



CITY OF KETCHUM, IDAHO

CITY COUNCIL

Monday, June 02, 2025, 4:00 PM

191 5th Street West, Ketchum, Idaho 83340

AGENDA

PUBLIC PARTICIPATION INFORMATION

Public information on this meeting is posted outside City Hall.

We welcome you to watch Council Meetings via live stream.

You will find this option on our website at www.ketchumidaho.org/meetings.

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

- Join us via Zoom (*please mute your device until called upon*)

Join the Webinar: <https://ketchumidaho-org.zoom.us/j/86523214328>

Webinar ID: 865 2321 4328

- Address the Council in person at City Hall.
- Submit your comments in writing at <mailto:participate@ketchumidaho.org> (*by noon the day of the meeting*)

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

CALL TO ORDER: By Mayor Neil Bradshaw

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 MAYOR AND COUNCILORS

1. Public Comments submitted

CONSENT AGENDA:

ALL ACTION ITEMS - The Council is asked to approve the following listed items by a single vote, except for any items that a Councilmember asks to be removed from the Consent Agenda and considered separately.

2. Recommendation to approve minutes of May 19, 2025, City Council meeting - City Clerk Trent Donat
3. Recommendation to approve minutes of May 27, 2025, City Council ****SPECIAL**** meeting - City Clerk Trent Donat
4. Authorization and approval of the payroll register - Finance Director Brent Davis
5. Authorization of disbursement of funds from the City's Treasury for the payment of bills - Finance Director Brent Davis

- [6.](#) Recommendation to Approve Right-of-Way Encroachment Agreement 25966 with Roselyne Swig at 110 Spur LN - City Engineer Robyn Mattison
- [7.](#) Recommendation to approve City of Ketchum/KURA Agreement 25967, License for Access and Use of First and Washington Parking Lot - KURA Secretary and City Clerk Trent Donat
- [8.](#) Recommendation to award and approve Warm Springs Preserve Restoration Package 3 - Utilities, Paving, Grading Scope Agreement 25115 with Conrad Brothers Construction - Senior Project Manager Ben Whipple
- [9.](#) Recommendation to approve Warm Springs Preserve Restoration Project Construction Services Purchase Order 25131 with Superbloom - Senior Project Manager Ben Whipple
- [10.](#) Recommendation to approve Artist Agreement 25133 with Squire Broel for Art on 4th - Director of Community Engagement Daniel Hansen
- [11.](#) Recommendation to approve Memorandum of Understanding 25-006 with Wood River Farmers Market - Director of Community Engagement Daniel Hansen
- [12.](#) Approval of Scheduling Order and Notice for Administrative Appeal to City Council of Planning and Zoning Commission Decision on Extension Request P25-008 PEG Ketchum Hotel, LLC - City Attorney Matt Johnson and Planning & Building Director Morgan Landers
- [13.](#) Recommendation to approve Artist Agreement 25134 with Ed McCarthy - Director of Community Engagement Daniel Hansen
- [14.](#) Recommendation to Approve Amended Right-of-Way Encroachment Agreement 25960A at 2207 Warm Springs Road with Sun Valley Idahome LLC - City Engineer Robyn Mattison

PUBLIC HEARING:

- [15.](#) Recommendation to conduct second reading of Ordinance 1262 (revised eBike regulations) - City Administrator Jade Riley

NEW BUSINESS:

- [16.](#) Briefing regarding Blaine County Recreation District's proposed recreation levy – BCRD Executive Director Mark Davidson
- [17.](#) Recommendation to approve Purchase Order 25121 with HDR Engineering to perform Ketchum Stop Sign Study - Senior Project Manager Ben Whipple
- [18.](#) FY 2026 Budget Development Update on Housing Program - Finance Director Brent Davis
- [19.](#) Briefing on draft Memorandum of Understanding 25-007 with the Ketchum Fire District - City Administrator Jade Riley and Fire Chief Seth Martin
- [20.](#) Review of the 2025 citywide work plan and continued discussion of Fiscal Year 2026's project and budget priorities - City Administrator Jade Riley and Finance Director Brent Davis

EXECUTIVE SESSION:

21. Idaho Code 74-206(1)(c)(d)(f) - To acquire an interest in real property not owned by a public agency, To consider records that are exempt from disclosure, and To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated

ADJOURNMENT:

Cyndy King

From: Richard Mull <mullrlus1@gmail.com>
Sent: Monday, May 26, 2025 4:19 PM
To: Participate
Subject: E-bike rules

Hi, I saw the announcement re an E-bike ordinance and wanted to pass on some suggestions. I'm a competitive cyclist and have raced internationally as part of Team USA. I'm a Sun Valley resident and have lived in SV for 26 years.

The biggest thing that has been missing in terms of regulating E-bikes is detailed signage that:

1. Specifies the types of E-bikes not allowed by showing an image of each and a brief distinguishing feature
2. Mention of the new ordinance and penalty.

Signage ideally would be at each place the bike path crosses a road.

Regular low speed E-bikes are not generally a problem. They move quite slow in my experience.

The biggest problems are very heavy large tire motor bikes most of which have throttles that don't require pedaling and many of which are driven by kids (many underage) going very fast. Many kids head from Hailey and Bellevue to the Ketchum skate park. Other kids are commuting to school. Those should be considered "reckless" per se and banned.

A community presentation to parents and kids laying out these rules and answer questions would be very helpful. Occasional police presence on the bike paths definitely help.

One other point affecting safety on the bike paths are markings and signs where the paths cross roads asking drivers to watch for/yield to those on the paths. I can't tell you how many cars don't even slow down even when the bike rider does and looks right at them. Gimlet and Ohio Gulch are particularly bad.

Richard Mull
208-720-8937

Cyndy King

From: City of Ketchum Idaho <participate@ketchumidaho.org>
Sent: Monday, May 26, 2025 10:12 AM
To: Participate
Subject: Form submission from: Contact Us

Submitted on Monday, May 26, 2025 - 10:12am

Submitted by anonymous user: 199.231.118.236

Submitted values are:

First Name Charles

Last Name Ely

Email bikenorth51@gmail.com

Phone number

Email/text notifications

Question/Comment

This is a comment on the new proposed ordinance concerning human powered vehicles. The fine appears to be in-line with a motor vehicle fine and appears to cover all human powered vehicles. The comment is, the picture on the Mountain Express web page has an individual walking to the extreme left of the travel lane, only paying attention to their phone. I can't see if there are ear phones on. I hope your education program includes walkers. Do you have adequate bike lanes that run along the city roads or dedicated bike lanes? As a cyclist who owns and rides both an analog and e-road bike, I just hope the education covers the full spectrum of recreation. This will most likely impact families and the older generation than a roadie. Idaho law does allow for cyclists's to flout a few rules if safe. Like rolling thru a stop sign if it's safe. I applaud the effort to remove "e-bikes" that are over 750 watts or that have been modified in such a way, that the type class distinction has been changed.

The results of this submission may be viewed at:

<https://www.ketchumidaho.org/node/7/submission/12796>

Cyndy King

From: Mark Maykranz <mmaykranz@hotmail.com>
Sent: Friday, May 23, 2025 1:18 PM
To: Participate; Amanda Breen; Spencer Cordovano; Tripp Hutchinson; Courtney Hamilton
Subject: Comp plan, Y housing

I am very disappointed that the Town is going to use the Bluebird model again for the proposed Y project. I displayed my support for the Y project assuming that the income targets would be in line with the essential workforce (teachers, nurses, emt's, etc). I absolutely oppose the wage profile that was used for Bluebird. Again and again, we hear we are going to house essential workers for Ketchum, and, instead, we house Nannie's, painters, and employees to work down valley. Accordingly, I rescind my support for the project. I will raise this topic in the next election season. Remarkably, council seems to be attracted to friction. The federal tax credit program does not work for Ketchum's needs.

I spent some more time on the comp plan. Three topics concern me the most: upzoning, building heights, and the classification as nonconforming of single family homes in upzoned areas.

Construction costs, not including land, are north of 1k per square foot. To think that reducing the number of single family homes in Ketchum so more condominiums can be built will increase the number of families who live in Ketchum is pure folly. It's a comical act. What you are doing is chasing away affluent families who can afford to live in Ketchum. Over time, these families will choose Sun Valley and Hailey for single family ownership. Once again, council is shooting itself in the foot and pissing off a bunch of locals.

Older condominium buildings should be targeted for locals' housing. The Town should buy condominiums in the under 550 k range and implement a rental and deed restricted program. For instance, there was recently a Pinewood 2 bedroom condo for about 550k. Great location, with parking, good to go. Other similarly priced units are coming on the market this Spring.

I am opposed to any building height allowance over 3 stories. I do not want to see any height incentives for any reason. I am extremely disappointed that Council is about to let the Limelight turn 11 hotel rooms into 2 penthouses. Remarkably, the Limelight was granted two additional stories and avoided the housing fees. Again, this topic will be revisited during campaign season.

Out of one side of the mouth Council approves a massive Marriott because "we need hotel rooms," and out of the other side of the mouth Council approves conversion of existing hotel rooms for more empty, godforsaken penthouses.

I have many concerns with the proposed code for sections 16.01.050 and 16.01.050B regarding nonconforming property. At several public hearings, Morgan Landers suggested that 1200 square foot additions were allowed in the current code for nonconforming properties (which is categorically false). In my opinion, this statement was made to placate the angry attendees at the meeting, as if to suggest that nonconforming code is not that onerous. Mathew (P and Z member) even quipped a 1200 square foot addition is very substantial. Now, the newly proposed code explicitly forbids additions of any size to nonconforming homes except in the CC zone. Again, another shot in the foot!

More later.

Sincerely,
Mark Maykranz

Cyndy King

From: Brian Poster <Brian@poster-construction.com>
Sent: Thursday, May 15, 2025 2:29 PM
To: Participate
Cc: steven@rivera-clair.com; Dylan Lobey
Subject: Working hours for street repair

Ketchum Elected officials

I was told that the City has rejected a proposal to increase working hours for the Highway 75 project. I'm not sure if this is true or just rumor. If it is in fact true, I would ask you to reconsider. The current traffic situation is slowing down every job in the City limits as well as Sun Valley. I would say that every job is losing ½ day per week due to the slowdown. That would add a month per year to every job. I've been told that excavation companies are losing 30-40 hours per day due to the excessive and unnecessary slow down. The carbon exhaust from all of the vehicles not moving is also a threat to the environment. If the road crews have budgeted to work nights, please let them. Many construction companies have to start in Hailey and go to the supply house to get materials for the day's work. This means that "just drive up earlier" is not an option. The inconvenience to people living along highway 75 is a fair concern, but it does not outweigh the economic impact to Ketchum business and residences. Tourist will find out about the traffic and go to other places in Idaho to avoid Ketchum. Please consider these items as you consider the current jamb we gotten into.

Brian Poster
Poster Construction



Brian Poster
208-720-1519 Cell
208-726-7676 Office

120 2ND Ave N Suite 105
P.O. Box 1139
Ketchum, Id 83340

www.posterconstruction.com

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Cyndy King

From: Steven Rivera <steven@rivera-clair.com>
Sent: Thursday, May 15, 2025 1:13 PM
To: Participate
Cc: letters@mtexpress.com
Subject: Reconsideration of Construction Hours for Trail Creek Bridge Project

Dear Council Members,

I am writing to express my deep concern regarding the recent decision by the Ketchum City Council to reject a proposal that would have allowed construction work to proceed during nighttime hours near Trail Creek at the southern entrance to town.

In just the first few weeks of the project, the disruption to daily life has already proven substantial. What was once a simple ~10-minute drive from Gimlet to Ketchum has now become a grueling 45-minute to one-hour commute. This is not merely an inconvenience—it is a widespread financial and logistical burden on local residents, workers, and business owners.

Please consider the following:

- Hourly workers and tradespeople, many commuting from as far as Twin Falls, are losing productive work hours stuck in traffic. This impacts businesses' bottom lines and employee compensation.
- Parents are struggling to get their children to school on time while also trying to maintain their own work schedules.
- Emergency services and delivery routes are delayed, adding risk and cost to essential operations.
- Environmental impact from idling vehicles during traffic standstills contributes to unnecessary emissions in a town that values sustainability.

While I understand that Council Members Tripp Hutchinson and Amanda Breen raised concerns about nighttime noise, I urge you to consider how most modern municipalities handle major infrastructure projects: by conducting the most disruptive work outside peak commute times, often overnight. This is standard practice in urban planning for precisely the reasons we are experiencing now.

A policy designed to protect a few from potential nighttime noise should not come at the cost of widespread hardship for so many. I respectfully request that the Council reconsider this decision, evaluate meaningful traffic and economic data, and explore a compromise that allows critical work to proceed more efficiently during off-peak hours.

Let us prioritize the collective needs of the greater Ketchum community and implement a strategy that minimizes long-term disruption.

Sincerely,
Steven J. Rivera
Full time resident / Gimlet

From: Alan P. <alanpattytx@gmail.com>
Sent: Wednesday, May 28, 2025 10:01 AM
To: Participate; mgriffith@sunvalleyidaho.gov
Cc: Alan P.
Subject: E-Bike Crisis

Follow Up Flag: Follow up
Flag Status: Flagged

These (mostly) kids on these e-bikes that operate at 30mph++ without pedaling are gonna kill someone soon on the hike/bike trails. I have a pedal assist E-Bike (20mph tops). They whiz past me frequently and seldom give warning.

Not all e-bikes are created equal.

[E-Bike Crisis and Outrage in NYC](#)

Regards, Alan Patty Sun Valley.

Onward!! AP - 830-431-2352

"Knowing God matters more than anything else."

The Doctrine of Humanity's Creation and Purpose.

Dawn Hofheimer

From: James Hungelmann <jim.hungelmann@gmail.com>
Sent: Monday, June 2, 2025 11:17 AM
To: Neil Bradshaw
Cc: Kerrin McCall; Amanda Breen; Courtney Hamilton; Spencer Cordovano; Tripp Hutchinson; Participate; Allison Goodwin
Subject: Re: GENERAL PUBLIC COMMENT - KCC Meeting June 2 2025 - SNOWMELT AND WILDFIRES ALERT

Ok Neil I will revisit what I had sent previously and get back.

Thanks,
Jim

El lun, 2 jun 2025 a las 11:08, Neil Bradshaw (<NBradshaw@ketchumidaho.org>) escribió:

Jim,

I am happy to send a letter to the governor (or the appropriate state official) requesting information on this program.

Feel free to send me a "draft request letter" that covers the all the informational items you are requesting and I will forward to the appropriate state decision makers

Thank you

Neil

NEIL BRADSHAW | CITY OF KETCHUM

Mayor

P.O. Box 2315 | 191 5th Street, W | Ketchum, ID 83340

o: 208.727.5087 | m: 208.721.2162

nbradshaw@ketchumidaho.org | www.ketchumidaho.org

On Jun 2, 2025, at 10:05 AM, Kerrin McCall <kerrinmac@gmail.com> wrote:

Attention: Ketchum City Council

It is truly alarming to me that the Ketchum City Council continues to ignore the dangerous poisoning of our community and Earth environment via GeoEngineering, euphemistically called "cloud seeding", Thank you Jim Hungelman for once again bringing this issue to the City Council's attention. Have you buried your compassion and awareness in the snow pack of denial? Cloud seeding has been going on in the WRV for 40 plus years, and is now increased by orders of magnitude by the global climate engineering agenda. Wake up! look up! Florida has recently made geo engineering activity illegal in the state. I am once again asking the Council to address this concern and press the Governor and the Idaho legislature to take action to halt chemical atmospheric spraying. From my letter written in 2016 printed in the Idaho Mountain Express, sent to the council previously and attached below: "All available data indicates that the ongoing global geo engineering programs are mathematically the greatest single assault against the web of life ever launched by the human race."

Thank you for your attention,
Kerrin McCall

Begin forwarded message:

From: Allison Goodwin <allisongoodwin1@gmail.com>
Subject: Re: GENERAL PUBLIC COMMENT - KCC Meeting June 2 2025 - SNOWMELT AND WILDFIRES ALERT
Date: June 2, 2025 at 8:07:39 AM MDT
To: James Hungelmann <jim.hungelmann@gmail.com>
Cc: ejones@mtexpress.com, "To: Neil Bradshaw" <nbradshaw@ketchumidaho.org>, Amanda Breen <abreen@ketchumidaho.org>, Courtney Hamilton <chamilton@ketchumidaho.org>, Spencer Cordovano <scordovano@ketchumidaho.org>, Tripp Hutchinson <thutchinson@ketchumidaho.org>, Participate <participate@ketchumidaho.org>

Thank you Jim for continuing to bring the Criminal GeoEngineering Programs to Light. To date, too many people are still in denial of the Obvious Continual Spraying of our atmosphere - even RFK Jr. brings attention to these CRIMES AGAINST HUMANITY. Weather Modification is Real and there is Plenty of Proof - Both Dane Wigington of www.geoengineeringwatch.org and Health Ranger Mike Adams www.naturalnews.com show the Proof! (both discuss here)

<https://nexusnewsfeed.com/article/climate-ecology/dane-wigington-from-geoengineering-watch-joins-mike-adams-to-discuss-heavy-metals-chemtrails-fallout/>

Lab tests have confirmed the spraying of Nano-Aluminum, Barium, Strontium +++ -

Creating DROUGHTS (**Problem**) Media Claiming "Climate Change" (**Reaction**) then "They" Spray New Toxic Crap Silver Iodide that "Scientists" Concur is CLOUD SEEDING - Yes seeding Toxins into Rain (**Solution**).

Idaho needs to Wake the F up about these Criminal Programs that have been underway for well over 25 years and have Escalated Globally for the past 10+ years. The Spraying of Nano Aluminum and other Metals have altered the pH of soils and rendered the Forests Highly "flammable" - it's the opposite of materials that don't burn. Ask any seasoned fire fighter - I have in Santa Rosa CA - The Fires are Burning a Thousand X Hotter than Normal.

So Let's get Idaho on board with Banning Geoengineering over our Skies. This is a Start as I understand the Air Space 30+K Ft above is apparently not "Ours to Control?" Which is BS however We The People ALL Need Oxygen to Breathe NOT NANO PARTICULATES SPRAYED FROM DRONED JET AIRCRAFT!

Thanks Team!
Allison Goodwin

On Sun, Jun 1, 2025 at 9:52 PM James Hungelmann <jim.hungelmann@gmail.com> wrote:

----- Forwarded message -----

De: **James Hungelmann** <jim.hungelmann@gmail.com>

Date: dom, 1 jun 2025 a las 21:45

Subject: GENERAL PUBLIC COMMENT - KCC Meeting June 2 2025 - SNOWMELT AND WILDFIRES ALERT

To: Neil Bradshaw <nbradshaw@ketchumidaho.org>, Amanda Breen

<abreen@ketchumidaho.org>, Courtney Hamilton <chamilton@ketchumidaho.org>, Spencer

Cordovano <scordovano@ketchumidaho.org>, Tripp Hutchinson

<thutchinson@ketchumidaho.org>, Participate <participate@ketchumidaho.org>

General Public Comment

Ketchum City Council Meeting – June 2, 2025

Re: Water Shortages and Wildfire Risk – Summer 2025

Dear Mayor and Councilors,

I write today regarding the recent *Idaho Mountain Express* article by Emily Jones, which outlines the state and federal government's outlook for the coming summer—an outlook of water shortages, drought conditions, and elevated wildfire risk, despite a winter with snowpack reported at 20% above average. The official narrative, as relayed by agencies like the Department of Water Resources, the Bureau of Reclamation, the NRCS, the national weather agencies, and others, attributes these concerns to a “faster-than-normal snowmelt” triggered by warm spring temperatures, “unusually dry soils” acting as a sponge, and—always lurking in the background—the vague specter of “climate change.” Yet, this mainstream account leaves much unspoken, particularly regarding government actions that have directly contributed to these conditions.

For example, there is no mention by any of these groups of the ongoing cloud seeding operations in the Wood River Basin—conducted by the Idaho Department of Water Resources and Idaho Power for the past 15 years—despite persistent questions about their long-term impacts. Independent experts and local testing have raised serious concerns about these programs, suggesting that cloud seeding is merely a cover for more sophisticated geoengineering activities, including the aerial dispersal of toxic and incendiary substances—materials that have been detected in alarming concentrations in local water samples, including aluminum levels five times above the EPA limit. These substances, they argue, act as desiccants, chemically altering snowpack and causing sublimation, whereby moisture bypasses the melt phase entirely,

evaporating directly into the atmosphere rather than infiltrating the ground. This process reduces available runoff, dries out the soils, and ultimately contributes to the very drought and wildfire risks being reported.

This mayor and council have been presented with these concerns for over a decade, and records show that citizens have repeatedly requested action—such as a simple, respectful inquiry to Governor Little seeking transparency about these programs. Yet, time and again, the mayor and council have chosen silence and inaction.

