(Recording began at 00:01:20 in video)

**ROLL CALL:**

Carter Hedberg  
Kristin Poole  
Jean Pierre Veillet (*via teleconference*)  
Elizabeth Youmans  
Mylan Chacon (*via teleconference*)  
Sophie Sawyers  
Meredith Skillman

**ABSENT:**

Wendal Wirth  
Jill Lear

**ALSO PRESENT:**

Daniel Hansen—Community Engagement Manager / Staff Liaison

**CONSENT AGENDA:**

1. Motion to approve minutes of June 20, 2024. (00:01:50 in video)  
(moved to the next meeting as they had not been attached to the agenda for review)

**NEW BUSINESS:**

2. Crosswalk artwork installation future planning.  
Presented by: Daniel Hansen (00:02:50 in video)

**Comments, questions, and discussion by commissioners.** (00:07:18 in video)

*Carter Hedberg brought up the Limber Pine discussions. Kristin Pool gave an update. Commissioners discussed. This item was not on this agenda. (00:14:22 in video)*

3. Arts Idaho (Idaho Art Commission) grant updates.  
Presented by: Daniel Hansen (00:23:09 in video)

**Comments, questions, and discussion by commissioners.** (00:24:53 in video)

4. Potential Partnership with Sun Valley Jazz and Music Festival.  
Presented by: Daniel Hansen (00:28:10 in video)

**Comments, questions, and discussion by commissioners.** (00:29:38 in video)

5. Schedule Arts Commission onsite assessment of Limber Pine.  
Presented by: Daniel Hansen (00:32:51 in video)

**Comments and discussion by commissioners.** (00:33:04 in video)

6. Project Priorities for the 2025 Fiscal Year.  
Discussion led by: Carter Hedberg and Daniel Hansen (00:35:01 in video)

Discussion included commissioners throughout.

**ADJOURNMENT:**

**Motion to adjourn** *(01:04:35 in video)*

Mover: Carter Hedberg

Second: Elizabeth Youmans

Result: Adjourned

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Carter Hedberg—Board Chair

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Daniel Hansen—Staff Liaison





City of Ketchum

**KETCHUM ARTS COMMISSION MEETING AGENDA MEMO**

Meeting Date:  Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

Policy Analysis and Background (non-consent items only):

Purpose for discussion  
1. Review the percent for art ordinance (12.40, attached to this report) to better understand when it applies and how it can be used.  
2. Answer the commission’s questions regarding percent for art use that were posed during the September 2024 Arts Commission meeting.

**Ordinance summary**

Five percent of costs for the city’s eligible capital improvement projects up to \$1,000,000 will go towards funding art in public places. The amount contributed for projects over \$1,000,000 will be determined by the City Council.

- Eligible projects are those paid for entirely or in part from the city’s General Fund for construction, renovation, remodel, or acquisition of public:
  - parks;
  - buildings;
  - structures;
  - streets or roadways; or
  - parking facilities.
- All art obtained will be owned and maintained by the city and is currently overseen by the Parks and Recreation Director.
- All displayed works should be in public places and accessible to the public
- Artists/artwork for the program will be chosen through a public selection process
- Selected art shall comply with the city’s master plans (i.e., Comprehensive Plan, Downtown Master Plan, etc.)
- Other art activities that can be funded through the program (with City Council approval):



- public art awareness (i.e., walking tours, media platforms/campaigns/materials, or lectures); and
- artwork maintenance.
- The Arts Commission and the Parks and Recreation Director are responsible for the program’s art selection and maintenance.
- The Arts Commission is responsible for annual reports to the City Council on art installations, inventory, and condition.
- Funds are stored in an account under the Parks and Recreation Department

**Answers to questions and clarification**

- Can money from a public project generating funds from percent from art be used in a different location from the project?
  - Yes
- Can money from a public project generating funds from percent from art be pooled and carried over year-over-year to use on one big project?
  - Yes
- What account will this be tracked in?
  - In Ordinance 1084 states it should be in the Parks and Recreation fund. The city is determining if this should change.
- The current ordinance states that the Arts Commission and our Parks and Recreation Director are responsible for art inventory and upkeep and that a subaccount should be established for upkeep of art installed from the program.
  - City administration proposes that all art inventory and upkeep be overseen by the Arts Commission and managed by the Community Engagement Manager (Daniel Hansen)
  - City administration also proposes that the Community Engagement Department work with the finance department to establish funds for maintenance and repairs
- Did the Sun Valley Road project generate percent for art funds? Were they used?
  - An answer will be provided during the October 24 meeting

**Sustainability Impact:**

None OR state impact here: None

**Financial Impact:**

None OR Adequate funds exist in account:

**Attachments:**

- |   |
|---|
| 1. Chapter 12.40 from Ketchum City Code: Percent for Public Art |
| 2.  |
| 3.  |

## **CHAPTER 12.40 PERCENT FOR PUBLIC ART**

### **12.40.010 Purpose.**

It is the purpose of this chapter and the policy of the City through the dedication of five percent of the actual cost of all eligible capital improvement projects, as defined herein, for the funding of art in public places in the City in order to beautify public areas, to enhance the quality of life for Ketchum citizens, to attract tourism and to enhance community interest in municipal facilities, thereby expanding the City's economic base.