This refusal to engage in good faith with the community's legitimate concerns raises serious ethical and legal questions. Many citizens now believe that our local officials bear direct responsibility for the resulting risks—whether through willful neglect or active complicity—particularly as wildfires, caused not by climate change but by wholesale arson, continue to devastate our treasured forests.

A Wrecking Crew of Blaine Pretenders that was giddy about imposing punishing COVID measures from isolation to masking that choked out and poisoned every breath for two years and pushing people to line up for injections of sketchy and potentially life threatening material, rejecting any notion of constitutionally mandated Due Process and instead based on the assurances of “doctor” Fauci who has now been, by virtue of the federal pardon, exposed as a lying racketeer if not homicidal maniac . . .

This Wrecking Crew of Ketchum mayor and city council has not the courage even to send a respectful letter of inquiry to the governor on the nature of the spray programs, drafted by the citizenry, at the request of the mayor.

Given the gravity of the situation, I once again urge your immediate action.

Your Failure to act will be considered to be aggravation of crime and cover-up on the part of exposed collaborators whose time in government is soon to end, abruptly. I hope you understand.

Respectfully,

Jim Hungelmann

Ketchum

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~~~~~  
Allison Goodwin  
775.781.1837



## Dawn Hofheimer

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**From:** Harry Griffith <harry@sunvalleyeconomy.org>  
**Sent:** Monday, June 2, 2025 11:22 AM  
**To:** Participate  
**Cc:** mdavidson@bcrd.org; Jim Keating; lisa.horowitz@haileycityhall.org  
**Subject:** Fw: Comments on Ketchum ebike regulations

As a serious rider, I wanted to offer the following the following comments:

1. Currently the policy analysis says..."when in use from sunrise to sunset shall be operated with a light emitting device"

I think you mean from sunset to sunrise

2. Currently the ordinance states..."10.12.040 Obedience to traffic control devices. A. Any person operating a bicycle, e-bike, or alternative electric motored vehicle shall obey the instructions of official traffic control signals, signs and other control devices applicable to vehicles, unless otherwise directed by a police officer."

Under Idaho code 49-723

bicyclists are accorded some exceptions too vehicle laws. Specifically, bi

yclists can treat stop signs as yield signs and proceed through intersections after slowing down or stopping and yielding the right-of-way, if necessary. They can also proceed through a red light after stopping, checking for traffic, and yielding. Bicyclists must ride in the same direction as traffic, and they can ride side-by-side if it doesn't impede traffic. Your ordinance should to be adjusted by adding "...by a police officer or as allowed under Idaho statute 49-723"

3. Currently the ordinance states: "10.12.130 Lamps and other equipment on bicycles. No person shall operate a bicycle, e-bike, or alternative electric motored vehicle unless it is equipped with a bell or other device capable of giving a signal audible.

This is problematic for road riders who do not want or have a bell on their bikes. Traditionally, and as recommended by the BCRD, voice call out when overtaking is an acceptable. For lack of a bell

to be a finable infraction seems heavy handed. I would suggest you modify 10.12.130 to allow for voice warning, or alternatively, to make a bell only required when on the Pathways (although still a problem for a lot of road riders who so a short connecting segment on Ketchum public pathways.

**Harry Griffith**

Executive Director, Sun Valley Economic Development

[www.SunValleyEconomy.org](http://www.SunValleyEconomy.org)

## Dawn Hofheimer

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**From:** Nick Blatz <nickblatz@gmail.com>  
**Sent:** Thursday, May 29, 2025 1:28 PM  
**To:** Participate  
**Subject:** Ordinance 1262

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hello City of Ketchum City Council,

My intention in writing this email is to critique the newly proposed ebike ordinance 1262, advocate for ebike usership, and to suggest future conversations regarding off-leash dogs on the bike path.

1, Perhaps I misunderstand this, but do I risk a \$1,000 dollar fine and/or six months in jail and a misdemeanor on my record for operating an ebike 16MPH on the bike path in Ketchum? Whoa. That seems very aggressive to me. an infraction seems more reasonable. Is it a misdemeanor to operate a car over the speed limit?

2, I truly believe that commuting from down valley to Ketchum by ebike is the best way to get to work. I have had so many inquiries into my ebike over the last month given the very long commute times. Clearly there is a need for car-alternative transportation with the amount of road work going on and the other many benefits of commuting by bike. I ask that the city council consider the (e)bike commuter community when trying to enforce more restrictive rules.

3, I cannot tell you just how many off-leash dogs I have encountered while biking (and ebiking) in Ketchum that have chased me or have been occupying the entire width of the bike path. I feel like if we are going to tell (e)bikers how to behave, we need to tell dog owners how they are to conduct themselves as well to keep other users safe. Perhaps a leash rule would help with these interactions or maybe a "voice and sight" tag program that allows dogs to be off leash only after proving that they are capable. Boulder, CO has this program.

Thank you for your consideration

Nick Blatz

## Cyndy King

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**From:** Pat Higgins <pathiggins@cox.net>  
**Sent:** Friday, May 30, 2025 8:32 AM  
**To:** Participate  
**Subject:** Public comment

Dear City of Ketchum leaders,

Reading the agenda for this week it seems like you have way too much on your plate. I try my hardest to keep up with what is going on, but even I am getting discouraged.

You have several important issues that are not decided upon yet and you have a page of new business . Why can't you finish what you start, and put new business on hold until the new Comprehensive plan is completed?

The city of Seattle is doing a major road project it's taking 4 days to a week , they are working on 24 hours a day to get it accomplished. Our road projects take several months and over 2 years they put serious consequences on local workers and businesses. I'm not suggesting we be more like Seattle , but this is ridiculous. I live in Ketchum and I dread shopping in Ketchum or venturing south valley.

I see burnt out in our future.

Respectfully submitted,  
Pat Higgins

Sent from my iPad

## Cyndy King

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**From:** Lisa Behr <lisadbehr@gmail.com>  
**Sent:** Tuesday, May 27, 2025 9:44 PM  
**To:** Participate  
**Cc:** Spencer Cordovano; Tripp Hutchinson; Neil Bradshaw; Amanda Breen  
**Subject:** E-bikes

To: City Council Members  
Subject: Reconsideration of Proposed E-Bike Ordinance

Dear Members of the City Council,

I am writing to respectfully urge you to reconsider the proposed e-bike ordinance that would classify certain violations as misdemeanors—penalizing residents with potential jail time rather than a civil infraction. As a daily commuter who relies on an e-bike to travel from my home to Ketchum at an average speed of 18 mph, I find the current proposal both impractical and unjust.

This Valley has long prided itself on encouraging sustainable, alternative modes of transportation. E-bikes provide an affordable, eco-friendly solution to commuting challenges, particularly in light of increasing traffic congestion and ongoing road construction. To now criminalize their reasonable use undermines these very values.

The newly proposed speed limits for e-bike users are especially concerning. Traditional cyclists, relying solely on pedal power, can easily exceed the proposed limits. Are we also prepared to penalize them with jail time? Enforcement should focus on behavior, not the mode of transport. Recklessness should be addressed regardless of whether one is walking, cycling, or using an e-bike.

It is worth noting that many of the most common safety issues on our shared pathways stem not from responsible cyclists, but from distracted pedestrians, off-leash dogs, and a general lack of awareness from all parties. Safety is a shared responsibility, and legislation should reflect that by applying consequences equitably to anyone acting recklessly—whether on foot, bike, or otherwise.

This ordinance, as written, unfairly targets those of us using e-bikes as a viable, sustainable means of transport. Instead of fostering solutions, it punishes the working class and discourages green commuting. Please do not force riders like me off the bike path and onto dangerous highways, where the risks are exponentially higher.

Let's implement fair and balanced rules that prioritize safety and accountability for everyone on our shared paths—without threatening incarceration for reasonable, responsible travel.

I urge you to reject this version of the ordinance and work toward a more balanced, thoughtful approach that reflects the values and needs of our entire community.

Sincerely,  
Lisa Behr  
860 Buckhorn Dr, Hailey, ID  
208-534-8915

Ketchum Business Advisory Coalition Public Comment  
on KURA Board Appointment  
May 30<sup>th</sup>, 2025

The Ketchum Business Advisory Coalition (KBAC) strongly supports the appointment of Ketchum business owner Dillon Witmer to the KURA Board of Commissioners.

Dillon is a long-time resident, business owner and commercial property owner in KURA's area of impact (revenue allocation area) and he will add an important voice in the decision-making process of KURA's projects and their expenditure of public funds going forward.

KBAC is confident that Dillon will fairly and equitably represent the interests and needs of Ketchum residents, property owners and business owners. Dillon is thoughtful, knowledgeable, and collaborative, and he will work hard on behalf of everyone to build upon the accomplishments of the KURA during their final four years.

Thank you,  
KBAC Board





**CITY OF KETCHUM**  
**MINUTES OF THE CITY COUNCIL**  
Monday, May 19, 2025  
191 5<sup>th</sup> Street West, Ketchum, ID

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**CALL TO ORDER:** *(00:00:09 in video)*

Mayor Bradshaw called the meeting of the Ketchum City Council to order at 4:00p.m.

**ROLL CALL CITY COUNCIL:**

Mayor Neil Bradshaw  
Spencer Cordovano  
Amanda Breen  
Courtney Hamilton  
Tripp Hutchinson

**ALSO PRESENT:**

Jade Riley—City Administrator  
Brent Davis—Finance Director & City Treasurer  
Trent Donat—City Clerk & Business Manager  
Ben Whipple—Senior Project Manager  
Daniel Hansen—Director of Community Engagement  
Cariss Connelly—Housing Director  
Morgan Landers—Director of Planning and Building  
Paige Nied—Associate Planner  
Matt Johnson—City Legal Counsel  
Robyn Mattison—City Engineer *(via teleconference)*  
Eve Cord—Blaine County Sustainability  
Annie Corrock—City of Ketchum Resident

**COMMUNICATIONS FROM MAYOR AND COUNCIL:**

Amanda Breen *(00:00:38 in video)*  
Spencer Cordovano *(00:01:31 in video)*  
Neil Bradshaw *(00:02:23 in video)*

**CONSENT AGENDA:**

- Neil removed item #8. *(00:03:00 in video)*
- Spencer Cordovano pulled items #11 and #12 for comment. *(00:03:25 in video)*

**Motion to approve Consent Agenda item numbers #2 - #17 excluding items #8, #11, and #12.**

**MOVER:** Courtney Hamilton *(00:04:01 in video)*

**SECONDER:** Amanda Breen

**AYES:** Spencer Cordovano, Amanda Breen, Courtney Hamilton, Tripp Hutchinson

**RESULT: Motion Passes**

**Motion to approve Consent Agenda item numbers #11 and #12.**

**MOVER:** Spencer Cordovano *(00:04:27 in video)*

**SECONDER:** Tripp Hutchinson

**AYES:** Spencer Cordovano, Amanda Breen, Courtney Hamilton, Tripp Hutchinson

**RESULT: Motion Passes**

**PUBLIC HEARING:**

**18.** Recommendation to hold a public hearing and conduct the first reading of Ordinance 1261 amendment to Chapter 17.12.020 of the Ketchum Municipal Code.

- Spencer Cordovano disclosed being in contact with the applicant. *(00:04:42 in video)*

Presentation by: Genoa Beiser *(00:05:29 in video)*

**Questions, comments, and discussion by the Council.** *(00:17:18 in video)*

Responded to by: Genoa Beiser

- Neil Bradshaw spoke to the attendees in an effort to get a feel for the support and or opposition of this Ordinance Amendment. *(00:18:12 in video)*
- Amanda Breen asked a question. *(00:19:13 in video)*  
Responded to by: Genoa Beiser *(00:19:19 in video)*

**Public Hearing Opened** *(00:19:56 in video)*

- Kathryn Caminiti - applicant *(00:20:50 in video)*

Neil Bradshaw made clarifications regarding public hearing. *(00:26:57 in video)*

- Malea Southward *(00:29:25 in video)*
- Spooky Taft *(00:30:05 in video)*
- Sage Brooks *(00:31:43 in video)* via teleconference

**Public Hearing Closed** *(00:33:01 in video)*

**Questions, comments, and discussion by the Council.** *(00:33:19 in video)*

**Motion that the portions of Idaho Code 50-902 requiring and ordinance to be read on three different days, twice by title and once in full, be dispensed with for Ordinance 1261 and read by title only.**

**MOVER:** Spencer Cordovano *(00:36:21 in video)*

**SECONDER:** Tripp Hutchinson

**AYES:** Spencer Cordovano, Amanda Breen, Courtney Hamilton, Tripp Hutchinson

**RESULT: Motion Passes**

**Motion to approve Ordinance 1261.**

**MOVER:** Spencer Cordovano *(00:36:46 in video)*

**SECONDER:** Tripp Hutchinson

**AYES:** Spencer Cordovano, Amanda Breen, Courtney Hamilton, Tripp Hutchinson

**RESULT: Motion Passes**

**Reading of Ordinance #1261 by title only.**

Read by: Trent Donat *(00:37:03 in video)*

**19. Recommendation to conduct first reading of Ordinance 1262 (revised E-Bike regulations)**

Presentation by: Jade Riley *(00:38:21 in video)*

Joined by: Matt Johnson *(00:43:49 in video)*

**Questions, comments, and discussion by council members throughout presentation.**

Presentation by: Daniel Hansen *(00:46:06 in video)*

**Questions, comments and discussion by council members and staff.** *(00:50:27 in video)*

**Public Hearing Open:** *(00:51:50 in video)*

- Ned Burns (00:52:08 in video)
- Perry Boyle (00:53:40 in video)

**Public Hearing Closed:** (00:54:47 in video)

**Questions, comments and discussion by council members and staff.** (00:55:05 in video)

**Motion to approve the first reading of Ordinance 1262, read by title only and file for the second reading on June 2, 2025, while staff continue to coordinate with other jurisdictions on unified ordinance language and coordinated education campaigns.**

**MOVER:** Spencer Cordovano (01:04:09 in video)

**SECONDER:** Tripp Hutchinson

**AYES:** Spencer Cordovano, Amanda Breen, Courtney Hamilton, Tripp Hutchinson

**RESULT: Motion Passes**

**First reading of Ordinance 1262 by title only.**

Read by: Trent Donat (01:04:44 in video)

#### **NEW BUSINESS:**

**20. Recommendation to approve entering into negotiations with SMR Development and the Pacific Companies on the South YMCA site for Community Housing.**

Presented by: Carissa Connelly (01:05:42 in video)

**Questions, comments, and discussion by the Council.** (01:13:42 in video)

Joined by: Jade Riley and Carissa Connelly

**Motion for staff to begin negotiating an MOU with SMR development in the Pacific Companies for Community Housing Development at the South YMCA lot.**

**MOVER:** Courtney Hamilton (01:35:06 in video)

**SECONDER:** Tripp Hutchinson

**AYES:** Amanda Breen, Courtney Hamilton, Tripp Hutchinson

**NAYS:** Spencer Cordovano

**RESULT: Motion Passes**

**21. Recommendation to review and provide polity direction regarding snowmelt installation within the public-right-of-way.**

Presented by: Paige Nied (01:36:05 in video)

Joined by: Robyn Mattison (01:46:50 in video)

Joined by: Eve Cord (01:54:11 in video)

**Questions, comments, and discussion by Council and staff.** (02:00:08 in video)

Joined by: Eve Cord, Morgan Landers, Andrew Mentzer, Ben Whipple, and Matt Johnson.

**22. Determination of Fire station Solar Project Request for Proposals/Bids Award.**

Introduction by: Neil Bradshaw (02:55:55 in video)

- Courtney Hamilton abstained from the motion. (02:56:31 in video)

**Motion to reject all bids received on the fire station solar project and rebid the project with calculated cost structure.**

**MOVER:** Spencer Cordovano *(02:56:57 in video)*

**SECONDER:** Tripp Hutchinson

**AYES:** Amanda Breen, Courtney Hamilton, Tripp Hutchinson

**ABSTAINED:** Courtney Hamilton

**RESULT: Motion Passes**

**23. Discussion and consideration of City Manager form of City Government.**

Introduction by: Neil Bradshaw *(02:57:11 in video)*

Presented by: Annie Corrock *(02:58:22 in video)*

**Questions, comments, and discussion by Council and staff. *(03:15:33 in video)***

Joined by: Annie Corrock, Jade Riley, Neil Bradshaw, and Matt Johnson.

**24. Review of draft Fiscal Year 2026 Budget by department and Capital Improvement Plan.**

Presented by: Brent Davis *(03:35:54 in video)*

**Questions, comments, and discussion by the Council and staff. *(03:54:20 in video)***

Joined by: Brent Davis and Jade Riley

**EXECUTIVE SESSION:**

**25. Idaho Code 74-206(1)(d) - To consider records that are exempt from disclosure.**

**Motion to move into Executive Session per Idaho Code 74-206(1)(d) - To consider records that are exempt from disclosure.**

**MOVER:** Spencer Cordovano *(4:05:01 in video)*

**SECONDER:** Amanda Breen

**AYES:** Amanda Breen, Courtney Hamilton, Tripp Hutchinson, Spencer Cordovano

**RESULT: Motion Passes**

**ADJOURNMENT:**

**Motion to adjourn. *(04:05:31 in video)***

**MOVER:** Spencer Cordovano

**SECONDER:** Courtney Hamilton

**AYES:** Amanda Breen, Courtney Hamilton, Spencer Cordovano, Tripp Hutchinson

**RESULT: Adjourned**

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Neil Bradshaw, Mayor

**ATTEST:**

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Trent Donat, City Clerk



**CITY OF KETCHUM**  
**SPECIAL MEETING MINUTES OF THE CITY COUNCIL**  
Tuesday, May 27, 2025  
191 5<sup>th</sup> Street West, Ketchum, ID

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**CALL TO ORDER:**

Neil Bradshaw called the meeting of the Ketchum City Council to order at 12:00 PM *(00:00:16 in video)*

**ROLL CALL:**

Mayor Neil Bradshaw  
Tripp Hutchinson *(via teleconference)*  
Courtney Hamilton *(via teleconference)*  
Amanda Breen  
Spencer Cordovano

**ALSO PRESENT:**

Jade Riley—City Administrator  
Trent Donat—City Clerk & Business Manager  
Brent Davis—Director of Finance *(via teleconference)*

**COMMUNICATIONS FROM MAYOR AND COUNCIL MEMBERS:**

None

**EXECUTIVE SESSION:**

1. Idaho Code 74-206(1)(c) - To acquire an interest in real property not owned by a public agency.  
**Motion to move into executive session pursuant Idaho Code 74-206(1)(c) to acquire an interest in real property not owned by a public agency and 74-206(1)(d) to consider records that are exempt from disclosure. *(00:01:01 in video)***  
**MOVER:** Amanda Breen  
**SECONDER:** Courtney Hamilton

Spencer Cordovano recused himself from the discussion in the executive session on acquiring an interest in real property not owned by a public agency.

**Motion made again. *(00:01:45 in video)***

**MOVER:** Spencer Cordovano

**AYES:** Tripp Hutchinson, Amanda Breen, Courtney Hamilton, Spencer Cordovano

**RESULT: Motion Passes**

The council came out of the executive session. *(00:02:02 in video)*

**ADJOURNMENT:**

**Motion to adjourn. *(00:02:09 in video)***

**MOVER:** Amanda Breen

**SECONDER:** Courtney Hamilton

**AYES:** Spencer Cordovano, Tripp Hutchinson, Courtney Hamilton, Amanda Breen

**RESULT: UNANIMOUS**

\_\_\_\_\_  
Neil Bradshaw, Mayor

**ATTEST:** \_\_\_\_\_  
Trent Donat, City Clerk

## Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "0110000000"- "9700000000", "9910000000"- "9911810000"

Invoice Detail.Voided = No,Yes

| Vendor Name                                            | Invoice Number | Description                                                                    | Net Invoice Amount | Purchase Order Number | GL Activity Number |
|--------------------------------------------------------|----------------|--------------------------------------------------------------------------------|--------------------|-----------------------|--------------------|
| <b>GENERAL FUND</b>                                    |                |                                                                                |                    |                       |                    |
| <b>LEGISLATIVE &amp; EXECUTIVE</b>                     |                |                                                                                |                    |                       |                    |
| <b>01-4110-4910 MYR/CNCL-TRAINING/TRAVEL/MTG</b>       |                |                                                                                |                    |                       |                    |
| CORDOVANO, SPENCER                                     | 05152025       | EXPENSE REIMBURSEMENT TRAVEL                                                   | 922.20             |                       | 0                  |
| Total LEGISLATIVE & EXECUTIVE:                         |                |                                                                                | 922.20             |                       |                    |
| <b>ADMINISTRATIVE SERVICES</b>                         |                |                                                                                |                    |                       |                    |
| <b>01-4150-3100 OFFICE SUPPLIES &amp; POSTAGE</b>      |                |                                                                                |                    |                       |                    |
| GEM STATE PAPER & SUPPLY                               | 1141524        | Janitorial and breakroom supplies                                              | 577.13             |                       | 0                  |
| PITNEY BOWES - RESERVE ACC                             | 3320707308     | Lease invoice for SendPro C Auto equipment lease period                        | 407.94             |                       | 0                  |
| <b>01-4150-4200 PROFESSIONAL SERVICES</b>              |                |                                                                                |                    |                       |                    |
| CINTAS                                                 | 9319784139     | Rental mats service and delivery                                               | 10.07-             |                       | 0                  |
| PUDDICOMBE, MAUREEN                                    | 05122025       | FRONT DESK COVERAGE                                                            | 50.00              |                       | 0                  |
| NESTED STRATEGIES                                      | 1266           | Warm Springs Preserve Consulting                                               | 2,750.00           |                       | 0                  |
| NESTED STRATEGIES                                      | 1267           | Warm Springs Preserve Consulting                                               | 3,125.00           |                       | 0                  |
| <b>01-4150-4400 ADVERTISING &amp; LEGAL PUBLICATIO</b> |                |                                                                                |                    |                       |                    |
| EXPRESS PUBLISHING, INC.                               | 10002196 0331  | Newspaper ads, legal notices, classified publishing charges.                   | 167.33             |                       | 0                  |
| <b>01-4150-4900 PERSONNEL TRAINING/TRAVEL/MTG</b>      |                |                                                                                |                    |                       |                    |
| RILEY, JADE                                            | 05272025       | Travel Per Diem & Reimbursement                                                | 1,025.96           |                       | 0                  |
| <b>01-4150-5100 TELEPHONE &amp; COMMUNICATIONS</b>     |                |                                                                                |                    |                       |                    |
| INTEGRATED TECHNOLOGIES                                | 261758         | Contract printing/copying charges for office equipment and usage               | 930.13             |                       | 0                  |
| COX BUSINESS                                           | 0012401047131  | Monthly internet service                                                       | 81.99              |                       | 0                  |
| <b>01-4150-5110 COMPUTER NETWORK</b>                   |                |                                                                                |                    |                       |                    |
| INTEGRATED TECHNOLOGIES                                | 259919         | Contract printing/copy service charges for monthly billing period              | 1,044.91           |                       | 0                  |
| LEAF                                                   | 18199548       | Equipment financing for copiers/printers: Contract 100-6877711-001 (April/May) | 1,666.20           |                       | 0                  |

| Vendor Name                                            | Invoice Number | Description                                                             | Net Invoice Amount | Purchase Order Number | GL Activity Number |
|--------------------------------------------------------|----------------|-------------------------------------------------------------------------|--------------------|-----------------------|--------------------|
| LEAF                                                   | 18365247       | Equipment financing for contract number 100-6877711-001                 | 833.10             |                       | 0                  |
| <b>01-4150-5150 COMMUNICATIONS</b>                     |                |                                                                         |                    |                       |                    |
| EXPRESS PUBLISHING, INC.                               | 10002196 0331  | Newspaper ads, legal notices, classified publishing charges.            | 761.60             |                       | 0                  |
| EXPRESS PUBLISHING, INC.                               | 10002196 0331  | Newspaper ads, legal notices, classified publishing charges.            | 637.28             |                       | 0                  |
| EXPRESS PUBLISHING, INC.                               | 10002196 0331  | Newspaper ads, legal notices, classified publishing charges.            | 761.60             |                       | 0                  |
| WORTH PRINTING                                         | 7964           | Summer Solstice and Warm Springs Preserve Celebration promotional signs | 147.96             |                       | 0                  |
| <b>01-4150-5200 UTILITIES</b>                          |                |                                                                         |                    |                       |                    |
| IDAHO POWER                                            | 2203990334 05  | 2203990334 131 E River St, 296 N 1st Ave Light Center                   | 69.42              |                       | 0                  |
| <b>01-4150-6510 COMPUTER SERVICES</b>                  |                |                                                                         |                    |                       |                    |
| CASELLE, INC.                                          | 140690         | Contract software support and maintenance                               | 4,135.00           |                       | 0                  |
| Total ADMINISTRATIVE SERVICES:                         |                |                                                                         | 19,162.48          |                       |                    |
| <b>LEGAL</b>                                           |                |                                                                         |                    |                       |                    |
| <b>01-4160-4200 PROFESSIONAL SERVICES</b>              |                |                                                                         |                    |                       |                    |
| WHITE PETERSON LAW FIRM                                | 24892R 043025  | Legal services statement for April                                      | 16,500.00          |                       | 0                  |
| Total LEGAL:                                           |                |                                                                         | 16,500.00          |                       |                    |
| <b>PLANNING &amp; BUILDING</b>                         |                |                                                                         |                    |                       |                    |
| <b>01-4170-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>     |                |                                                                         |                    |                       |                    |
| NBS-NATIONAL BENEFIT SERVI                             | 1065715        | Cafeteria Plan Fees                                                     | 18.00              |                       | 0                  |
| <b>01-4170-4200 PROFESSIONAL SERVICES</b>              |                |                                                                         |                    |                       |                    |
| CLARION ASSOCIATES LLC                                 | 10025          | Consulting services for comprehensive plan and code update              | 2,855.30           |                       | 0                  |
| CLARION ASSOCIATES LLC                                 | 10151          | Comp Plan and Code Rewrite                                              | 1,572.47           |                       | 0                  |
| <b>01-4170-4210 PROFESSIONAL SERVICES - IDBS</b>       |                |                                                                         |                    |                       |                    |
| SAFEBUILT LLC                                          | 1688036        | Building permits and inspection for multiple permits                    | 31,878.24          |                       | 0                  |
| SAFEBUILT LLC                                          | 1689971        | Building inspection and plan review services                            | 3,437.50           |                       | 0                  |
| <b>01-4170-4400 ADVERTISING &amp; LEGAL PUBLICATIO</b> |                |                                                                         |                    |                       |                    |
| COPY CENTER LLC                                        | 3610           | Public notice mailer printing and postage                               | 146.45             |                       | 0                  |
| COPY CENTER LLC                                        | 3630           | Printing and mailing public notice postcards and postage.               | 243.95             |                       | 0                  |
| EXPRESS PUBLISHING, INC.                               | 10002196 0331  | Newspaper ads, legal notices, classified publishing charges.            | 85.56              |                       | 0                  |
| EXPRESS PUBLISHING, INC.                               | 10002196 0331  | Newspaper ads, legal notices, classified publishing charges.            | 79.12              |                       | 0                  |



| Vendor Name                                      | Invoice Number | Description                                                          | Net Invoice Amount | Purchase Order Number | GL Activity Number |
|--------------------------------------------------|----------------|----------------------------------------------------------------------|--------------------|-----------------------|--------------------|
| EXPRESS PUBLISHING, INC.                         | 10002196 0331  | Newspaper ads, legal notices, classified publishing charges.         | 65.32              |                       | 0                  |
| EXPRESS PUBLISHING, INC.                         | 10002196 0331  | Newspaper ads, legal notices, classified publishing charges.         | 1,276.00           |                       | 0                  |
| EXPRESS PUBLISHING, INC.                         | 10002196 0331  | Newspaper ads, legal notices, classified publishing charges.         | 1,276.00           |                       | 0                  |
| EXPRESS PUBLISHING, INC.                         | 10002196 0331  | Newspaper ads, legal notices, classified publishing charges.         | 74.52              |                       | 0                  |
| EXPRESS PUBLISHING, INC.                         | 10002196 0331  | Newspaper ads, legal notices, classified publishing charges.         | 1,276.00           |                       | 0                  |
| EXPRESS PUBLISHING, INC.                         | 10002196 0331  | Newspaper ads, legal notices, classified publishing charges.         | 78.20              |                       | 0                  |
| EXPRESS PUBLISHING, INC.                         | 10002196 0331  | Newspaper ads, legal notices, classified publishing charges.         | 91.08              |                       | 0                  |
| <b>01-4170-4500 GEOGRAPHIC INFO SYSTEMS</b>      |                |                                                                      |                    |                       |                    |
| GEOBILITY LLC                                    | 1136           | GIS professional services for April 2025                             | 960.00             |                       | 0                  |
| Total PLANNING & BUILDING:                       |                |                                                                      | 45,413.71          |                       |                    |
| <b>NON-DEPARTMENTAL</b>                          |                |                                                                      |                    |                       |                    |
| <b>01-4193-4200 PROFESSIONAL SERVICE</b>         |                |                                                                      |                    |                       |                    |
| JAQUET, WENDY                                    | 052225         | Coordinator services invoice for 29.5 hours, Resort Cities Coalition | 1,032.50           |                       | 0                  |
| GALLAGHER BENEFIT SERVICE                        | 341626         | Consulting services for May 2025                                     | 2,083.33           |                       | 0                  |
| <b>01-4193-9930 GENERAL FUND OP. CONTINGENCY</b> |                |                                                                      |                    |                       |                    |
| SAWTOOTH BREWERY                                 | 052225         | Reimbursement for Main Street vouchers                               | 390.00             |                       | 0                  |
| SNEE, MOLLY                                      | 050125         | May Retainer                                                         | 1,000.00           |                       | 0                  |
| JACOBS ENGINEERING GROUP, I                      | W3Y27900-004   | Miscellaneous On Call Services                                       | 9,384.40           | 25081                 | 0                  |
| WORTH REPEATING                                  | 052225         | Reimbursement for Main Street vouchers                               | 45.00              |                       | 0                  |
| Total NON-DEPARTMENTAL:                          |                |                                                                      | 13,935.23          |                       |                    |
| <b>FACILITY MAINTENANCE</b>                      |                |                                                                      |                    |                       |                    |
| <b>01-4194-3200 OPERATING SUPPLIES</b>           |                |                                                                      |                    |                       |                    |
| GEM STATE PAPER & SUPPLY                         | 1141001        | Janitorial supplies and paper goods                                  | 1,131.52           |                       | 0                  |
| <b>01-4194-4200 PROFESSIONAL SERVICES</b>        |                |                                                                      |                    |                       |                    |
| ALPINE TREE SERVICE                              | 71218          | Tree removal service                                                 | 5,400.00           |                       | 0                  |
| IRISH ELECTRIC                                   | 50525          | Electrical upgrade with materials and labor for FSP                  | 3,389.00           |                       | 0                  |
| <b>01-4194-5200 UTILITIES</b>                    |                |                                                                      |                    |                       |                    |
| IDAHO POWER                                      | 2203313446 05  | 2203313446 900 N 3rd Ave Rest                                        | 26.34              |                       | 0                  |
| IDAHO POWER                                      | 2208794558 05  | 2208794558 EV Charger                                                | 75.47              |                       | 0                  |
| INTERMOUNTAIN GAS                                | 83471227922 0  | 83471227922 131 River St E Unit C                                    | 44.60              |                       | 0                  |

| Vendor Name                                                | Invoice Number | Description                                                 | Net Invoice Amount | Purchase Order Number | GL Activity Number |
|------------------------------------------------------------|----------------|-------------------------------------------------------------|--------------------|-----------------------|--------------------|
| <b>01-4194-5910 REPAIR &amp; MAINT-491 SV ROAD</b>         |                |                                                             |                    |                       |                    |
| CINTAS                                                     | 4230548554     | Floor mat service and cleaning                              | 46.84              |                       | 0                  |
| CINTAS                                                     | 4231255726     | Mat rental and cleaning service                             | 46.84              |                       | 0                  |
| CINTAS                                                     | 9319786171     | Mat rentals                                                 | 12.00-             |                       | 0                  |
| SAWTOOTH PLUMBING & HEATI                                  | 47521          | Plumbing labor and material invoice for water heater work   | 665.53             |                       | 0                  |
| THORNTON HEATING                                           | 67231          | Heating system labor services                               | 156.00             |                       | 0                  |
| COX BUSINESS                                               | 0012401034971  | Monthly internet service                                    | 286.00             |                       | 0                  |
| <b>01-4194-5950 REPAIR &amp; MAINT-WARM SPRINGS PR</b>     |                |                                                             |                    |                       |                    |
| LUTZ RENTALS                                               | 162622-1       | Forklift rental, fuel                                       | 176.69             |                       | 0                  |
| <b>01-4194-6100 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b> |                |                                                             |                    |                       |                    |
| WARM SPRINGS AUTO PARTS LL                                 | 208628         | Brake parts                                                 | 9.90               |                       | 0                  |
| <b>01-4194-6950 MAINTENANCE</b>                            |                |                                                             |                    |                       |                    |
| A.C. HOUSTON LUMBER CO.                                    | 2505-877433    | Gorilla tape                                                | 12.69              |                       | 0                  |
| A.C. HOUSTON LUMBER CO.                                    | 2505-880573    | Latex gloves                                                | 11.97              |                       | 0                  |
| CHATEAU DRUG CENTER                                        | 2997984        | Frame, cap, drain boiler                                    | 25.62              |                       | 0                  |
| CHATEAU DRUG CENTER                                        | 2998469        | Bungee cords                                                | 15.09              |                       | 0                  |
| CHATEAU DRUG CENTER                                        | 2999986        | Strap cinch                                                 | 9.11               |                       | 0                  |
| CHATEAU DRUG CENTER                                        | 3000459        | Spray bottle                                                | 4.74               |                       | 0                  |
| CHATEAU DRUG CENTER                                        | 3000776        | Door lock install kit, screwdriver                          | 65.53              |                       | 0                  |
| CHATEAU DRUG CENTER                                        | 3002038        | Pharmacy purchase, itemized invoice for hardware/tool item. | 17.44              |                       | 0                  |
| COLOR HAUS, INC.                                           | Z3ZZE          | Paint and roller                                            | 84.18              |                       | 0                  |
| MOSS GARDEN CENTER                                         | 232694         | Garden supplies                                             | 67.94              |                       | 0                  |
| PIPECO, INC.                                               | S5886998.001   | Irrigation supply parts and pop-up Rainbird                 | 2.66               |                       | 0                  |
| PIPECO, INC.                                               | S5889635.001   | PVC conduit irrigation supplies                             | 251.09             |                       | 0                  |
| PIPECO, INC.                                               | S5891718.001   | Irrigation supplies and couplings                           | 37.39              |                       | 0                  |
| LET'S RIDE                                                 | 437492         | Spark plugs                                                 | 20.12              |                       | 0                  |
| Total FACILITY MAINTENANCE:                                |                |                                                             | 12,068.30          |                       |                    |
| <b>POLICE</b>                                              |                |                                                             |                    |                       |                    |
| <b>01-4210-3500 MOTOR FUELS &amp; LUBRICANTS</b>           |                |                                                             |                    |                       |                    |
| CHRISTENSEN INC.                                           | CL86651        | CSO CFN - 1001227                                           | 84.05              |                       | 0                  |
| <b>01-4210-4200 PROFESSIONAL SERVICES</b>                  |                |                                                             |                    |                       |                    |
| EASY TOWING LLC                                            | 710            | Towing service for vehicle relocation and dollies charge    | 150.00             |                       | 0                  |
| MARKY'S SUPER TOW                                          | 39810          | World Cup Towing                                            | 4,900.00           |                       | 1105               |

| Vendor Name                                            | Invoice Number | Description                                                              | Net Invoice Amount | Purchase Order Number | GL Activity Number |
|--------------------------------------------------------|----------------|--------------------------------------------------------------------------|--------------------|-----------------------|--------------------|
| <b>01-4210-6000 REPAIR &amp; MAINT--AUTOMOTIVE EQU</b> |                |                                                                          |                    |                       |                    |
| DICK YORK'S AUTO SERVICE                               | 95474          | Lube, oil service, air filter, and parts for vehicle.                    | 213.49             |                       | 0                  |
| WARM SPRINGS AUTO PARTS LL                             | 208570         | Windshield wipers                                                        | 25.90              |                       | 0                  |
| Total POLICE:                                          |                |                                                                          | 5,373.44           |                       |                    |
| <b>FIRE &amp; RESCUE</b>                               |                |                                                                          |                    |                       |                    |
| <b>01-4230-3200 OPERATING SUPPLIES FIRE</b>            |                |                                                                          |                    |                       |                    |
| ATKINSONS' MARKET                                      | 03048586       | Food/drinks for Prospector firefighters                                  | 33.83              |                       | 0                  |
| CHATEAU DRUG CENTER                                    | 2984336        | Wildland storage box                                                     | 6.64               |                       | 0                  |
| GEM STATE PAPER & SUPPLY                               | 1141089        | Paper products and trash bags                                            | 85.10              |                       | 0                  |
| <b>01-4230-3210 OPERATING SUPPLIES EMS</b>             |                |                                                                          |                    |                       |                    |
| ATKINSONS' MARKET                                      | 03048586       | Food/drinks for Prospector firefighters                                  | 33.83              |                       | 0                  |
| GEM STATE PAPER & SUPPLY                               | 1141089        | Paper products and trash bags                                            | 85.18              |                       | 0                  |
| NORCO                                                  | 0043591241     | Medical oxygen cylinders and delivery                                    | 180.73             |                       | 0                  |
| HENRY SCHEIN                                           | 41060341       | Medical supplies                                                         | 19.50              |                       | 0                  |
| PRIMARY PHARMACEUTICALS                                | 59516          | Medical supplies                                                         | 675.79             |                       | 0                  |
| <b>01-4230-3500 MOTOR FUELS &amp; LUBRICANTS FIRE</b>  |                |                                                                          |                    |                       |                    |
| CHRISTENSEN INC.                                       | CL86650        | Fire CFN - 1001221                                                       | 252.83             |                       | 0                  |
| COHEN, NADAV                                           | 051925         | Gas reimbursement for utility pickup in Boise                            | 66.40              |                       | 0                  |
| <b>01-4230-3510 MOTOR FUELS &amp; LUBRICANTS EMS</b>   |                |                                                                          |                    |                       |                    |
| CHRISTENSEN INC.                                       | CL86650        | Fire CFN - 1001221                                                       | 252.83             |                       | 0                  |
| COHEN, NADAV                                           | 051925         | Gas reimbursement for utility pickup in Boise                            | 66.40              |                       | 0                  |
| <b>01-4230-4200 PROFESSIONAL SERVICES FIRE</b>         |                |                                                                          |                    |                       |                    |
| CENTRALSQUARE                                          | 438536         | Annual software maintenance and subscription - CAD                       | 3,007.43           |                       | 0                  |
| <b>01-4230-4210 PROFESSIONAL SERVICES EMS</b>          |                |                                                                          |                    |                       |                    |
| CENTRALSQUARE                                          | 438536         | Annual software maintenance and subscription - CAD                       | 3,007.43           |                       | 0                  |
| <b>01-4230-4920 TRAINING-FACILITY</b>                  |                |                                                                          |                    |                       |                    |
| IDAHO POWER                                            | 2224210258 05  | 2224210258 Training Facility                                             | 51.14              |                       | 0                  |
| <b>01-4230-4940 IDL FIRE EXPENSES</b>                  |                |                                                                          |                    |                       |                    |
| MES SERVICE COMPANY LLC                                | IN2262024      | Fire equipment invoice: bracket system for 1.5"" pipe.- Wildland Trailer | 536.00             |                       | 0                  |