(Ord. 1115, 2014)

### **12.40.020 Percent for art program established.**

There is hereby established a percent for art program, which shall be administered as set forth in this chapter.

(Ord. 1084, 2011)

### **12.40.030 Eligible capital improvement projects.**

- A. Eligible capital improvement projects shall include, for the purposes of this chapter, every capital municipal construction or improvement project or portion thereof, paid for wholly or in part by the City of Ketchum general fund including, but not limited to, construction, renovation or remodel of any public park, public building or structure, street or road, or public parking facility developed by the City or developed privately and leased back to the City.
- B. All completed artworks commissioned or purchased through the percent for art program will be owned, insured and maintained by the City.
- C. Nothing contained herein shall preclude funding or the acquisition or commission of other public art for municipal property through other sources or mechanisms including contributions, matching monies, donations, or grants.

(Ord. 1115, 2014)

### **12.40.040 General requirements for art.**

- A. Works of art may be an integral part of a structure, attached to a structure or detached from a structure within or outside of it.
- B. All works of public art shall be located in a public place with public visibility and impact, and shall comply with all standards and guidelines for art in public places as set forth by the City of Ketchum Arts Commission and approved by the City Council and Mayor.
- C. A professional artist, or artists, shall be selected through a public selection process to consult, conceptualize, and/or design and fabricate an art component for the identified capital project.
- D. Activities that support public awareness and understanding of the City of Ketchum's art in public places program such as walking tours, printed materials, lectures and website development and maintenance may

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be funded from the public art fund as recommended and approved by the Ketchum Arts Commission, City Council and Mayor.

- E. Money from the public art fund may not be spent for:
1. Art objects of standard design or mass production, such as playground structures.
  2. Directional or other functional elements, such as supergraphics, signs, color coding, maps, etc., except where an artist is commissioned by the City.

(Ord. 1084, 2011)

#### **12.40.050 Administrative responsibilities.**

- A. The City shall empower its parks and recreation director or designee, in cooperation with the Ketchum Arts Commission, to be responsible for the selection of artists, project management and maintenance of public art in the City commissioned through the percent for art program. The parks and recreation director shall make recommendations for and shall advise other City departments regarding the maintenance, repair or other conservation of public art.
- B. An annual report shall be prepared by the Ketchum Arts Commission and submitted to the City Council regarding the commission's activities in the furtherance of the objectives of this chapter, including the existing condition of all works of art in the percent for art program and completed and ongoing maintenance.
- C. Selected public art shall be consistent with the City's Comprehensive Plan, Downtown Master Plan, zoning and subdivision ordinances, and land uses contemplated therein.

(Ord. 1084, 2011)

#### **12.40.060 Source of funds.**

- A. A public art fund within the parks and recreation fund shall be established into which funds authorized and collected pursuant to this chapter shall be deposited. A separate subaccount shall be established for the maintenance and conservation of commissioned public art works.
- B. From each qualifying and funded capital improvement project, that does not exceed \$1,000,000.00, the City shall place in the public art account an amount equal to five percent of such capital improvement project's actual costs to the City regardless of whether or not such capital improvement project is completed. For projects that exceed \$1,000,000.00, the amount to be placed in the public art account shall be determined by the City Council. The City will review the prior year's budget, as set forth in the prior year's completed audit, to determine the amount of money spent on capital improvements and will budget that amount into the public art fund.
- C. In computing the amount to place in the public art fund, the projected actual costs to the City shall include all amounts paid by the City to third parties in connection with the projects, including, but not limited to, amounts paid on contracts relating to the project and consultant fees incurred in connection with the project.

(Ord. 1084, 2011; Ord. 1115, 2014)



City of Ketchum

**KETCHUM ARTS COMMISSION MEETING AGENDA MEMO**

Meeting Date:  Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

Policy Analysis and Background (non-consent items only):

City administration would like to review the Arts Commission's governing documents with the commissioners to:

1. reinforce the commission's purpose to help prioritize projects and activities;
2. audit current activities to ensure they are meeting objectives; and
3. stimulate discussion on whether the commission agrees with their purpose and structure.

The Arts Commission's purpose and structure were created in ordinance 1010 (2007) and amended in ordinance 1168 (2017). Ordinance 1168 is attached for the commission's review.