| Vendor Name                                                | Invoice Number | Description                                            | Net Invoice Amount | Purchase Order Number | GL Activity Number |
|------------------------------------------------------------|----------------|--------------------------------------------------------|--------------------|-----------------------|--------------------|
| <b>01-4230-5100 TELEPHONE &amp; COMMUNICATION FIRE</b>     |                |                                                        |                    |                       |                    |
| BLAINE COUNTY EMERGENCY                                    | KFD FY-25      | Radios use BC Comm's system                            | 840.00             |                       | 0                  |
| BLAINE COUNTY EMERGENCY                                    | KFD FY-25      | Radios use BC Comm's system                            | 840.00             |                       | 0                  |
| <b>01-4230-5900 REPAIR &amp; MAINTENANCE-BUILDINGS</b>     |                |                                                        |                    |                       |                    |
| IRISH ELECTRIC                                             | 41125          | Electrical work for Fire Station                       | 5,910.25           |                       | 0                  |
| SENTINEL FIRE & SECURITY, IN                               | 112091         | Fire alarm monitoring service invoice for three months | 107.97             |                       | 0                  |
| Total FIRE & RESCUE:                                       |                |                                                        | 16,059.28          |                       |                    |
| <b>STREET</b>                                              |                |                                                        |                    |                       |                    |
| <b>01-4310-3200 OPERATING SUPPLIES</b>                     |                |                                                        |                    |                       |                    |
| D & B SUPPLY INC.                                          | 4790           | Staff Spring Clothing                                  | 108.99             |                       | 4310047            |
| FASTENAL COMPANY                                           | IDJER114608    | Industrial supplies and safety glasses                 | 136.17             |                       | 4310044            |
| GEM STATE PAPER & SUPPLY                                   | 1141528        | Towel dispenser and paper towels                       | 142.75             |                       | 4310047            |
| TREASURE VALLEY COFFEE INC                                 | 2160:11005745  | Coffee                                                 | 161.48             |                       | 4310044            |
| WARM SPRINGS AUTO PARTS LL                                 | 208660         | Floor Dry product                                      | 20.95              |                       | 4310044            |
| <b>01-4310-3400 MINOR EQUIPMENT</b>                        |                |                                                        |                    |                       |                    |
| A.C. HOUSTON LUMBER CO.                                    | 2505-876398    | Grinder                                                | 209.00             |                       | 4310044            |
| SAWTOOTH WOOD PRODUCTS, I                                  | 0000152526     | Battery latch purchase and delivery                    | 17.87              |                       | 4310044            |
| <b>01-4310-3500 MOTOR FUELS &amp; LUBRICANTS</b>           |                |                                                        |                    |                       |                    |
| VALLEY WIDE COOPERATIVE                                    | U001B137       | Gas Tank Fill                                          | 1,153.21           |                       | 4310044            |
| VALLEY WIDE COOPERATIVE                                    | U001B138       | Diesel Fuel Fill                                       | 1,384.50           |                       | 4310044            |
| <b>01-4310-5200 UTILITIES</b>                              |                |                                                        |                    |                       |                    |
| IDAHO POWER                                                | 2204882910 05  | 2204882910 200 E 10th, 260 E 10th                      | 612.20             |                       | 4310047            |
| <b>01-4310-6000 REPAIR &amp; MAINT--AUTOMOTIVE EQU</b>     |                |                                                        |                    |                       |                    |
| NAPA AUTO PARTS                                            | 223654         | Air hose                                               | 279.00             |                       | 4310044            |
| NAPA AUTO PARTS                                            | 224347         | Valve seal                                             | 10.79              |                       | 4310044            |
| WARM SPRINGS AUTO PARTS LL                                 | 208602         | Trailer ball, ball mount                               | 56.55              |                       | 4310044            |
| WARM SPRINGS AUTO PARTS LL                                 | 208603         | Hitch pin                                              | 6.95               |                       | 4310044            |
| <b>01-4310-6100 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b> |                |                                                        |                    |                       |                    |
| METROQUIP, INC.                                            | P32246         | Drag Box Weld                                          | 534.57             |                       | 4310044            |
| NAPA AUTO PARTS                                            | 224334         | Rocker switches                                        | 37.65              |                       | 4310044            |
| NAPA AUTO PARTS                                            | 511619         | Battery, core deposit                                  | 271.78             |                       | 4310044            |

| Vendor Name                                        | Invoice Number | Description                                            | Net Invoice Amount | Purchase Order Number | GL Activity Number |
|----------------------------------------------------|----------------|--------------------------------------------------------|--------------------|-----------------------|--------------------|
| NAPA AUTO PARTS                                    | 518627         | Battery, core deposit                                  | 179.99             |                       | 4310044            |
| <b>01-4310-6910 OTHER PURCHASED SERVICES</b>       |                |                                                        |                    |                       |                    |
| CINTAS                                             | 4230548440     | Uniform rental and mat cleaning services invoice.      | 17.03              |                       | 4310044            |
| CINTAS                                             | 4231255627     | Mat rental and workwear service                        | 17.03              |                       | 4310044            |
| CINTAS                                             | 9319785830     | Uniform and mat rental                                 | 30.06-             |                       | 4310047            |
| FIRE SERVICES OF IDAHO                             | 12613377       | Annual fire extinguisher service and equipment invoice | 953.00             |                       | 4310044            |
| NORCO                                              | 0043465594     | Industrial gas and delivery for CO2 cylinder           | 73.71              |                       | 4310044            |
| NORCO                                              | 0043477081     | Cylinder rental invoice for compressed gas equipment   | 262.50             |                       | 4310044            |
| NORCO                                              | 0043497502     | Credit for Tweco Nozzle                                | 27.60-             |                       | 0                  |
| NORCO                                              | 53271 050125   | Cylinder Rental                                        | 1,494.89           |                       | 4310044            |
| <b>01-4310-6920 SIGNS &amp; SIGNALIZATION</b>      |                |                                                        |                    |                       |                    |
| ECONO SIGNS LLC                                    | 10-996251      | Sign bracket parts                                     | 139.91             |                       | 4310040            |
| ROAD WORK AHEAD TRAFFIC S                          | FC4866         | Surcharge                                              | 8.25               |                       | 4310040            |
| SAGE SUPPLY INC                                    | 25-47736       | Metal posts                                            | 302.70             |                       | 4310040            |
| <b>01-4310-6930 STREET LIGHTING</b>                |                |                                                        |                    |                       |                    |
| IDAHO POWER                                        | 2200506786 05  | 2200506786 460 1/2 N Main St Lights                    | 80.66              |                       | 4310050            |
| IDAHO POWER                                        | 2201174667 05  | 2201174667 6th & Main                                  | 7.52               |                       | 4310050            |
| IDAHO POWER                                        | 2202627564 05  | 2202627564 411 N Main Light                            | 27.70              |                       | 4310050            |
| IDAHO POWER                                        | 2204882910 05  | 2204882910 41C Lights, Street Lights, Traffic Lights   | 621.11             |                       | 4310050            |
| IDAHO POWER                                        | 2205963446 05  | 2205963446 421 N Leadville Light                       | 32.71              |                       | 4310050            |
| IDAHO POWER                                        | 2208791562 05  | 2208791562 1st & Main                                  | 43.82              |                       | 4310050            |
| IDAHO POWER                                        | 2208932745 05  | 2208932745 211 N Leadville Ave Street Light            | 63.63              |                       | 4310050            |
| <b>01-4310-6950 MAINTENANCE &amp; IMPROVEMENTS</b> |                |                                                        |                    |                       |                    |
| A.C. HOUSTON LUMBER CO.                            | 2505-876989    | Spray Paint                                            | 64.93              |                       | 4310040            |
| A.C. HOUSTON LUMBER CO.                            | 2505-879567    | Concrete dry mix                                       | 41.04              |                       | 4310033            |
| A.C. HOUSTON LUMBER CO.                            | 2505-880736    | Acrylic Adhesive                                       | 83.37              |                       | 4310033            |
| COLOR HAUS, INC.                                   | LBLHV          | Paint supplies purchase, 7 cans, tax exempt.           | 90.93              |                       | 4310033            |
| LUTZ RENTALS                                       | 161358-1       | Propane rental                                         | 18.13              |                       | 4310044            |
| LUTZ RENTALS                                       | 162768-1       | Propane tank rental                                    | 25.81              |                       | 4310033            |
| WALKER SAND AND GRAVEL                             | 1483263        | Imported clean fill materials                          | 620.90             |                       | 4310033            |
| WALKER SAND AND GRAVEL                             | 1492580        | Asphalt, aggregates, clean fill                        | 454.05             |                       | 4310033            |
| WALKER SAND AND GRAVEL                             | 1493265        | Imported clean fill and asphalt materials              | 224.49             |                       | 4310033            |
| WALKER SAND AND GRAVEL                             | 1495405        | Imported clean fill material delivery                  | 376.88             |                       | 4310033            |
| WALKER SAND AND GRAVEL                             | 1496700        | Commercial roadbase and materials                      | 222.10             |                       | 4310033            |
| TRAFFIC SAFETY STORE                               | INV912939      | Traffic cones                                          | 3,689.43           |                       | 4310033            |
| BELLEVUE VALLEY COUNTRY S                          | 88651/9        | Poly trap                                              | 143.99             |                       | 4310033            |
| IDAHO EQUIPMENT                                    | 108062         | Rental of concrete saw                                 | 95.00              |                       | 4310033            |

| Vendor Name                                        | Invoice Number | Description                                                          | Net Invoice Amount | Purchase Order Number | GL Activity Number |
|----------------------------------------------------|----------------|----------------------------------------------------------------------|--------------------|-----------------------|--------------------|
| Total STREET:                                      |                |                                                                      | 15,563.96          |                       |                    |
| <b>RECREATION</b>                                  |                |                                                                      |                    |                       |                    |
| <b>01-4510-3200 OPERATING SUPPLIES</b>             |                |                                                                      |                    |                       |                    |
| A.C. HOUSTON LUMBER CO.                            | 2505-877630    | Work gloves                                                          | 36.99              |                       | 0                  |
| A.C. HOUSTON LUMBER CO.                            | 2505-879228    | Welded wire                                                          | 79.99              |                       | 0                  |
| ATKINSONS' MARKET                                  | 05933222       | Wax paper                                                            | 11.00              |                       | 0                  |
| GEM STATE PAPER & SUPPLY                           | 1141516        | Paper towels, trash bags, dish soap                                  | 384.66             |                       | 0                  |
| PRESS PRINT HOUSE                                  | 1917           | Custom T-shirt order for apparel                                     | 432.00             |                       | 0                  |
| <b>01-4510-3250 RECREATION SUPPLIES</b>            |                |                                                                      |                    |                       |                    |
| CHATEAU DRUG CENTER                                | 2996877        | Keys made                                                            | 6.18               |                       | 0                  |
| <b>01-4510-3300 RESALE ITEMS-CONCESSION SUPPLY</b> |                |                                                                      |                    |                       |                    |
| ATKINSONS' MARKET                                  | 02965038       | Mandarins, grapes, half & half, breakfast items                      | 43.57              |                       | 0                  |
| ATKINSONS' MARKET                                  | 03043477       | Misc Food Items for Concessions                                      | 5.69               |                       | 0                  |
| ATKINSONS' MARKET                                  | 03047168       | Apples and mandarins                                                 | 12.18              |                       | 0                  |
| ATKINSONS' MARKET                                  | 03050276       | Mandarins, Pumpkin, Apples, Chocolate Chips                          | 50.30              |                       | 0                  |
| ATKINSONS' MARKET                                  | 05929618       | Sugar, vegetables                                                    | 15.34              |                       | 0                  |
| ATKINSONS' MARKET                                  | 06852947       | Jello                                                                | 4.73               |                       | 0                  |
| ATKINSONS' MARKET                                  | 06857684       | Apples                                                               | 9.05               |                       | 0                  |
| SYSCO                                              | 240749598      | Misc Food Items for Concessions: Cheese, chicken, pizza, and muffins | 825.32             |                       | 0                  |
| Total RECREATION:                                  |                |                                                                      | 1,917.00           |                       |                    |
| Total GENERAL FUND:                                |                |                                                                      | 146,915.60         |                       |                    |
| <b>GENERAL CAPITAL IMPROVEMENT FD</b>              |                |                                                                      |                    |                       |                    |
| <b>GENERAL CIP EXPENDITURES</b>                    |                |                                                                      |                    |                       |                    |
| <b>03-4193-7110 DOWNTOWN CORE SIDEWALK (P)</b>     |                |                                                                      |                    |                       |                    |
| STRATA                                             | TF2500232-IN   | 5th & 2nd Street Testing                                             | 17,163.29          | 25132                 | 0                  |
| CANYON EXCAVATION. LLC                             | 3152           | 2nd & 5th Sidewalk                                                   | 241,157.50         | 25104                 | 0                  |
| JACOBS ENGINEERING GROUP, I                        | W3Y27900-004   | MISC SIDEWALK ENGINEERING                                            | 5,926.23           | 25064                 | 0                  |
| <b>03-4193-7135 MAIN STREET REHAB</b>              |                |                                                                      |                    |                       |                    |
| STRATA                                             | TF2500231-IN   | Main St Testing                                                      | 18,561.84          | 25132                 | 0                  |
| JACOBS ENGINEERING GROUP, I                        | W3Y29200-002   | TO4 CONSTRUCTION SERVICES PED - CONTINUED                            | 11,389.20          | 24066                 | 713501             |
| JACOBS ENGINEERING GROUP, I                        | W3Y29200-002   | TO4 CONSTRUCTION SERVICES ROAD                                       | 17,083.80          | 24066                 | 713501             |

| Vendor Name                                           | Invoice Number | Description                                                  | Net Invoice Amount | Purchase Order Number | GL Activity Number |
|-------------------------------------------------------|----------------|--------------------------------------------------------------|--------------------|-----------------------|--------------------|
| JACOBS ENGINEERING GROUP, I                           | W3Y29200-003   | TO4 CONSTRUCTION SERVICES ROAD                               | 2,134.14           | 24066                 | 713501             |
| JACOBS ENGINEERING GROUP, I                           | W3Y29200-003   | TO4 CONSTRUCTION SERVICES ROAD - CONTINUED                   | 18,386.13          | 24066                 | 713502             |
| JACOBS ENGINEERING GROUP, I                           | W3Y29200-003   | TO4 CONSTRUCTION SERVICES PED - CONTINUED                    | 13,680.18          | 24066                 | 713501             |
| <b>03-4193-7145 5th STREET SIDEWALK REPLACE</b>       |                |                                                              |                    |                       |                    |
| EXPRESS PUBLISHING, INC.                              | 10002196 0331  | Newspaper ads, legal notices, classified publishing charges. | 162.15             |                       | 0                  |
| <b>03-4193-7150 BIKE NETWORK IMPROVEMENTS</b>         |                |                                                              |                    |                       |                    |
| JACOBS ENGINEERING GROUP, I                           | W3Y27900-004   | TASK ORDER 3: BIKE NETWORK PLANNING AND DESIGN               | 3,313.60           | 25058                 | 0                  |
| <b>03-4193-7195 MAIN STREET DESIGN &amp; RECONSTR</b> |                |                                                              |                    |                       |                    |
| LANDSCAPE FORMS, LLC                                  | 0000227759     | Main St Pedestrian Light Poles 2025                          | 15,700.00          | 25130                 | 0                  |
| Total GENERAL CIP EXPENDITURES:                       |                |                                                              | 364,658.06         |                       |                    |
| <b>FACILITY MAINT CIP EXPENDITURE</b>                 |                |                                                              |                    |                       |                    |
| <b>03-4194-7155 ROTARY PARK REHABILITATION</b>        |                |                                                              |                    |                       |                    |
| SAWTOOTH PLUMBING & HEATI                             | 47518          | Plumbing valve installation and supplies at Rotary Park      | 465.33             |                       | 0                  |
| SILVER CREEK SUPPLY                                   | 0020681745-00  | Landscape supply and equipment                               | 2,510.00           |                       | 0                  |
| Total FACILITY MAINT CIP EXPENDITURE:                 |                |                                                              | 2,975.33           |                       |                    |
| <b>FIRE &amp; RESCUE CIP EXPENDITURES</b>             |                |                                                              |                    |                       |                    |
| <b>03-4230-7100 UTILITY/PICK-UP TRUCK</b>             |                |                                                              |                    |                       |                    |
| WHITE CLOUD COMMUNICATIO                              | 108764         | Radio equipment and accessories for emergency services       | 4,971.79           |                       | 0                  |
| ERS EMERGENCY RESPINDER S                             | 25-225 ID      | TRUCK PARTS AND REPAIRS                                      | 6,750.00           | 25078                 | 0                  |
| <b>03-4230-7130 PPE (TURNOUT GEAR)</b>                |                |                                                              |                    |                       |                    |
| COHEN, NADAV                                          | 051925-2       | Reimbursement for duty boots purchase                        | 133.22             |                       | 0                  |
| MES SERVICE COMPANY LLC                               | IN2260885      | Nomex safety shrouds equipment supply                        | 306.17             |                       | 0                  |
| Total FIRE & RESCUE CIP EXPENDITURES:                 |                |                                                              | 12,161.18          |                       |                    |
| Total GENERAL CAPITAL IMPROVEMENT FD:                 |                |                                                              | 379,794.57         |                       |                    |
| <b>ORIGINAL LOT FUND</b>                              |                |                                                              |                    |                       |                    |
| <b>ORIGINAL LOT TAX</b>                               |                |                                                              |                    |                       |                    |

| Vendor Name                                           | Invoice Number | Description                                                     | Net Invoice Amount | Purchase Order Number | GL Activity Number |
|-------------------------------------------------------|----------------|-----------------------------------------------------------------|--------------------|-----------------------|--------------------|
| <b>22-4910-6060 EVENTS/PROMOTIONS</b>                 |                |                                                                 |                    |                       |                    |
| WILL CALDWELL PRODUCTION                              | 05222025       | 2025 Jazz in the Park Operations                                | 15,000.00          |                       | 491006             |
| Total ORIGINAL LOT TAX:                               |                |                                                                 | 15,000.00          |                       |                    |
| Total ORIGINAL LOT FUND:                              |                |                                                                 | 15,000.00          |                       |                    |
| <b>COMMUNITY HOUSING</b>                              |                |                                                                 |                    |                       |                    |
| <b>COMMUNITY HOUSING EXPENSE</b>                      |                |                                                                 |                    |                       |                    |
| <b>54-4410-3100 GENERAL OFFICE</b>                    |                |                                                                 |                    |                       |                    |
| EXPRESS PUBLISHING, INC.                              | 10002196 0331  | Newspaper ads, legal notices, classified publishing charges.    | 235.29             |                       | 0                  |
| <b>54-4410-4200 PROFESSIONAL SERVICES</b>             |                |                                                                 |                    |                       |                    |
| AGNEW BECK CONSULTING INC                             | 20160          | Consulting support for RFP and housing project                  | 4,872.50           |                       | 0                  |
| RIAN ROONEY                                           | 20             | Consulting services for housing initiatives and policy goals    | 12,285.00          |                       | 0                  |
| <b>54-4410-4225 DEED RESTRICTIONS</b>                 |                |                                                                 |                    |                       |                    |
| PARKSIDE VILLAGE OWNERS                               | 050525         | Monthly HOA and Capital Reserve Dues                            | 400.00             |                       | 0                  |
| <b>54-4410-4250 LIFT TOWER LODGE PROFF SVCS</b>       |                |                                                                 |                    |                       |                    |
| SENTINEL FIRE & SECURITY, IN                          | 111405         | Fire/security service and detector replacement invoice          | 355.93             |                       | 0                  |
| TANNER PLUMBING AND MECH                              | 25045          | Toilet replacement service, unit 11, labor by journeyman/helper | 195.00             |                       | 0                  |
| HORIZON PAINTERS                                      | INV092         | Interior painting of multiple rooms and stairwell               | 2,840.00           |                       | 0                  |
| <b>54-4410-5200 LIFT TOWER LODGE UTILITIES</b>        |                |                                                                 |                    |                       |                    |
| CLEAR CREEK LAND CO. LLC                              | 0000049265     | Monthly rent invoice for mobile storage unit service.           | 115.50             |                       | 0                  |
| IDAHO POWER                                           | 2208260063 05  | 2208260063 051425 - 703 S Man St                                | 871.66             |                       | 0                  |
| IDAHO POWER                                           | 2226910376 05  | 2226910376 702 S Main St                                        | 1,007.06           |                       | 0                  |
| INTERMOUNTAIN GAS                                     | 08335990225 0  | 08335990225 703 S Main St                                       | 259.01             |                       | 0                  |
| COX BUSINESS                                          | 0012401037719  | Monthly internet service                                        | 162.99             |                       | 0                  |
| <b>54-4410-5210 291 N 2ND AVE UTILITIES</b>           |                |                                                                 |                    |                       |                    |
| IDAHO POWER                                           | 2227900418 05  | 2227900418 291 N 2nd Ave                                        | 357.79             |                       | 0                  |
| <b>54-4410-5900 LIFT TOWER LDG REPAIR &amp; MAINT</b> |                |                                                                 |                    |                       |                    |
| CHATEAU DRUG CENTER                                   | 2999648        | Caulk, door seal cinch, repair items                            | 45.19              |                       | 0                  |
| CHATEAU DRUG CENTER                                   | 2999978        | Bath tissue holder                                              | 18.99              |                       | 0                  |
| CHATEAU DRUG CENTER                                   | A3194784       | Batteries                                                       | 18.99              |                       | 0                  |
| WILRO PLUMBERS LLC                                    | 22507          | Plumbing services and labor at 703 S Main St                    | 935.00             |                       | 0                  |



| Vendor Name                                             | Invoice Number | Description                                                       | Net Invoice Amount | Purchase Order Number | GL Activity Number |
|---------------------------------------------------------|----------------|-------------------------------------------------------------------|--------------------|-----------------------|--------------------|
| Total COMMUNITY HOUSING EXPENSE:                        |                |                                                                   | 24,975.90          |                       |                    |
| Total COMMUNITY HOUSING:                                |                |                                                                   | 24,975.90          |                       |                    |
| <b>WATER FUND</b>                                       |                |                                                                   |                    |                       |                    |
| <b>WATER EXPENDITURES</b>                               |                |                                                                   |                    |                       |                    |
| <b>63-4340-3100 OFFICE SUPPLIES &amp; POSTAGE</b>       |                |                                                                   |                    |                       |                    |
| BUSINESS AS USUAL INC.                                  | 169059         | Office supplies, stationery, and organizational items             | 67.25              |                       | 0                  |
| <b>63-4340-3200 OPERATING SUPPLIES</b>                  |                |                                                                   |                    |                       |                    |
| A.C. HOUSTON LUMBER CO.                                 | 2505-877638    | Construction adhesive, super glue                                 | 30.67              |                       | 0                  |
| CHATEAU DRUG CENTER                                     | 2999695        | Bleach                                                            | 24.68              |                       | 0                  |
| CINTAS                                                  | 9319783988     | Mat and cleaning supply rental                                    | 79.35-             |                       | 0                  |
| INTEGRATED TECHNOLOGIES                                 | 259919         | Contract printing/copy service charges for monthly billing period | 57.30              |                       | 0                  |
| PIPECO, INC.                                            | S5887425.001.  | Blue marking paint                                                | 71.35              |                       | 0                  |
| TREASURE VALLEY COFFEE INC                              | 2160:11001843  | Coffee and beverage supplies                                      | 179.32             |                       | 0                  |
| USA BLUEBOOK                                            | INV00712071    | Industrial pump parts and supplies                                | 672.65             |                       | 0                  |
| <b>63-4340-3500 MOTOR FUELS &amp; LUBRICANTS</b>        |                |                                                                   |                    |                       |                    |
| VALLEY WIDE COOPERATIVE                                 | U001B150       | Gas Tank Fill                                                     | 415.06             |                       | 0                  |
| <b>63-4340-3800 CHEMICALS</b>                           |                |                                                                   |                    |                       |                    |
| OXARC INC                                               | 0032333760     | Industrial gas chemicals                                          | 346.72             |                       | 0                  |
| <b>63-4340-4200 PROFESSIONAL SERVICES</b>               |                |                                                                   |                    |                       |                    |
| GO-FER-IT                                               | 135928         | April shipments                                                   | 54.60              |                       | 0                  |
| <b>63-4340-5100 TELEPHONE &amp; COMMUNICATIONS</b>      |                |                                                                   |                    |                       |                    |
| CENTURY LINK                                            | 333465565 050  | Monthly telecommunications services                               | 145.81             |                       | 0                  |
| INTEGRATED TECHNOLOGIES                                 | 261758         | Contract printing/copying charges for office equipment and usage  | 58.44              |                       | 0                  |
| <b>63-4340-5200 UTILITIES</b>                           |                |                                                                   |                    |                       |                    |
| IDAHO POWER                                             | 2202458903 05  | 2202458903 110 River Ranch Rd Optc                                | 631.19             |                       | 0                  |
| IDAHO POWER                                             | 2206786459 05  | 2206786459 110 River Ranch Admin                                  | 35.82              |                       | 0                  |
| <b>63-4340-6100 REPAIR &amp; MAINT-MACH &amp; EQUIP</b> |                |                                                                   |                    |                       |                    |
| A.C. HOUSTON LUMBER CO.                                 | 2505-877127    | Air filters                                                       | 59.96              |                       | 0                  |
| A.C. HOUSTON LUMBER CO.                                 | 2505-878351    | Air filters                                                       | 59.96              |                       | 0                  |

| Vendor Name                                       | Invoice Number | Description                                                       | Net Invoice Amount | Purchase Order Number | GL Activity Number |
|---------------------------------------------------|----------------|-------------------------------------------------------------------|--------------------|-----------------------|--------------------|
| A.C. HOUSTON LUMBER CO.                           | 2505-878644    | Grinder, respirator                                               | 228.99             |                       | 0                  |
| CHATEAU DRUG CENTER                               | 3002154        | Air filters                                                       | 30.36              |                       | 0                  |
| JOE'S BACKHOE SERVICES, INC.                      | 25-890         | Heavy equipment and labor charges for excavation project          | 2,815.00           |                       | 0                  |
| PIPECO, INC.                                      | S5876495.001   | Irrigation supply parts and hardware                              | 7.34               |                       | 4310044            |
| PIPECO, INC.                                      | S5883231.001   | Galvanized pipe fittings and couplings                            | 26.06              |                       | 4310044            |
| PIPECO, INC.                                      | S5894534.001   | Galvanized coupler                                                | 7.31               |                       | 0                  |
| ROBERTS ELECTRIC                                  | 13583          | Electrical labor and parts for Northwood Pump Station             | 130.76             |                       | 0                  |
| MOUNTAINLAND SUPPLY COMP                          | S106962841.00  | Plumbing supplies and couplings                                   | 852.76             |                       | 0                  |
| Total WATER EXPENDITURES:                         |                |                                                                   | 6,930.01           |                       |                    |
| Total WATER FUND:                                 |                |                                                                   | 6,930.01           |                       |                    |
| <b>WATER CAPITAL IMPROVEMENT FUND</b>             |                |                                                                   |                    |                       |                    |
| <b>WATER CIP EXPENDITURES</b>                     |                |                                                                   |                    |                       |                    |
| <b>64-4340-7809 S. KETCHUM WATER LINE PROJ. A</b> |                |                                                                   |                    |                       |                    |
| CANYON EXCAVATION. LLC                            | 3150           | S KETCHUM REDUNDANT WATERLINE PROJECT A                           | 31,631.00          | 25072                 | 0                  |
| <b>64-4340-7810 S. KETCHUM WATER LINE PROJ. B</b> |                |                                                                   |                    |                       |                    |
| CANYON EXCAVATION. LLC                            | 3151           | S KETCHUM REDUNDANT WATERLINE PROJECT B                           | 128,008.80         | 25073                 | 0                  |
| Total WATER CIP EXPENDITURES:                     |                |                                                                   | 159,639.80         |                       |                    |
| Total WATER CAPITAL IMPROVEMENT FUND:             |                |                                                                   | 159,639.80         |                       |                    |
| <b>WASTEWATER FUND</b>                            |                |                                                                   |                    |                       |                    |
| <b>WASTEWATER EXPENDITURES</b>                    |                |                                                                   |                    |                       |                    |
| <b>65-4350-3100 OFFICE SUPPLIES &amp; POSTAGE</b> |                |                                                                   |                    |                       |                    |
| BUSINESS AS USUAL INC.                            | 169059         | Office supplies, stationery, and organizational items             | 67.25              |                       | 0                  |
| EXPRESS PUBLISHING, INC.                          | 10002196 0331  | Newspaper ads, legal notices, classified publishing charges.      | 280.83             |                       | 0                  |
| EXPRESS PUBLISHING, INC.                          | 10002196 0331  | Newspaper ads, legal notices, classified publishing charges.      | 177.68             |                       | 0                  |
| <b>65-4350-3200 OPERATING SUPPLIES</b>            |                |                                                                   |                    |                       |                    |
| INTEGRATED TECHNOLOGIES                           | 259919         | Contract printing/copy service charges for monthly billing period | 24.95              |                       | 0                  |
| SANDERSON, ANGELA                                 | 052125         | Reimbursement for work pants                                      | 105.48             |                       | 0                  |
| UPS STORE #2444                                   | MMN7FR51N7     | UPS Ground shipping for lab samples                               | 22.05              |                       | 0                  |
| UPS STORE #2444                                   | MMN7FR585V     | UPS Ground shipping for lab samples                               | 17.51              |                       | 0                  |
| VERT, JEFF                                        | 042825         | Staff Work Apparel                                                | 60.37              |                       | 0                  |
| RIGGS, CHAD                                       | 051525         | Staff Work Apparel                                                | 44.47              |                       | 0                  |

| Vendor Name                                            | Invoice Number | Description                                                                        | Net Invoice Amount | Purchase Order Number | GL Activity Number |
|--------------------------------------------------------|----------------|------------------------------------------------------------------------------------|--------------------|-----------------------|--------------------|
| HEYREND, JAMES                                         | 051925         | Reimbursement for shirts and pants                                                 | 148.36             |                       | 0                  |
| <b>65-4350-3800 CHEMICALS</b>                          |                |                                                                                    |                    |                       |                    |
| THATCHER COMPANY, INC.                                 | 2025100103874  | ALUMINUM SULFATE                                                                   | 928.70             | 23073                 | 435001             |
| THATCHER COMPANY, INC.                                 | 2025100103874  | ALUMINUM SULFATE                                                                   | 7,502.54           | 24048                 | 0                  |
| USA BLUEBOOK                                           | INV00709570    | Lab supplies and consumables for water testing                                     | 897.06             |                       | 0                  |
| <b>65-4350-4200 PROFESSIONAL SERVICES</b>              |                |                                                                                    |                    |                       |                    |
| FIRE SERVICES OF IDAHO                                 | 12611389       | Annual fire extinguisher service                                                   | 466.00             |                       | 0                  |
| MAGIC VALLEY LABS, INC.                                | 34847          | Water testing and cooler return                                                    | 53.00              |                       | 0                  |
| <b>65-4350-5100 TELEPHONE &amp; COMMUNICATIONS</b>     |                |                                                                                    |                    |                       |                    |
| INTEGRATED TECHNOLOGIES                                | 261758         | Contract printing/copying charges for office equipment and usage                   | 58.44              |                       | 0                  |
| <b>65-4350-5200 UTILITIES</b>                          |                |                                                                                    |                    |                       |                    |
| IDAHO POWER                                            | 2202158701 05  | 2202158701 110 River Ranch Rd                                                      | 11,564.21          |                       | 0                  |
| IDAHO POWER                                            | 2202703357 05  | 2202703357 1001 Chief Joseph Ct                                                    | 29.23              |                       | 0                  |
| IDAHO POWER                                            | 2206786459 05  | 2206786459 110 River Ranch Admin                                                   | 35.83              |                       | 0                  |
| <b>65-4350-6000 REPAIR &amp; MAINT-AUTO EQUIP</b>      |                |                                                                                    |                    |                       |                    |
| NAPA AUTO PARTS                                        | 222973         | Windshield wash                                                                    | 26.94              |                       | 0                  |
| WARM SPRINGS AUTO PARTS LL                             | 208305         | U-Joint                                                                            | 25.74              |                       | 0                  |
| <b>65-4350-6900 COLLECTION SYSTEM SERVICES/CHA</b>     |                |                                                                                    |                    |                       |                    |
| WHIRLYGIG, INC.                                        | 4123           | Manhole riser collar thermoplastic forms                                           | 751.00             |                       | 0                  |
| Total WASTEWATER EXPENDITURES:                         |                |                                                                                    | 23,287.64          |                       |                    |
| Total WASTEWATER FUND:                                 |                |                                                                                    | 23,287.64          |                       |                    |
| <b>WASTEWATER CAPITAL IMPROVE FND</b>                  |                |                                                                                    |                    |                       |                    |
| <b>WASTEWATER CIP EXPENDITURES</b>                     |                |                                                                                    |                    |                       |                    |
| <b>67-4350-7813 CAPITAL IMP PLAN(NO SHARING)</b>       |                |                                                                                    |                    |                       |                    |
| HDR ENGINEERING, INC.                                  | 1200723571     | TASK ORDER #5 - SEWER COLLECTION MASTER PLAN                                       | 3,194.82           | 23007                 | 0                  |
| <b>67-4350-7815 AERATION BASINS BLOWERS &amp; ELEC</b> |                |                                                                                    |                    |                       |                    |
| BANYAN TECHNOLOGY INC.                                 | 21334          | PLC Programming, Project Coordination and Start-up for Aeration Basin Modification | 3,510.00           | 25080                 | 0                  |
| BANYAN TECHNOLOGY INC.                                 | 21355          | PLC Programming, Project Coordination and Start-up for                             |                    |                       |                    |

| Vendor Name                                            | Invoice Number | Description                                                                     | Net Invoice Amount | Purchase Order Number | GL Activity Number |
|--------------------------------------------------------|----------------|---------------------------------------------------------------------------------|--------------------|-----------------------|--------------------|
|                                                        |                | Aeration Basin Modification                                                     | 15,793.65          | 25080                 | 0                  |
| COLUMBIA ELECTRIC SUPPLY                               | 8819-1040036   | Studio Profession 5000 Edition                                                  | 11,205.18          | 25128                 | 0                  |
| HDR ENGINEERING, INC.                                  | 1200722881     | TASK ORDER #3: SERVICES DURING<br>CONSTRUCTION FOR AERATION UPGRADES<br>PROJECT | 15,211.71          | 24055                 | 0                  |
| ELECTRICAL WHOLESALE SUPP                              | S5976816.001   | VFD'S PER QUOTATION #Q-4501323                                                  | 7,206.25           | 24060                 | 0                  |
| AERZEN USA CORP                                        | SEPI-25-00276  | Control module hardware                                                         | 1,873.65           |                       | 0                  |
| <b>67-4350-7818 ROTARY DRUM THICK &amp; DEWATERING</b> |                |                                                                                 |                    |                       |                    |
| HDR ENGINEERING, INC.                                  | 1200722884     | TASK ORDER #5 - SOLIDS DEWATERING DESIGN                                        | 16,449.28          | 24071                 | 0                  |
| Total WASTEWATER CIP EXPENDITURES:                     |                |                                                                                 | 74,444.54          |                       |                    |
| Total WASTEWATER CAPITAL IMPROVE FND:                  |                |                                                                                 | 74,444.54          |                       |                    |
| <b>PARKS/REC DEV TRUST FUND</b>                        |                |                                                                                 |                    |                       |                    |
| <b>PARKS/REC TRUST EXPENDITURES</b>                    |                |                                                                                 |                    |                       |                    |
| <b>93-4900-6200 PARK MEMORIAL BENCH/TREES</b>          |                |                                                                                 |                    |                       |                    |
| SONNTAG RECREATION, LLC                                | 25092          | Oak Bench                                                                       | 1,830.00           |                       | 0                  |
| <b>93-4900-7700 WATCH ME GROW GARDEN</b>               |                |                                                                                 |                    |                       |                    |
| MOSS GARDEN CENTER                                     | 232675         | Gardening tools and supplies                                                    | 25.54              |                       | 0                  |
| MOSS GARDEN CENTER                                     | 232696         | Garden supplies                                                                 | 25.54              |                       | 0                  |
| WEBB LANDSCAPING                                       | K-IN-202184    | Garden supply receipt for potting soil purchase                                 | 10.99              |                       | 0                  |
| Total PARKS/REC TRUST EXPENDITURES:                    |                |                                                                                 | 1,892.07           |                       |                    |
| Total PARKS/REC DEV TRUST FUND:                        |                |                                                                                 | 1,892.07           |                       |                    |
| Grand Totals:                                          |                |                                                                                 | 832,880.13         |                       |                    |

| Vendor Name | Invoice Number | Description | Net Invoice Amount | Purchase Order Number | GL Activity Number |
|-------------|----------------|-------------|--------------------|-----------------------|--------------------|
|-------------|----------------|-------------|--------------------|-----------------------|--------------------|

Report Criteria:  
Invoices with totals above \$0 included.  
Paid and unpaid invoices included.  
[Report].GL Account Number = "0110000000"-"9700000000","9910000000"-"9911810000"  
Invoice Detail.Voided = No,Yes



## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: June 2, 2025 Staff Member/Dept: Robyn Mattison/City Engineer

Agenda Item: Recommendation to Approve Right-of-Way Encroachment Agreement 25966 with Roselyne Swig

#### Recommended Motion:

I move to authorize the Mayor to sign Right-of-Way Encroachment Agreement 25966 between the City and Roselyne Swig, the owner of 110 Spur Lane.

#### Reasons for Recommendation:

- The improvements will not impact the use or operation of Spur Ln.
- The improvements will not impact drainage or snow removal within the public right-of-way.
- The project complies with all standards for Right-of-Way Encroachment Permit issuance specified in Ketchum Municipal Code §12.12.060.

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

This project entails the replacement of an existing hardscape access path in the right-of-way with a concrete path in the same configuration. Records indicate that there is no encroachment agreement for the existing hardscape path in the right-of-way. This agreement rectifies that situation.

Pursuant to Ketchum Municipal Code §12.12.040.C, a Right-of-Way Encroachment Permit is required for any permanent encroachment of the public right-of-way where a permanent fixture to the ground or a building will occur. The associated Right-of-Way Encroachment Agreement is intended to help protect the City in the event the proposed encroachments were to ever pose an issue requiring repair, relocation, or removal of the encroachment. The standards for issuance of a Right-of-Way Encroachment Permit are specified in Ketchum Municipal Code §12.12.060. The encroachments proposed for the 110 Spur Ln project complies with all standards.

#### Sustainability Impact:

None OR state impact here: None

#### Financial Impact:

None OR Adequate funds exist in account: None

#### Attachments:

1. Right-of-Way Encroachment Agreement 25966
2. Exhibit "A"
- 3.

**WHEN RECORDED, PLEASE RETURN TO:**

**OFFICE OF THE CITY CLERK  
CITY OF KETCHUM  
POST OFFICE BOX 2315  
KETCHUM, IDAHO 83340**

---

**RIGHT-OF-WAY ENCROACHMENT AGREEMENT 25966**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the CITY OF KETCHUM, IDAHO, a municipal corporation ("Ketchum"), whose address is Post Office Box 2315, Ketchum, Idaho 83340 and Roselyne Swig (collectively referred to as "Owner"), whose address is Post Office Box 2725 Ketchum, Idaho 83340.

*RECITALS*

WHEREAS, Owner is the owner of real property described as 110 Spur Ln ("Subject Property"), located within the City of Ketchum, State of Idaho, and;

WHEREAS, Owner has an existing hardscape entrance path within the right of way on Spur Ln. Owner wishes to replace the hardscape path in its existing configuration with a concrete path. These improvements are shown in Exhibit "A" attached hereto and incorporated herein (collectively referred to as the "Improvements"); and,

WHEREAS, Ketchum finds that said Improvements will not impede the use of said public right-of-way at this time subject to the terms and provisions of this Agreement;

WHEREAS, the Owner will restore the landscaping back to the original condition acceptable to the Streets and Facilities Director;

NOW, THEREFORE, in contemplation of the above stated facts and objectives, it is hereby agreed as follows:

*TERMS AND CONDITIONS*

1. Ketchum shall permit Owner to replace the existing hardscape path with concrete, as identified in Exhibit "A", within the public right-of-way on Spur Ln, until notified by Ketchum to remove the infrastructure at which time Owner shall remove infrastructure at Owner's expense.

2. Owner shall be responsible for the maintenance of said Improvements and shall repair said improvements within 48 hours upon notice from Ketchum that repairs are needed. Any modification to the improvements identified in Exhibit "A" shall be approved by the City prior to any modifications taking place.

3. Owner shall be responsible for restoring the landscaping that is altered due to the installation and removal of the Improvements, to the satisfaction of the Director of Streets and Facilities.

4. In consideration of Ketchum allowing Owner to maintain the Improvements in the public right-of-way, Owner agrees to indemnify and hold harmless Ketchum from and against any

and all claims of liability for any injury or damage to any person or property arising from the Improvements constructed, installed and maintained in the public right-of-way. Owner shall further indemnify and hold Ketchum harmless from and against any and all claims arising from any breach or default in the performance of any obligation on Owner's part to be performed under this Agreement, or arising from any negligence of Owner or Owner's agents, contractors or employees and from and against all costs, attorney's fees, expenses and liabilities incurred in the defense of any such action or proceeding brought thereon. In the event any action or proceeding is brought against Ketchum by reason of such claim, Owner, upon notice from Ketchum, shall defend Ketchum at Owner's expense by counsel satisfactory to Ketchum. Owner, as a material part of the consideration to Ketchum, hereby assumes all risk of damages to property or injury to persons in, upon or about the Improvements constructed, installed and maintained in the public right-of-way arising from the construction, installation and maintenance of said Improvements and Owner hereby waives all claims in respect thereof against Ketchum.

5. Ketchum shall not be liable for injury to Owner's business or loss of income therefrom or for damage which may be sustained by the person, goods, wares, merchandise or property of Owner, its tenants, employees, invitees, customers, agents or contractors or any other person in or about the Subject Property caused by or resulting from the Improvements constructed, installed, removed or maintained in the public right-of-way.

6. Owner understands and agrees that by maintaining the Improvements in the public right-of-way pursuant to this Agreement, Owner obtains no claim or interest in said public right-of-way which is adverse to that of Ketchum and that Owner obtains no exclusive right to said public right-of-way nor any other right to use the public right-of-way not specifically described herein.

7. In the event either party hereto retains an attorney to enforce any of the rights, duties and obligations arising out of this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorney's fees at the trial and appellate levels and, whether or not litigation is actually instituted.

8. This Agreement shall be governed by, construed, and enforced in accordance with the laws and decisions of the State of Idaho. Venue shall be in the District Court of the fifth Judicial District of the State of Idaho.

9. This Agreement sets forth the entire understanding of the parties hereto and shall not be changed or terminated orally. It is understood and agreed by the parties hereto that there are no verbal promises or implied promises, agreements, stipulations or other representations of any kind or character pertaining to the Improvements maintained in the public right-of-way other than as set forth in this Agreement.

10. No presumption shall exist in favor of or against any party to this Agreement as the result of the drafting and preparation of this document.