**Summary of the Arts Commission's purpose**

- Responsible for location and selection of all public art in the City
- Advises city departments on maintenance, repair, or other conservation of public art
- Periodically reports on progress with art in the community to the Mayor and City Council

**Summary of the Arts Commission's structure**

- Comprised of no more than 9 members
- Mayor and Arts Commission Chair work together to recruit new Arts Commission members
- The Mayor and City Council confirm newly appointed Arts Commission members
- The Arts Commission shall adopt bylaws for the management and operation of meetings.
- In addition to the Arts Commissioners, the Ketchum Community Development Corporation's (KCDC) Executive Director will serve on the commission as a non-voting member.
- Arts Commissioner's terms are 3 years (two consecutive terms maximum).

**Summary of the Arts Commission’s duties**

- Stimulate art awareness and appreciation in Ketchum
- Incorporate art with new construction
- Support development of visual, performing, and literary arts individuals, organizations, and businesses
- General art education and promotion
- Preserve and grow the city's art resources
- Promote/create opportunities for residents to participate in artistic activities
- Provide information and general assistance to cultural organizations in Ketchum
- Promote the development of Ketchum artists and art institutions
- Assess art needs in Ketchum and share them with the Mayor, City Council, and the public
- Review and provide recommendations on city-proposed arts-related projects, events, grants, and funds spent to the Mayor and City Council
- Encourage and help coordinate partnerships around arts activities with other governmental agencies
- Seek and encourage financial support (grants, loans, etc.) for Arts Commission projects

**Discussion topics**

- Does the commission agree with its current purpose?
  - Would you like to see changes?
  - Would the commission like to schedule a meeting with the City Council to share progress on art programming in 2024?
- Does the commission agree with its current structure?
  - Would you like to see changes?
- Does the commission agree with its current duties?
  - Would you like to see changes?
- What does the commission want to be (now and in the future)?
  - What impact would you like to make on the community?
  - Do current purpose, structure, and duties support this?

**Sustainability Impact:**

None OR state impact here:

**Financial Impact:**

None OR Adequate funds exist in account: | None

**Attachments:**

1. Ketchum City Ordinance No. 1168

2.

3.

**ORDINANCE NO. 1168**

AN ORDINANCE OF THE CITY OF KETCHUM, IDAHO, AMENDING KETCHUM MUNICIPAL CODE, TITLE 4, "COMMISSIONS AND BOARDS", CHAPTER 4.16, "ARTS COMMISSION" TO UPDATE AND CLARIFY THE PURPOSE AND POLICY OF THE CITY AND ARTS COMMISSION IN ENCOURAGING PUBLIC ART; TO ADD NEW SECTIONS 4.16.020 PROVIDING DEFINITIONS AND 4.16.050 IDENTIFYING SOURCES OF FUNDS; TO PROVIDE ADMINISTRATIVE RESPONSIBILITIES FOR CONSERVATION AND MAINTENANCE OF PUBLIC ART; TO PROVIDE FOR THE ESTABLISHMENT, COMPOSITION AND TERMS OF THE ARTS COMMISSION; TO PROVIDE FOR DUTIES AND RESPONSIBILITIES OF THE ARTS COMMISSION; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; PROVIDING A CODIFICATION CLAUSE; PROVIDING A REPEALER CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS the City has previously established the Arts Commission and wishes to promote and support public art within the City of Ketchum; and

WHEREAS the City believes strongly that public art contributes to and enhances the beauty of public areas and the quality of life for the visitors to and citizens of Ketchum; and

WHEREAS, certain updates and revisions are desired to clarify the role, responsibilities, funding, and administration of the Arts Commission;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF KETCHUM, IDAHO AS FOLLOWS:

SECTION 1 AMENDMENT OF TITLE 4, CHAPTER 4.16. That Ketchum Municipal Code shall be amended by the following revisions of Title 4, Chapter 4.16, "Arts Commission" as follows:

Chapter 4.16

ARTS COMMISSION

Sections:

- 4.16.010 Purpose.
- 4.16.020 Definitions.
- 4.16.030 General Requirements.
- 4.16.040 Administrative Responsibilities.
- 4.16.050 Source of Funds
- 4.16.060 Establishment, Composition and Terms.
- 4.16.070 Duties and Responsibilities.

4.01.010 Purpose. It is the purpose of this Ordinance and the policy of the City to recognize the value of art in public places, in order to beautify public areas, to enhance the quality of life for Ketchum citizens, to attract tourism, to enhance art education and celebration of cultural heritage, and to provide incentives to businesses to locate within the City, thus expanding Ketchum's economic base.

4.01.020 Definitions. In construing the provisions of this chapter, the following definitions shall apply:

**Public Art:** Public art is art in any media (temporary, long-term, visual, performing, time-based, etc.) that has been planned and executed with the intention of being staged in the physical public domain, usually outside and accessible to all.