11. This Agreement shall be recorded with the Blaine County Recorder by Ketchum.

12. The parties fully understand all of the provisions of this Agreement, and believe them to be fair, just, adequate, and reasonable, and accordingly accept the provisions of this Agreement freely and voluntarily.



OWNER:

CITY OF KETCHUM:

By: \_\_\_\_\_  
Roselyne Swig

By: \_\_\_\_\_  
Neil Bradshaw  
Its: Mayor

STATE OF \_\_\_\_\_, )  
County of \_\_\_\_\_, ) ss.  
County of \_\_\_\_\_, )

On this \_\_\_\_ day of \_\_\_\_\_, 2025, before me, the undersigned Notary Public in and for said State, personally appeared \_\_\_\_\_, known to me to be the person who executed the foregoing instrument and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_  
Residing at \_\_\_\_\_  
Commission expires \_\_\_\_\_

STATE OF IDAHO )  
County of Blaine ) ss.  
County of Blaine )

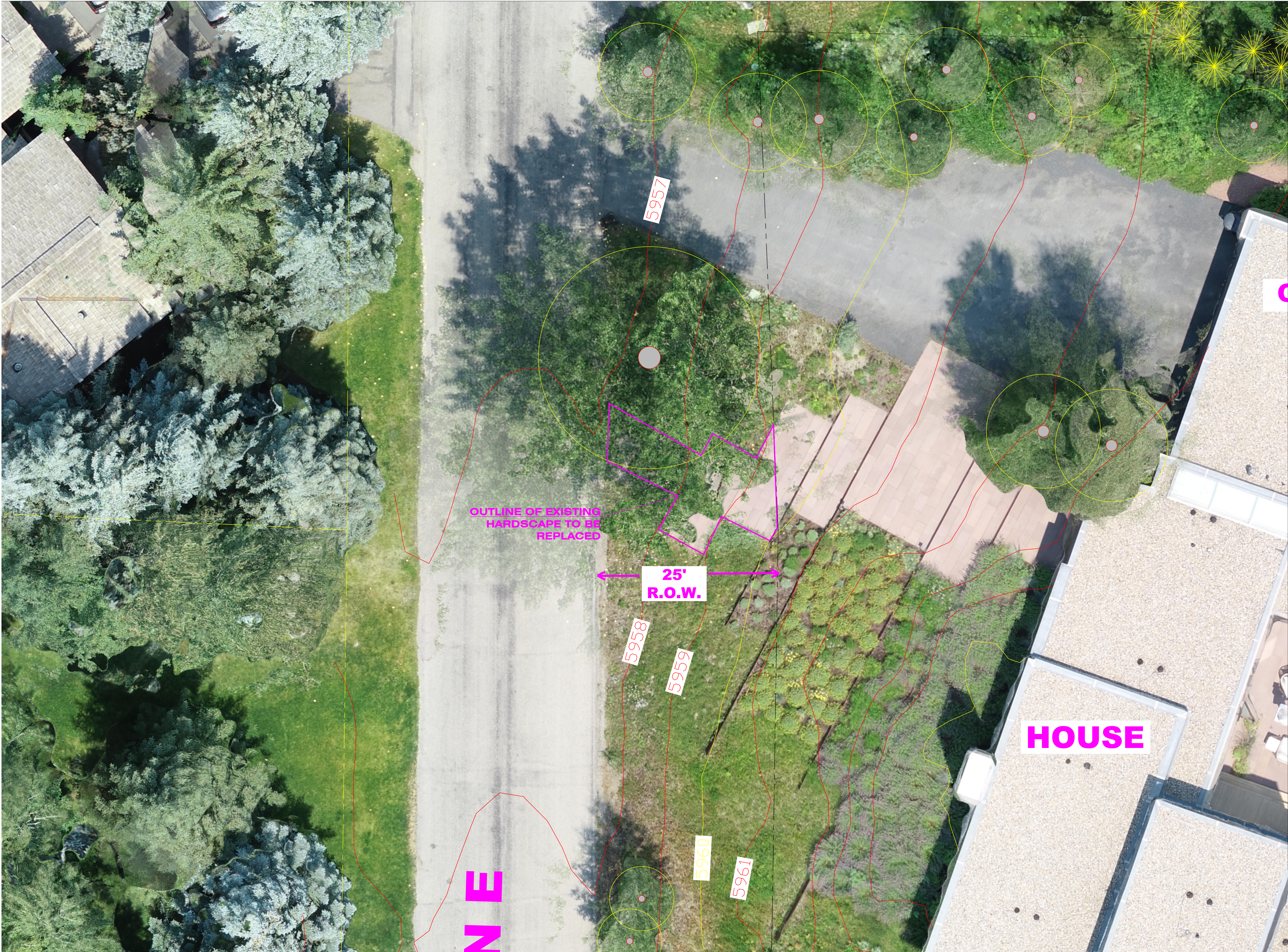
On this \_\_\_\_ day of \_\_\_\_\_, 2025 before me, the undersigned Notary Public in and for said State, personally appeared NEIL BRADSHAW, known or identified to me to be the Mayor of the CITY OF KETCHUM, IDAHO, and the person who executed the foregoing instrument on behalf of said municipal corporation and acknowledged to me that said municipal corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year in this certificate first above written.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_  
Residing at \_\_\_\_\_  
Commission expires \_\_\_\_\_

## EXHIBIT “A”





**DRAFT  
NOT FOR  
CONSTRUCTION**

MARK SPENCER, ASLA

NATIVE LANDSCAPES INC.  
P.O. BOX 2725  
KETCHUM, ID 83340  
208-726-5267

# SWIG RESIDENCE

110 SPUR LN.

DATE:  
4/5/2025

**ROW  
PERMIT  
PLAN**

NOT TO SCALE

# L2





## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

#### Recommended Motion:

I move to approve:

1. City Agreement 25967 (KURA Agreement 50097) for Access and Use of the First and Washington Parking Lot for Public Parking.
2. KURA approved the Agreement on May 19, 2025.

#### Reasons for Recommendation:

- For the foreseeable future, the First and Washington parking lot will be operated as a public parking lot. The KURA is contracting with the city to operate, maintain and enforce the parking lot. KURA will pay up to \$70,000 each year to reimburse the city for any costs.

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

#### Sustainability Impact:

#### Financial Impact:

|                                   |  |
|-----------------------------------|--|
| <input type="text" value="None"/> |  |
|-----------------------------------|--|

#### Attachments:

1. License and Use Agreement 25967 (KURA Agreement 50097) for First and Washington Parking Lot

**LICENSE FOR ACCESS AND USE  
OF PROPERTY FOR PARKING**

This License Agreement ("Agreement") is entered into between the City of Ketchum, a municipal corporation duly organized and existing under the laws of the State of Idaho § 50-101 et seq. (hereinafter "City") and the Ketchum Urban Renewal Agency, a public body politic and corporate of the State of Idaho, exercising governmental functions and powers and organized and existing under the Idaho Urban Renewal Law of the State of Idaho, title 50, chapter 20, Idaho Code, and the Local Economic Development Act, title 50, chapter 29, Idaho Code, with offices located at 480 East Ave. N, Ketchum, ID 83340 (hereinafter "Agency"). City and Agency may be referred to collectively as the "Parties".

**WITNESSETH:**

A. Agency is the owner of that certain parcel of real property located at 211 E 1st Street, Ketchum, ID 83340, with a legal description of Lots 5, 6, 7, 8 of Block 18, Ketchum Townsite, and depicted on attached **Exhibit A** (the "Property").

B. A public parking lot exists on the Property.

C. The Agency desires to provide the City with a license for the use of the Property to operate and maintain the parking spaces constructed on the Property.

D. Agency finds it in the best interest of the public to grant an-exclusive license to City to accommodate the temporary use of the Property as public parking while the Property is being held for further development for the purposes described herein and subject to the limitations set forth below, because it will promote the development of Ketchum.

**NOW, THEREFORE**, Agency and City have agreed the City may use the Property for the term and for the uses, and on the terms and conditions hereinafter set forth, and Agency does hereby grant to City, an exclusive license over, upon and across the Property for the purposes, period and uses described below.

In mutual exchange for the promises and covenants made herein, Agency issues an exclusive license to City on the following terms:

1. Definitions.

- a. "Capital Costs of Parking Facility" shall mean the capital costs related to the design, engineering, and construction of the parking facility located on the Property and any parking equipment such as gates, barriers, ticket dispensers on or near the Property to support the use of the Property by cars and light trucks for parking, and repairs and ongoing maintenance, repair or replacement of the parking equipment and Property as may be reasonably necessary.

b. “Term” shall mean collectively the Initial Term and any Renewal Terms.

2. License for Parking Lot and Maintenance. A continuing license is hereby granted by the Agency to the City for installation, maintenance, repair and replacement of a parking lot and Capital Costs of Parking Facility, operation of a public parking lot on the Property, and general maintenance of the Property. This license may be extended to such design professionals and contractors and their agents, employees, subcontractors and consultants as determined by City to facilitate, continue and complete Capital Costs of Parking Facility as it may be necessary from time to time. City and Agency shall mutually agree on responsible party for paying the costs of Capital Costs of Parking Facility.

3. License for Use as Temporary Parking. A license for access to and use of the Property for parking purposes is hereby granted on condition that parking be used for public purposes. This License is personal to City and solely for the benefit of City and its patrons and shall not be deemed to run with the land or in any other way create a perpetual interest in City or any successors of City.

4. Initial Term. This License shall commence upon the signature of all parties (last date signed), and end September 30, 2025.

5. Renewal Terms. The City may, solely at its option, and when and if it duly budgets and appropriates funds therefore from revenues legally available to it for the ensuing fiscal year, renew this License for additional annual Renewal Terms. Each annual renewal of this License (a “Renewal Term”) shall be deemed exercised by the City upon the adoption by September 15 of any year, of a budget of the ensuing fiscal year, duly budgeting and appropriating the amount of money required to operate, enforce, and manage the Property. Within ten (10) days following the adoption of a budget duly budgeting and appropriating said funds of the ensuing year, City shall deliver to the Agency a written statement certifying that it has duly budgeted and appropriated said funds for the ensuing year, which written statement shall be accompanied by a copy of the budget so adopted and a certified copy of the resolution or other official action of the City’s governing body adopting said budget and appropriating said funds. The due appropriation of funds as aforesaid shall constitute a valid and enforceable obligation of the City for the payment of such funds for the purposes provided herein, and shall not be subject to abatement for any cause. Each Renewal Term shall commence on October 1 of the fiscal year following adoption of the budget as provided hereinabove and shall terminate on September 30 of the following calendar year. For any Renewal Term commencing on October 1, 2025, or thereafter, the Agency may, at its discretion, notify the City in writing, no later than June 1, of its decision not to renew the License.

6. License Payments. Agency agrees to pay the City an annual Payment not to exceed \$70,000. Payment may occur on a monthly and/or annual basis based on actual expenses submitted to the Agency by the City. Agency shall review and approve City expenses prior to payment. For any Renewal Term commencing on October 1, 2025, the license payment shall be

mutually acceptable to the City and Agency. If the City and Agency cannot reach such agreement, this license shall terminate. Any revenues from use of the Property by City shall belong to City during the Term.

7. Maintenance. City shall at all times and at its sole expense maintain the Property in a safe, neat, and clean fashion, free of weeds, trash, debris, and snow. City further agrees to keep and maintain all improvements located upon said Property in a good state of repair and as good or better condition as when City entered the Property, ordinary wear and tear excepted.

8. Enforcement. City agrees to diligently enforce all parking regulations applicable to the Property at its sole expense.

9. Insurance. City shall, at its own expense, maintain a policy or policies of comprehensive general liability insurance with respect to City's use of the Property. Said insurance shall be written on an occurrence form and shall provide minimum protection of not less than \$2,000,000 combined single limit coverage of bodily injury, property damage or combination thereof. The City shall provide the Agency a Certificate of Insurance verifying insurance coverage.

10. Restoration of Property After Termination. After the Initial Term of this License and any Renewal Terms expire, City shall within 30 days deliver the Property, including any improvements thereon, to Agency in an "as is" condition. City may remove Parking Equipment in its discretion.

11. Signage. The City is solely responsible for placing signage that identifies parking regulations applicable to the Property.

12. Binding Effect. The terms of this License are binding on Agency, its successors and assigns and the City, and its successor and assigns.

13. Interpretation/Severability. If any clause, provisions, subparagraph, or paragraph set forth in this License is illegal, invalid, or unenforceable under present or future applicable laws, it is the intention of Agency and the City that the remainder of this License shall not be affected thereby.

14. Choice of Law. The terms and provisions contained in this License shall be governed and construed in accordance with the laws of the State of Idaho.

15. Attorney's Fees and Costs. In any suit, action or appeal therefrom to enforce, revoke or interpret this License, the prevailing party shall be entitled to recover its costs incurred therein, including reasonable attorneys' fees.

16. Complete Agreement. This License embodies the complete agreement between Agency and the City. This License cannot be modified, altered, amended, or terminated except by the written agreement of both Agency and City.

17. Permits. If any proposed reconstruction, relocation or maintenance of the uses contemplated by this License requires City to obtain land use, building, or other permits, City shall first obtain such permit before commencing such work, pay the required fees, and otherwise comply with the conditions set forth therein.

18. Compliance with Law; Waste and Nuisances Prohibited. In connection with the City's use of the Property, the City covenants and agrees to:

- a. Comply with and observe in all respects any and all federal, state and local statutes, ordinances, policies, rules and regulations, including, without limitation, those relating to traffic and pedestrian safety, and/or to the presence, use, generation, release, discharge, storage or disposal in, on or under the Property of any Hazardous materials (defined as any substance or material defined or designated as hazardous or toxic waste, material or substance, or other similar term, by any federal, state, or local environmental statute, regulation or occurrence presently in effect or that may be promulgated in the future);
- b. Obtain any and all permits and approvals required by any other unit of government; and
- c. Commit no waste or allow any nuisance on the Property.
- d. The City covenants and agrees to indemnify and hold Agency harmless from and against any and all claims, demands, damages license, liabilities and expenses (including, without limitation, reasonable attorneys' fees) arising directly or indirectly from or in any way connected with the breach of these covenants.

19. Authority. Agency and the City represent to the other that such party has full power and authority to execute, deliver and perform this License, that the individuals executing this License on behalf of said party have been and are fully empowered and authorized by all requisite action to do so; and this License constitutes a valid and legally binding obligation of said party enforceable against such party in accordance with this License.

20. Effective Date: This Agreement shall be effective as of the date it is signed and executed by Agency.



**IN WITNESS WHEREOF**, this Agreement has been executed by the parties hereto on the \_\_\_\_\_  
day of \_\_\_\_\_, 2025.

**CITY**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**AGENCY**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Exhibit A**





## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

#### Recommended Motion:

“Council recommends authorizing the award of Warm Springs Preserve Pkg 3 – Utilities, Paving, Grading scope to Conrad Brothers Construction”

#### Reasons for Recommendation:

- The paving scope aims to bring the Warm Springs Preserve entrance road into the City road system and will greatly reduce the amount of ongoing maintenance required in maintaining the current gravel road in the summer and plowing it in the winter
- Utilities will be brought over to the visitor restrooms & maintenance shop to meet City code requirements
- The grading included is relevant to the paving and utility installation

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

#### Sustainability Impact:

No impact

#### Financial Impact:

|                                          |                                                                                                                                                                                                                                                                                                            |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| None OR Adequate funds exist in account: | Project forecasted cost as well as partial approval, \$180,851, of this contract was approved on 5/5/2025. The City’s CIP plans to cover the Utilities & Paving for \$275,728 with the remaining cost for associated Grading to be covered by WSP donations. CIP contribution remains <5% of project cost. |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Attachments:

1. WSP Bid Package 3 - Paving, Grading, Utilities – Conrad
2. PO 25115 – Conrad Bros

## WSP PACKAGE #3 - UTILITIES & PARKING BID TAB

|                                                                                                                                                                                                                                                             |                                |          |            |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------|------------|-------------|
| PREPARED BY: Brad Echeverria                                                                                                                                                                                                                                | Conrad Brothers of Idaho       |          |            |             |
| DATE SUBMITTED: ORIGINAL 4/4/25                                                                                                                                                                                                                             | REVISED BID PACKAGE #3 5/23/25 |          |            |             |
| Quantities should reflect the bidder's estimate of quantities. Quantities will be used as a basis of comparing bids and verifying the accuracy of bid. The contract will be awarded on a lump sum basis regardless of the quantities included on this form. |                                |          |            |             |
| GRADING & EARTHWORKS                                                                                                                                                                                                                                        |                                |          |            |             |
| Item                                                                                                                                                                                                                                                        | Unit                           | Quantity | Unit Rate  | Total       |
| Rough Grading & General Earthworks at Lopey Lane, Parking Lot, Welcome Building and Parking Lot Drainage                                                                                                                                                    | SF                             | 36,332   | \$0.86     | \$28,532.00 |
|                                                                                                                                                                                                                                                             |                                |          | Sub-Total  | \$28,532.00 |
| SITE UTILITIES (Excluding Irrigation)                                                                                                                                                                                                                       |                                |          |            |             |
| Item                                                                                                                                                                                                                                                        | Unit                           | Quantity | Unit Rate  | Total       |
| Potable Water                                                                                                                                                                                                                                               |                                |          |            |             |
| Civil - Water Line for Welcome Building (2" Diam. PE, Bored)                                                                                                                                                                                                | LF                             | 370      | \$81.90    | \$30,303.00 |
| Sanitary Sewer                                                                                                                                                                                                                                              |                                |          |            |             |
| Civil - Sanitary Sewer Line for Welcome Building (2" Diam. PE, Bored)                                                                                                                                                                                       | LF                             | 360      | \$84.18    | \$30,303.00 |
| Duplex Sewage Grinder Pump                                                                                                                                                                                                                                  | EA                             | 1        |            | \$10,375.00 |
| Storm Sewer                                                                                                                                                                                                                                                 |                                |          |            |             |
| 30" Catch Basins                                                                                                                                                                                                                                            | EA                             | 2        | \$2,293.00 | \$4,586.00  |
| Dry Well                                                                                                                                                                                                                                                    | EA                             | 3        | \$3,057.66 | \$9,173.00  |
| Landscape Drywell for Building Downspouts                                                                                                                                                                                                                   | EA                             | 2        | \$1,856.50 | \$3,713.00  |
| Storm Drain Line (12" Diam.)                                                                                                                                                                                                                                | LF                             | 60       | \$63.33    | \$3,800.00  |
| Electrical and Lighting                                                                                                                                                                                                                                     |                                |          |            |             |
| Panel Board P1 and P2                                                                                                                                                                                                                                       | EA                             | 2        |            | \$5,901.00  |
| Pad-Mounted Transformer by Idaho Power                                                                                                                                                                                                                      | EA                             | 1        |            | \$0.00      |
| Electrical Service/Meter                                                                                                                                                                                                                                    | EA                             | 1        |            | \$12,147.00 |
| Main Distribution Panel                                                                                                                                                                                                                                     | EA                             | 1        |            | \$11,108.00 |



# CITY OF KETCHUM

PO BOX 2315 \* 191 5TH ST. \* KETCHUM, ID 83340  
Administration 208-726-3841 (fax) 208-726-8234

## PURCHASE ORDER

BUDGETED ITEM? \_\_\_\_ Yes \_\_\_\_ No

PURCHASE ORDER - NUMBER: 25115

|                                                                                        |                                                                       |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>To:</b><br>1716<br>CONRAD BROTHERS CONSTRUCTION<br>P.O. BOX 3432<br>HAILEY ID 83333 | <b>Ship to:</b><br>CITY OF KETCHUM<br>PO BOX 2315<br>KETCHUM ID 83340 |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------|

| P. O. Date | Created By | Requested By | Department | Req Number | Terms |
|------------|------------|--------------|------------|------------|-------|
| 04/30/2025 | KCHOMA     | KCHOMA       |            |            |       |

| Quantity | Description                                                   | Unit Price | Total      |
|----------|---------------------------------------------------------------|------------|------------|
| 1.00     | Paving of Warm Springs Preserve Entrance and Par 93-4900-7950 | 180,851.00 | 180,851.00 |
| 1.00     | Utilities & Grading of Warm Springs Preserve 93-4900-7950     | 123,409.00 | 123,409.00 |
|          | SHIPPING & HANDLING                                           |            | 0.00       |
|          | TOTAL PO AMOUNT                                               |            | 304,260.00 |

\_\_\_\_\_  
Authorized Signature



## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

#### Recommended Motion:

“Council approves the contract with Superbloom for construction services for the Warm Springs Preserve Project”

#### Reasons for Recommendation:

- Superbloom has been integral to getting the Warm Springs Preserve Master Plan to the construction phase
- The remaining scope for Superbloom includes, but not limited to, the following:
  - Final design & value engineering services
  - Drawing completion, 95% -> 100% in coordination with Contractors
  - Submittal Review & Management
  - Subgrade & Vertical Landscape Review
  - Fine Grading & Large Tree Placement
  - Punchlist & Final Walkthrough
  - As-Built Final Drawings
  -
- Greg Baer designed the irrigation system up to this point. He will continue as a subcontractor under Superbloom
- Baer will review the relevant submittals as well as consult on irrigation system programming

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

#### Sustainability Impact:

No impact

#### Financial Impact:

|                                          |                                                                                                                                                 |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| None OR Adequate funds exist in account: | Adequate WSP donations and grants exist to fund this scope.<br>Cost was represented in the WSP Master Plan Update reviewed by Council on 5/5/25 |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|

#### Attachments:

1. 250522\_Warm Springs Preserve Construction Phase Superbloom Services
2. PO 25131

# SUPERBLOOM

## Scope & Fee Proposal Construction Phase Services

**Project:** Landscape Architecture & Design Services –  
Warm Springs Preserve | Ketchum, ID

**Date:** May 22, 2025

**Client/Owner:** City of Ketchum

**Scope of Work:** Construction Phase Services include IFC, Construction Observation,  
Irrigation and Restoration Planting

**Assumptions:** This task order provides additional design services as requested by the Client below. Any additional work beyond the original agreement can be provided under a separate task order as needed.

**Client:** City of Ketchum  
Ben Whipple [bwhipple@ketchumidaho.org](mailto:bwhipple@ketchumidaho.org)

**CC:** Aly Swindley [aswindley@ketchumidaho.org](mailto:aswindley@ketchumidaho.org)

## Services

**A Construction Phase**  
This proposal provides for design services and value engineering strategy by Studio Superbloom, Baer Design Group and North Fork Natives to support the Construction Administration of the preserve. The original project scope did not assume Construction Administration, IFC documentation and program scheduling (value engineering strategy & building permit) for proposed Landscape Architecture design, irrigation systems design and restorative wetland planting design. The current scope includes 95% drawings. We're excited to move this project through CA and get it built. Please see Superbloom's current proposal attached (Exhibit 1).

| Consultant         | Fee             |
|--------------------|-----------------|
| Superbloom         | \$85,585        |
| Baer Design Group  | \$ 8,700        |
| North Fork Natives | \$ 2,500        |
| <hr/>              |                 |
| <b>Total</b>       | <b>\$96,785</b> |

This exhibit is attached to and made a part of the Client's master agreement dated June 09, 2022, between the Client and Superbloom to provide professional landscape services. Additional services will be provided as a lump sum amount or hourly (as noted above), at the current 2025 professional rates provided in the task order.

IN WITNESS WHEREOF, the Parties have executed this Agreement.

Studio Superbloom, LLC (dba "Superbloom")

City of Ketchum

By:

By:



Printed Name/Title:

Printed Name/Title:

Diane Lipovsky or Stacy Passmore, Principal

Date:

5/22/25

Date:

By signing, Client acknowledges that they have read and understand this proposal, any additional scope of work and material selections and all documents referenced therein, along with the terms and conditions attached hereto. Client agrees that upon signature this Proposal becomes the sole contract between Client and Superbloom. By signing, Client confirms that it is the owner or duly authorized representative of the owner, of the property where work is to be performed and has full, binding, legal authority to enter into this Agreement.



**Exhibit 1.** Superbloom Construction Phase cost estimate(s) for IFC, Building Permit & Construction Administration, per City’s request.

Warm Springs Preserve

Revised April 21,2025

Summary of IFC + Building Permit, Construction Observation, LOMR

| Firm                                 | Location   | Role                                           | IFC Set or Building Permit Set | Construction Observation | FEMA LOMR (Includes Survey) | Subtotal by Consultant | NOTES:                                                                                                                                                                               |
|--------------------------------------|------------|------------------------------------------------|--------------------------------|--------------------------|-----------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Superbloom                           | Denver, CO | Landscape Architecture/ Project Manager/ Prime | \$11,350                       | \$74,235                 | \$0                         | \$85,585               | See Detailed Fee Projections. *Does not include additional Value Engineering Coordination or Revisions to Welcome Building Footprint                                                 |
| Baer Design Group                    | Boise, ID  | Irrigation Design                              | \$0                            | \$8,700                  | \$0                         | \$8,700                | See Detailed Proposal Attached. *Includes Reimbursable Travel Expenses (Assume \$500/trip, 3 trips total). No Change in Drawings or Specs for IFC Set. Includes Irrigation As-Built. |
| North Fork Natives                   | Idaho      | Native Revegetation                            | \$2,500                        | \$0                      | \$0                         | \$2,500                | Work connected to Value Engineering Strategy                                                                                                                                         |
|                                      |            |                                                | \$13,850                       | \$82,935                 | \$0                         |                        |                                                                                                                                                                                      |
| Total of All Phases, All Consultants |            |                                                |                                |                          |                             | \$96,785               |                                                                                                                                                                                      |

Other partners have direct contracts with City of Ketchum for this phase: Rio ASE, Benchmark, Michael Doty Associates, Morell Engineering & IMEG

## Construction Phase Site Visits

Design Time/Fee \$12,960 | Travel Expenses \$10,220 | Total for Site Visits \$23,180

### Construction Visit #1

Subgrade Review + Vertical Landscape Elements, Features Review

2 nights/3 days (incl. travel)

Deliverables

Field Report #1

#### Fees:

| Team Labor      | Hours | Rate  | Labor Cost |
|-----------------|-------|-------|------------|
| Tyler           | 16    | \$195 | \$3,120    |
| Subtotal, Labor |       |       | \$3,120    |

| Expenses                                                        | Cost  | Qty | Subtotal |
|-----------------------------------------------------------------|-------|-----|----------|
| Flight                                                          | \$350 | 1   | \$350    |
| Car to/from Denver Airport                                      | \$65  | 2   | \$130    |
| Lodging (per night/person)                                      | \$295 | 2   | \$590    |
| Travel Time (avg labor hrs/person) @ 4 hrs flight + 2 hrs train | \$140 | 6   | \$840    |
| Per Diem                                                        | \$80  | 2   | \$160    |
| Subtotal, Expenses                                              |       |     | \$2,070  |

Total  
\$5,190

### Construction Visit #3

Punch Walk

2 nights/2 days (incl. travel)

Deliverables

Field Report #3, Punchlist

#### Fees:

| Team Labor      | Hours | Rate  | Labor Cost |
|-----------------|-------|-------|------------|
| Tyler           | 8     | \$195 | \$1,560    |
| Subtotal, Labor |       |       | \$1,560    |

| Expenses                                                        | Cost  | Qty | Subtotal |
|-----------------------------------------------------------------|-------|-----|----------|
| Flight                                                          | \$350 | 1   | \$350    |
| Car to/from Denver Airport                                      | \$65  | 2   | \$130    |
| Lodging (per night/person)                                      | \$295 | 2   | \$590    |
| Travel Time (avg labor hrs/person) @ 4 hrs flight + 2 hrs train | \$140 | 6   | \$840    |
| Per Diem                                                        | \$80  | 2   | \$160    |
| Subtotal, Expenses                                              |       |     | \$2,070  |

Total  
\$3,630

### Construction Visit #2

Fine Grading & Tree Placement, Furnishings

2 nights/3 days (incl. travel)

Deliverables

Field Report #2

#### Fees:

| Team Labor      | Hours | Rate  | Labor Cost |
|-----------------|-------|-------|------------|
| Tyler           | 16    | \$195 | \$3,120    |
| Stacy           | 16    | \$225 | \$3,600    |
| Subtotal, Labor |       |       | \$6,720    |

| Expenses                                                        | Cost  | Qty | Subtotal |
|-----------------------------------------------------------------|-------|-----|----------|
| Flight                                                          | \$350 | 2   | \$700    |
| Car to/from Denver Airport                                      | \$65  | 2   | \$130    |
| Lodging (per night/person)                                      | \$295 | 4   | \$1,180  |
| Travel Time (avg labor hrs/person) @ 4 hrs flight + 2 hrs train | \$140 | 6   | \$1,680  |
| Per Diem                                                        | \$80  | 4   | \$320    |
| Subtotal, Expenses                                              |       |     | \$4,010  |

Total  
\$10,730

### Construction Visit #4

Final Walkthrough

2 nights/2 days (incl. travel)

Deliverables

Field Report #4, Final Acceptance

#### Fees:

| Team Labor      | Hours | Rate  | Labor Cost |
|-----------------|-------|-------|------------|
| Tyler           | 8     | \$195 | \$1,560    |
| Subtotal, Labor |       |       | \$1,560    |

| Expenses                                                        | Cost  | Qty | Subtotal |
|-----------------------------------------------------------------|-------|-----|----------|
| Flight                                                          | \$350 | 1   | \$350    |
| Car to/from Denver Airport                                      | \$65  | 2   | \$130    |
| Lodging (per night/person)                                      | \$295 | 2   | \$590    |
| Travel Time (avg labor hrs/person) @ 4 hrs flight + 2 hrs train | \$140 | 6   | \$840    |
| Per Diem                                                        | \$80  | 2   | \$160    |
| Subtotal, Expenses                                              |       |     | \$2,070  |

Total  
\$3,630

## SUPERBLOOM

|                                                   |                                                                     |                  |                  |               |               |                 |
|---------------------------------------------------|---------------------------------------------------------------------|------------------|------------------|---------------|---------------|-----------------|
| <b>Warm Springs Preserve</b> Ketchum, ID          |                                                                     | Principal, DL/SP | Sr Associate, TK | Associate, DR | Designer, tbd |                 |
| <b>Construction Administration Fee Projection</b> |                                                                     | \$225            | \$195            | \$145         | \$105         |                 |
| Task                                              |                                                                     |                  |                  |               |               |                 |
| <b>Construction Phase Services</b>                |                                                                     |                  |                  |               |               |                 |
|                                                   | Project Management                                                  | 25               | 60               | 40            | 10            | \$24,175        |
|                                                   | Weekly OAC Meeting                                                  |                  | 40               | 0             | 0             | \$7,800         |
|                                                   | Submittals, RFIs                                                    | 10               | 30               | 40            | 10            | \$14,950        |
|                                                   | Punchlist                                                           | 2                | 12               | 2             | 10            | \$4,130         |
|                                                   | * Assumes general contractor or contractor engaged for construction |                  |                  |               |               |                 |
| Subtotal Hrs.                                     |                                                                     | 37               | 142              | 82            | 30            |                 |
| Subtotal Fee / Staff Member                       |                                                                     | \$8,325          | \$27,690         | \$11,890      | \$3,150       |                 |
| <b>Construction Phase Services Total</b>          |                                                                     |                  |                  |               |               | <b>\$51,055</b> |

| SUMMARY BELOW                |                                                                | Timing |   |   |   |                 |
|------------------------------|----------------------------------------------------------------|--------|---|---|---|-----------------|
| Site Visit 1                 | Subgrade Review + Vertical Landscape Elements, Features Review | 0      | 0 | 0 | 0 | \$5,190         |
| Site Visit 2                 | Fine Grading & Tree Placement, Furnishings                     | 0      | 0 | 0 | 0 | \$10,730        |
| Site Visit 3                 | Punch Walk                                                     | 0      | 0 | 0 | 0 | \$3,630         |
| Site Visit 4                 | Final Walkthrough                                              | 0      | 0 | 0 | 0 | \$3,630         |
| <b>Total Site Visits Fee</b> |                                                                |        |   |   |   | <b>\$23,180</b> |

\*Excludes Post-Occupancy Services (Plant Warranty Walks, etc.)

|                                     |                 |
|-------------------------------------|-----------------|
| <b>Total Construction Phase Fee</b> | <b>\$74,235</b> |
|-------------------------------------|-----------------|

## SUPERBLOOM

|                                                   |                                   |                  |                  |               |               |                 |
|---------------------------------------------------|-----------------------------------|------------------|------------------|---------------|---------------|-----------------|
| <b>Warm Springs Preserve</b> Ketchum, ID          |                                   | Principal, DL/SP | Sr Associate, TK | Associate, DR | Designer, tbd |                 |
| <b>Issued for Construction Set Fee Projection</b> |                                   | \$225            | \$195            | \$145         | \$105         |                 |
| Task                                              |                                   |                  |                  |               |               |                 |
| <b>Issued For Construction Set</b>                |                                   |                  |                  |               |               |                 |
|                                                   | Project Management + QA/QC        | 4                | 20               | 5             | 0             |                 |
|                                                   | Drawing + Specification Revisions |                  | 10               | 5             | 30            |                 |
| Subtotal Hrs.                                     |                                   | 4                | 30               | 10            | 30            |                 |
| Subtotal Fee / Staff Member                       |                                   | \$900            | \$5,850          | \$1,450       | \$3,150       |                 |
| <b>Issued for Construction Set Fee Projection</b> |                                   |                  |                  |               |               | <b>\$11,350</b> |

|                                                |                 |
|------------------------------------------------|-----------------|
| <b>Total Issued For Construction Phase Fee</b> | <b>\$11,350</b> |
|------------------------------------------------|-----------------|



Diane Lipovsky, PLA  
Superbloom  
23 Lincoln St. | Ste. 200  
Denver, CO 80203

**RE: Proposal for Irrigation Construction Administration Services at Warm Springs Preserve | Ketchum, ID**

Ms. Lipovsky,

We are excited to move this project into the construction phase and see the project built. Our services for this phase of work herein includes construction administration, as-built documentation, and program scheduling for all proposed and built irrigation systems.

| No. | Task Item                                             | Fees        | Term      |
|-----|-------------------------------------------------------|-------------|-----------|
| 5   | Construction Observation<br>(Three total Site Visits) | \$ 7,200    | Fixed Fee |
| 6   | Estimated Reimbursable Expenses (Cost +10%)           | \$ 500/Trip | Budget    |

#### 5. Construction Observation

**BDG** will participate in a Pre-Construction meeting with Client and Contractor. In the Pre-Construction meeting, **BDG** will address methods of communication, construction access, hours of operation, schedule, phasing requirements, materials storage, materials handling, spoils placement, equipment requirements, water source, power source, as-built documentation, payment application process and any other project specific items on the project.

**BDG** will provide site inspections (Pre-Con, 50% Completion & Substantial Completion) to coordinate installation requirements with the Contractor and Owner, review construction progress and installation. During each inspection we will observe that all products are being installed per plans and specifications, answer questions and review progress of work. Following each site inspection, **BDG** will provide the **Client** and Contractor with a punch list of items needing improved to meet specifications and schedules. All addenda items such as shop drawings, submittals, construction correspondence, pay applications, etc. will be reviewed throughout construction as required. **BDG** will additionally be available to review and comment on site inspection photo's provided by owner.

Following completion of the project, **BDG** will coordinate with contractor to provide our **Client** with Operation and Maintenance Manuals, Warranty Letters, Extra Materials, and Training on pump station and irrigation control system.

#### Additional Services

When specifically requested, work not described above shall be performed as additional services. This work may include, but is not limited to:

- Design revisions requested by **Client** following **Client** approval of Construction Documents. If design revisions are requested, **BDG** will perform the additional services after receiving written authorization.
- Providing any other services not specifically included in this proposal.



#### Reimbursable Expenses

Incidental reimbursable expenses are included in the project fees. The following costs shall be reimbursed at cost + 10% and are not included in the Fee for Professional Services:

- A. Cost of copies of drawings, specification manuals, reports and visual images; xerography and photographic reproduction of drawings and other documents furnished or prepared for submittal to approving agencies for review.
- B. Printing and Mounting.
- C. Submittal and Application Fees
- D. Travel Expenses such as airfare, rental car, mileage, room and board, meals directly associated to this project. Excludes localized travel expenses.
- E. Shipping Fees.

Ms. Lipovsky,

We are excited to be considered for this project and are looking forward to a productive working relationship with you and your team. We are confident in our abilities to provide you with the high quality, functional, and aesthetically pleasing design that you require.

Services rendered above are billed monthly as a percentage of work is completed per task. Should any portion of this work be canceled, BDG will not invoice for any services not yet provided. BDG is available to review scope of work, redefine tasks and negotiate the contract as necessary to complete the project in its entirety.

If this proposal meets your approval, please sign and return one copy for our files. A signed proposal will serve as a notice to proceed.

The Clients' signature below will be considered an authorization to proceed with the work contracted through Baer Design Group, LLC and acceptance of the Terms and Conditions outlined herein.

Sincerely,

A handwritten signature in black ink that reads "Greg Baer".

APPROVED BY:

Name (Printed): \_\_\_\_\_ Company Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



# CITY OF KETCHUM

PO BOX 2315 \* 191 5TH ST. \* KETCHUM, ID 83340  
Administration 208-726-3841 (fax) 208-726-8234

## PURCHASE ORDER

BUDGETED ITEM? \_\_\_\_ Yes \_\_\_\_ No

PURCHASE ORDER - NUMBER: 25131

|                                                                                          |                                                                       |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>To:</b><br>5810<br>STUDIO SUPERBLOOM, LLC<br>750 N PENNSYLVANIA ST<br>DENVER CO 80203 | <b>Ship to:</b><br>CITY OF KETCHUM<br>PO BOX 2315<br>KETCHUM ID 83340 |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|

| P. O. Date | Created By | Requested By | Department | Req Number | Terms |
|------------|------------|--------------|------------|------------|-------|
| 05/27/2025 | CCHING     | CCHING       |            |            |       |

| Quantity | Description                                   | Unit Price | Total     |
|----------|-----------------------------------------------|------------|-----------|
| 1.00     | WSP - Construction Phase Support 93-4900-7950 | 96,785.00  | 96,785.00 |
|          | SHIPPING & HANDLING                           |            | 0.00      |
|          | TOTAL PO AMOUNT                               |            | 96,785.00 |

\_\_\_\_\_  
Authorized Signature



## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

#### Recommended Motion:

I move to approve Artist Agreement 25133 with Squire Broel outlining the terms of installation and liabilities related to their artwork.

#### Reasons for Recommendation:

- The Arts Commission conducted a call-for-artist this spring for their annual Art on 4<sup>th</sup> Exhibit. They selected Squire Broel's work "Twisted Bones (Late Autumn)" to be installed on 4<sup>th</sup> Street, between Main Street and Washington Avenue.
- The Artist Agreement outlines the installation responsibilities and liabilities between the artist and the city, which must be approved by City Council.

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

#### Sustainability Impact:

#### Financial Impact:

|                                          |                                                                                                             |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| None OR Adequate funds exist in account: | Funds to pay the artist come from the Arts Commission's annual budget. Adequate funds exist in the account. |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------|

#### Attachments:

1. Artist Agreement 25133 with Squire Broel
- 2.
- 3.

## **Artist Loan Agreement 25133 Squire Broel**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the CITY OF KETCHUM, an Idaho municipal corporation (“City”) and Squire Broel (“Owner”).

### RECITALS

WHEREAS, City is a municipal corporation duly organized and existing under the laws of the State of Idaho; and

WHEREAS, pursuant to Idaho Code §50-301, City is empowered to enter into contracts as may be deemed necessary to promote the welfare of the City and its residents; and

WHEREAS, City has exclusive control of the public rights-of-way; and

WHEREAS, Owner desires to install a certain work of art in the public right-of-way for the enjoyment of the public; and

WHEREAS, City desires to grant Owner permission to do so because such public display of art will promote the public health and welfare of the City of Ketchum.