**4.01.030 General Requirements.**

- A. Public art may be an integral part of a structure, attached to a structure or detached from a structure within or outside of it. Public art may also be located on any publicly owned property or on publicly accessible private property upon formal written agreement with the private entity.
- B. Any public art chosen shall be located in a public place with public accessibility and impact, and further shall comply with any addition to any guidelines established by Council upon recommendation of the Ketchum Arts Commission.
- C. Nothing contained herein shall preclude funding City public art by matching monies, donations, or other means.

**4.01.040 Administrative Responsibilities.**

- A. The City designates the Ketchum Arts Commission, to be responsible for the location and selection of all public art in the City. The Ketchum Arts Commission shall make recommendations and shall seek input and advice from relevant City departments prior to installation. It shall also advise relevant City departments regarding the maintenance, repair, or other conservation of public art.
- B. Public art selected shall be consistent with the City's Comprehensive Plan, zoning and subdivision ordinances, and land uses contemplated therein.
- C. The Ketchum Arts Commission shall work with the City regarding the public art selected for installation in coordination with projects contained in the Capital Improvement Program and selection of artists for public art projects.
- D. The Ketchum Arts Commission shall make reports from time to time as requested by the Mayor and/or the Council.

**4.01.050 Source of Funds.**

Funds to support the Arts Commission may include but are not limited to General Funds, Percent for Arts funds, Ketchum Urban Renewal Agency funds, grants, donations, and funding from other organizations and agencies.

**4.01.060 Establishment, Composition and Terms.**

The Commission shall consist of no more than nine (9) members who shall receive no salary. The Mayor and Commission Chair will work together to discuss new members for appointment. Members shall be appointed by the Mayor and confirmed by the City Council, and any member may, in a like manner, be removed.

- A. The commission shall adopt bylaws for the management and operation of meetings.

B. In addition to the nine (9) members, the Executive Director of the Ketchum Community Development Corporation (KCDC) will serve as a non-voting member of the Commission.

C. The term of office for each of the members shall be three (3) years. Two consecutive three-year terms shall be the maximum allowable for a member and shall constitute a full term. Upon completion of a full term, reappointment will be allowable after a one-year waiting period.

**4.01.070 Duties and Responsibilities.**

The duties and responsibilities of the commission shall be as follows:

A. Stimulate awareness and appreciation of the importance of the arts in the broadest possible manner including, but not limited to, the review and incorporation of public art with existing and new construction (both public and private), support of visual, performing and literary arts (individuals, organizations, businesses), and both a general promotion of the arts and arts education.

B. Encourage the preservation and growth of the City's art resources, foster the development of a receptive climate for the arts, and promote opportunities for Ketchum residents to participate in artistic activities.

C. Provide information, encouragement, and general assistance to Ketchum's cultural organizations and artists.

D. Promote the development of Ketchum artists, institutions and community organizations sponsoring arts activities.

E. Assess the needs of the arts and of the people of Ketchum and make such information available to the Mayor and City Council and all interested agencies and persons.

F. Review and provide recommendations and advice to the Mayor and City Council on all proposed arts related projects, events, grants, general disbursement of funds or provision of services to artists, non-profit or for-profit arts institutions or organizations.

G. Encourage and provide direction to coordinate, partner or benefit from the arts activities or opportunities provided by other governmental agencies.

H. Seek and encourage financial support, including grants, loans and guarantees for Ketchum Arts Commission projects subject to approval by the City Council and Mayor.

**SECTION 2. SAVINGS AND SEVERABILITY CLAUSE.** It is hereby declared to be the legislative intent that the provisions and parts of this Ordinance shall be severable. If any paragraph, part, section, subsection, sentence clause or phrase of this Ordinance is for any reason held to be invalid for any reason by a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

**SECTION 3. CODIFICATION CLAUSE.** The City Clerk is instructed to immediately forward this ordinance to the codifier of the official municipal code for proper revision of the code.



SECTION 4. REPEALER CLAUSE. All City of Ketchum ordinances or resolutions or parts thereof which are in conflict herewith are hereby repealed.

SECTION 5. PUBLICATION. This Ordinance, or a summary thereof in compliance with Section 50-901A, Idaho Code shall be published once in the official newspaper of the City, and shall take effect immediately upon its passage, approval, and publication.

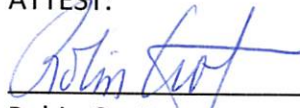
SECTION 6. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, and approved by the Mayor this 20th day of March 2017.

CITY OF KETCHUM, IDAHO

  
\_\_\_\_\_  
Nina Jonas, Mayor

ATTEST:

  
\_\_\_\_\_  
Robin Crotty  
Interim City Clerk