NOW, THEREFORE, on the basis of the foregoing recitals the parties agree as follows:

1. Incorporation of Recitals. The Recitals set forth above are hereby incorporated into and made an integral part of this Agreement.
2. Grant of Revocable License. City hereby grants to Owner a revocable limited license to display the artwork described in Exhibit A attached hereto and hereby made a part of this Agreement (the “Art”) on/at the location described in Exhibit B attached and made a part of this Agreement (the “Display Site”). The placement of the Art shall be at the sole discretion of City.
3. Transportation, Installation and Removal. Owner shall be solely responsible for all costs and liabilities related to or arising from the transportation of the Art to and from the Display Site and its installation and removal. The City has agreed to provide assistance in placing the artwork on the concrete pad and requires that the sculpture is anchored into the pad. Despite the City’s assistance, the Owner remains solely responsible for all costs and liabilities related to or arising from the installation and removal of the sculpture. Once the Art has been installed on the Display Site to City’s satisfaction and until removal of the Art from the Display Site, City shall provide personal property insurance for the Art in an amount equal to its wholesale value. If Owner fails or refuses to remove the Art and restore the Display Site to a condition as good or better than the condition of the Display Site within thirty days of the end of the Display Period, then City may and



- without limiting any other rights or remedies hereunder, but shall not be required to, remove the Art, place it in storage and charge reasonable removal fees, storage fees and insurance costs and to have and enforce a lien for such fees and costs.
4. Term and Display Period. The term of this Agreement shall run from June 16, 2025, until the Art is removed and the Display Site is restored to the reasonable satisfaction of the City. Owner shall display the Art on the Display Site from the time of installation until April 1, 2026 (the “Display Period”). Unless a street closure is required to remove the Art, Owner may remove the Art at any reasonable time prior to such date. Either party may terminate the Display Period at any time for any or no reason upon seven days’ notice to the other Party.
  5. Payment to Artist. Upon final installation of artwork that is satisfactory to the city, artist will be paid an amount of \$3,500.
  6. Ownership/Authority/Copyright and Reproduction Rights. Owner hereby represents that it owns all right, title and interest in and to the Art or that it has full Authority to execute this Agreement. At no time during the course of this Agreement shall City have any right, title or interest in or to the Art unless specifically agreed to in writing by both Owner and City. City shall not make any commercial use of the Art without the Owner’s written consent; however, City may publish and distribute photographs of the Art as installed on the Display Site for noncommercial purposes.
  7. Release and Indemnification. Owner hereby releases, holds harmless and agrees to indemnify and defend the City, its elected officials, appointed officials, agents, employees and volunteers from and against any and all damages, injuries to persons or property, including damage to the Art, personal injuries (without limitation including death) liabilities, claims or obligations in any manner related to or arising from the transportation of the Art to the Display Site, its installation, and its removal. Such release and indemnification shall not apply to any damages, injuries to persons or property, including the Art, personal injuries (without limitation including death) liabilities, claims or obligations arising from the negligence of City, its elected officials, appointed officials, agents, employees or volunteers.
  8. No Third Party Beneficiaries. By entering this Agreement, the parties do not intend to create any right, title or interest in or for the benefit of any person other than City and Owner. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary of this Agreement.
  9. Compliance With Laws/Public Records. Owner, its agents and employees shall comply with all federal, state and local laws, rules and ordinances. This Agreement does not relieve Owner of any obligation or responsibility imposed upon Owner by law. Without limitation, Owner hereby acknowledges that all writings and documents, including without limitation email, containing information relating to the conduct or administration of the public’s business prepared by Owner for City regardless of physical form or characteristics may be public records pursuant to Idaho Code Section 74-101 *et seq.*

10. Notice. All written communications under this Agreement shall be addressed as follows:

CITY:  
City of Ketchum  
Attn: City Administrator  
P.O. Box 2315  
Ketchum, Idaho 83340-2315

OWNER:  
Squire Broel  
PO Box 206  
Walla Walla, WA 99362

11. Miscellaneous.

- a. Amendments. This Agreement may only be changed, modified, or amended in writing executed by all parties.
- b. Headings. The headings in the Agreement are inserted for convenience and identification only and are in no way intended to describe, interpret, define, or limit the scope, extent, or intent of this Agreement or any provision hereof.
- c. Attorney Fees and Costs. In the event that either party hereto is required to retain the services of an attorney to enforce any of its rights hereunder, the non-prevailing party shall pay to the prevailing party all reasonable costs and attorney fees incurred in such enforcement, whether or not litigation is commenced and including reasonable costs and attorney fees on appeal.
- d. Successors and Assigns. This Agreement shall be binding upon all successors, assigns, vendees, successors-in-interest, and heirs of Owner.
- e. Remedies. In the event of default by either party hereunder, the non-defaulting party shall be entitled to seek all available legal and equitable remedies, including, without limitation, specific performance.
- f. No Presumption. No presumption shall exist in favor of or against any party to this Agreement as a result of the drafting and preparation of the document.
- g. Governing Law. This Agreement shall be governed by the laws and decisions of the State of Idaho.
- h. Entire Agreement. This Agreement contains the entire Agreement between the parties respecting the matters herein set forth and supersedes all prior Agreements between the parties hereto respecting such matter.
- i. Execution and Fax Copies and Signatures. This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the

same instrument. Fax copies of this Agreement and the original and fax signatures thereon shall have the same force and effect as original copies and signatures.

- j. Authority. The parties executing this Agreement warrant, state, acknowledge, and affirm that they have the authority to sign the same and to bind themselves to the terms contained herein.

IN WITNESS WHEREOF, the parties have signed this Agreement the day and year first above written.

CITY OF KETCHUM,  
an Idaho municipal corporation

OWNER

By: \_\_\_\_\_  
Neil Bradshaw  
Mayor

By: \_\_\_\_\_  
Its: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Trent Donat  
City Clerk

**EXHIBIT A: Squire Broel's sculpture "Twisted Bones (Late Autumn)" to be installed on 4<sup>th</sup> Street between Main Street and Washington Avenue**









## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

#### Recommended Motion:

#### Reasons for Recommendation:

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

#### Sustainability Impact:

#### Financial Impact:

|                                                                       |                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="text" value="None OR Adequate funds exist in account:"/> | <input type="text" value="The city is proposing to cover 59% of event street closures, park reservations, and facility fees as part of the agreement. Much of this is due to them using the same set-up and street"/> |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|  |                                                                                                                               |
|--|-------------------------------------------------------------------------------------------------------------------------------|
|  | closures as the City’s Ketch’em Alive events. This is the same amount the city has covered in past agreements with the WRFMA. |
|--|-------------------------------------------------------------------------------------------------------------------------------|

Attachments:

|                                                                  |
|------------------------------------------------------------------|
| 1. Wood River Farmers Market Memorandum of Understanding #25-006 |
|------------------------------------------------------------------|





## City of Ketchum

### MEMORANDUM OF UNDERSTANDING 25-006 City of Ketchum/Wood River Farmers Market

Effective on the \_\_\_\_ day of \_\_\_\_\_ 2025, this Memorandum of Understanding (MOU) is between the Wood River Farmers Market, an Idaho general business (WRFMA), and the City of Ketchum, a political subdivision of the State of Idaho (City). This MOU serves as an attachment and addendum to special event permits for the WRFMA and includes adjustments to the agreed-upon terms outlined in MOU 24-001, which was approved on March 18, 2024. The purpose of this MOU is to memorialize additional terms and conditions for this recurring event.

The WRFMA would like to conduct business in Ketchum's downtown area, specifically in Forest Service Park. The City desires to work with the WRFMA in a partnership capacity to ensure its success at this location. The presence of WRFMA in downtown Ketchum is a benefit to the community's residents and visitors and adds vibrancy to one of the City's most desirable parks. Forest Service Park and its surrounding streets will accommodate the needs of WRFMA and its customers. Changes from the prior MOU include more clearly defined WRFMA operation dates and years and additional City promotional support.

As a result, WRFMA and the City memorialize a 3-year agreement from June 2, 2025, through June 2, 2028) to include the following:

- Use of Forest Service Park and Washington Ave., between River and First Streets, on Wednesdays from the hours of noon to 4 PM for WRFMA events, beginning the second week of June and ending the second week of October each calendar year. This MOU may not be modified during the market season.
- WRFMA will follow Fire Department regulations, including tent locations within the park and along Washington Avenue, to allow for emergency vehicle access.
- Any proposed changes to the location, day, and hours of the event will be agreed upon by the parties prior to each market season and memorialized through an amendment to this MOU.
- Fees will be paid along with the submission of the Special Event Application prior to the beginning of each market season. WRFMA will pay a normal event application fee. Street closure, park reservation, and facilities fees will be reduced from \$9,690 to \$3,961.50 (a 59% discount).
- WRFMA will be solely responsible for selecting its vendors and operating the market.
- The City will assist with the Washington Avenue road closure and East 1<sup>st</sup> Street load-in/out location by creating closure plans, placing signs in parking spaces to alert users of the road closure day/time, and activating/deactivating the closure.
- The City will allow road closure equipment to remain stored at Forest Service Park throughout the market season.
- The city will provide and set up plans and equipment to prevent runaway vehicles in the event space and street closure for public safety.
- WRFMA is not initially required to provide additional portable toilets. The City will revisit this decision throughout each market season. If it is determined that additional toilets are necessary, WRFMA will be required to provide them.
- WRFMA vendors are responsible for providing trash receptacles for their customers and removing all trash at the end of each market day.
- WRFMA will not use ERC recycling; they will have bins to collect cans and will recycle on their own.
- WRFMA will ensure City trash cans within the park are empty at the end of each market event.

- WRFMA's 4' x 8' trailer can remain parked at 131 River Street, in an area designated by the City, throughout the market season.
- WRFMA vendors shall use quiet generators, approved by WRFMA, as power sources during market hours.
- The City will provide access to power outlets located at Forest Service Park.
- The City will allow use of the Ketch'em Alive stage by WRFMA during the Ketch'em Alive season and will leave the stage in place throughout the WRFMA season for their use.
- The City will provide a Ketchum logoed pop-up tent on or near the stage.
- Use of grills of any type must be approved by the Ketchum Fire Department.
- The City desires to partner with WRFMA in order to provide marketing assistance and music. The partnership will include the following:
  - A Music license fee of \$10 per market day will be waived if WRFMA elects to provide live or pre-recorded music.
  - The City will provide one week per month of banner space at the Main Street location (or an alternate location, if the Main Street location is unavailable) on dates to be determined each year between City staff and WRFMA.
  - The City will provide additional banner or sign space to help promote the events, if it is available.
  - The City will assist in marketing the event by co-promoting it with Ketch'em Alive (taking place in the event space the day before each market) on social media, in print ads, through email newsletters, and with signs up to \$4,000 of media expenses.
  - During road construction that affects access to Forest Service Park, the City will provide wayfinding signs, at their discretion, to help direct the public to WRFMA events.

### **Termination**

This permit and MOU may be terminated at the option of either party upon sixty days' notice. The parties will communicate and reasonably cooperate to minimize and mitigate any relocation burdens in the event of such a termination.

### **Breach of permit conditions**

In the event of a breach or violation of permit conditions, including this MOU, the City may notice and provide remedies and/or termination per the City's special event permit policy.

Wood River Farmers Market

By: \_\_\_\_\_

Its: \_\_\_\_\_

City of Ketchum

By: \_\_\_\_\_

Its: \_\_\_\_\_

# WHITE PETERSON

## ATTORNEYS AT LAW

MARC J. BYBEE  
MAREN C. ERICSON  
WM. F. GIGRAY, III  
LINDA C. HALSEY  
MATTHEW A. JOHNSON  
JACOB M. JONES  
WILLIAM F. NICHOLS \*  
BRIAN T. O'BANNON \*

WHITE, PETERSON, GIGRAY & NICHOLS, P.A.  
CANYON PARK AT THE IDAHO CENTER  
5700 E. FRANKLIN RD., SUITE 200  
NAMPA, IDAHO 83687-7901  
TEL (208) 466-9272  
FAX (208) 466-4405  
EMAIL: mjohnson@whitepeterson.com

PHILIP A. PETERSON  
WILLIAM L. PUNKONEY

TERRENCE R. WHITE  
OF COUNSEL  
WILLIAM F. "BUD" YOST  
OF COUNSEL

\* Also admitted in OR

May 28, 2025

To: Mayor and Councilmembers, City of Ketchum

From: Matthew Johnson, City Attorney

Re: PEG Hotel Extension Administrative Appeal – Scheduling Order/Notice

Recommended Motion: I move to approve the Scheduling Order and Notice as presented, and authorize the Mayor to sign.

### Background:

This is a procedural step for the City to process an administrative appeal filed with respect to a decision of the Planning and Zoning Commission.

Under Ketchum Municipal Code §17.144.020, the Council orders and notices a hearing date for the administrative appeal and also accepts certain procedural steps, all of which are specified in the attached Order.

I met with the attorneys for the Appellant via phone and/or email, and Appellant is agreeable to the schedule set forth and formalized in the Order.

This is an administrative appeal hearing where the Council will sit in a quasi-judicial role. There will be arguments by the parties, but there is no public hearing and public comments will not be taken. Council will have full discretion to ask questions of the parties, staff, and/or city attorney as we needed.

As the briefs are submitted, the Council will be provided information to access copies of the briefs, as well as the record, including transcripts. Transcripts of the relevant P&Z meetings have been ordered and are in processing at Appellant's cost. Such will be added to the record and distributed to all involved as soon as available.

Questions or concerns on the substance of the administrative appeal should be reserved for the July 21, 2025 appeal hearing.



City of Ketchum  
City Hall

**SCHEDULING ORDER AND NOTICE OF APPEAL HEARING  
BEFORE CITY COUNCIL**

**Administrative Appeal: P25-008  
Appellant: PEG Ketchum Hotel, LLC**

An administrative appeal was filed by Appellant, with respect to the above-referenced application and Commission Determination, dated May 20, 2025. The administrative appeal was filed on May 20, 2025. The administrative appeal was filed pursuant to Ketchum Municipal Code 17.144.020.

The City Council hereby finds and orders that:

1. The Planning and Zoning Director has certified and reported that the procedural requirements have been met. KMC 17.144.020(A).
2. A record of the proceeding is being prepared and is accepted by the Council. KMC 17.144.020(A).
3. The City Attorney has held scheduling discussions with the parties, who agreed to the schedule set forth in this Order.
4. Verbatim transcripts of relevant proceedings are being prepared at the Appellant's expense and transmitted to the Council, which accepts and incorporates such into the record of proceedings. KMC 17.144.020(A).
5. Hearing Date: This matter is set for an appeal hearing before the City Council at its regular meeting and location on July 21, 2025. This is not a public hearing; argument will only be heard from the parties. KMC 17.144.020(B).
6. Briefing Schedule: Appellant is to submit any further brief or memorandum in support of the appeal by 5:00 p.m. on **June 27, 2025**. A staff report, and any memo in response if desired, is to be submitted by 5:00 p.m. on **July 14, 2025**. Appellant has agreed that any additional appellant reply will be via oral argument at the hearing. All briefs/memos are to be sent to the parties to the administrative appeal, Planning Director, and the City Attorney. Electronic delivery of documents will be sufficient.
7. Council Review Authority: "Upon hearing the appeal, the Council shall consider only matters which were previously considered by the Commission as evidenced by the record, the order, requirement, decision or determination of the Commission and the notice of appeal, together with oral presentation and written legal arguments by the appellant, the applicant, if different than the appellant, and the Commission and/or staff representing the Commission. The council shall not consider any new facts or evidence at this point. The council may affirm, reverse or modify, in whole or in part, the order, requirement, decision or determination of

the Commission. Furthermore, the council may remand the application to the Commission for further consideration with regard to specific criteria stated by the council.”  
KMC 17.144.020(C).

8. Decision: A written decision will be entered within 30 days of conclusion of the appeal hearing. All parties, the Commission, and any affected party of record have a right to request and/or will be provided a copy of the decision. KMC 17.144.020(B)&(D).

Date of Order: June 2, 2025.

---

Neil Bradshaw, Mayor

ATTEST:

---

Trent Donat, City Clerk



## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

#### Recommended Motion:

I move to approve Artist Agreement 25134 with Ed McCarthy outlining the terms of installation and liabilities related to their artwork.

#### Reasons for Recommendation:

- The Arts Commission conducted a call-for-artist this spring for their annual Art on 4<sup>th</sup> Exhibit. They selected Ed McCarthy's work "Modern Woman" to be installed in Ketchum Town Square.
- The Artist Agreement outlines the installation responsibilities and liabilities between the artist and the city, which must be approved by City Council.

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

#### Sustainability Impact:

#### Financial Impact:

|                                          |                                                                                                             |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| None OR Adequate funds exist in account: | Funds to pay the artist come from the Arts Commission's annual budget. Adequate funds exist in the account. |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------|

#### Attachments:

- |                                            |
|--------------------------------------------|
| 1. Artist Agreement 25134 with Ed McCarthy |
| 2.                                         |
| 3.                                         |

## **Artist Loan Agreement 25134 Ed McCarthy**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the CITY OF KETCHUM, an Idaho municipal corporation (“City”) and Ed McCarthy (“Owner”).

### RECITALS

WHEREAS, City is a municipal corporation duly organized and existing under the laws of the State of Idaho; and

WHEREAS, pursuant to Idaho Code §50-301, City is empowered to enter into contracts as may be deemed necessary to promote the welfare of the City and its residents; and

WHEREAS, City has exclusive control of the public rights-of-way; and

WHEREAS, Owner desires to install a certain work of art in the public right-of-way for the enjoyment of the public; and

WHEREAS, City desires to grant Owner permission to do so because such public display of art will promote the public health and welfare of the City of Ketchum.

NOW, THEREFORE, on the basis of the foregoing recitals the parties agree as follows:

1. Incorporation of Recitals. The Recitals set forth above are hereby incorporated into and made an integral part of this Agreement.
2. Grant of Revocable License. City hereby grants to Owner a revocable limited license to display the artwork described in Exhibit A attached hereto and hereby made a part of this Agreement (the “Art”) on/at the location described in Exhibit B attached and made a part of this Agreement (the “Display Site”). The placement of the Art shall be at the sole discretion of City.
3. Transportation, Installation and Removal. Owner shall be solely responsible for all costs and liabilities related to or arising from the transportation of the Art to and from the Display Site and its installation and removal. The City has agreed to provide assistance in placing the artwork on the concrete pad and requires that the sculpture is anchored into the pad. Despite the City’s assistance, the Owner remains solely responsible for all costs and liabilities related to or arising from the installation and removal of the sculpture. Once the Art has been installed on the Display Site to City’s satisfaction and until removal of the Art from the Display Site, City shall provide personal property insurance for the Art in an amount equal to its wholesale value. If Owner fails or refuses to remove the Art and restore the Display Site to a condition as good or better than the condition of the Display Site within thirty days of the end of the Display Period, then City may and

without limiting any other rights or remedies hereunder, but shall not be required to, remove the Art, place it in storage and charge reasonable removal fees, storage fees and insurance costs and to have and enforce a lien for such fees and costs.

4. Term and Display Period. The term of this Agreement shall run from June 16, 2025, until the Art is removed and the Display Site is restored to the reasonable satisfaction of the City. Owner shall display the Art on the Display Site from the time of installation until April 1, 2026 (the “Display Period”). Unless a street closure is required to remove the Art, Owner may remove the Art at any reasonable time prior to such date. Either party may terminate the Display Period at any time for any or no reason upon seven days’ notice to the other Party.
5. Payment to Artist. Upon final installation of artwork that is satisfactory to the city, the artist will be paid an amount of \$3,500.
6. Ownership/Authority/Copyright and Reproduction Rights. Owner hereby represents that it owns all right, title and interest in and to the Art or that it has full Authority to execute this Agreement. At no time during the course of this Agreement shall City have any right, title or interest in or to the Art unless specifically agreed to in writing by both Owner and City. City shall not make any commercial use of the Art without the Owner’s written consent; however, City may publish and distribute photographs of the Art as installed on the Display Site for noncommercial purposes.
7. Release and Indemnification. Owner hereby releases, holds harmless and agrees to indemnify and defend the City, its elected officials, appointed officials, agents, employees and volunteers from and against any and all damages, injuries to persons or property, including damage to the Art, personal injuries (without limitation including death) liabilities, claims or obligations in any manner related to or arising from the transportation of the Art to the Display Site, its installation, and its removal. Such release and indemnification shall not apply to any damages, injuries to persons or property, including the Art, personal injuries (without limitation including death) liabilities, claims or obligations arising from the negligence of City, its elected officials, appointed officials, agents, employees or volunteers.
8. No Third Party Beneficiaries. By entering this Agreement, the parties do not intend to create any right, title or interest in or for the benefit of any person other than City and Owner. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary of this Agreement.
9. Compliance With Laws/Public Records. Owner, its agents and employees shall comply with all federal, state and local laws, rules and ordinances. This Agreement does not relieve Owner of any obligation or responsibility imposed upon Owner by law. Without limitation, Owner hereby acknowledges that all writings and documents, including without limitation email, containing information relating to the conduct or administration of the public’s business prepared by Owner for City regardless of physical form or characteristics may be public records pursuant to Idaho Code Section 74-101 *et seq.*



10. Notice. All written communications under this Agreement shall be addressed as follows:

CITY:  
City of Ketchum  
Attn: City Administrator  
P.O. Box 2315  
Ketchum, Idaho 83340-2315

OWNER:  
Ed McCarthy  
12 Last Chance Road  
Winthrop, WA 98862

11. Miscellaneous.

- a. Amendments. This Agreement may only be changed, modified, or amended in writing executed by all parties.
- b. Headings. The headings in the Agreement are inserted for convenience and identification only and are in no way intended to describe, interpret, define, or limit the scope, extent, or intent of this Agreement or any provision hereof.
- c. Attorney Fees and Costs. In the event that either party hereto is required to retain the services of an attorney to enforce any of its rights hereunder, the non-prevailing party shall pay to the prevailing party all reasonable costs and attorney fees incurred in such enforcement, whether or not litigation is commenced and including reasonable costs and attorney fees on appeal.
- d. Successors and Assigns. This Agreement shall be binding upon all successors, assigns, vendees, successors-in-interest, and heirs of Owner.
- e. Remedies. In the event of default by either party hereunder, the non-defaulting party shall be entitled to seek all available legal and equitable remedies, including, without limitation, specific performance.
- f. No Presumption. No presumption shall exist in favor of or against any party to this Agreement as a result of the drafting and preparation of the document.
- g. Governing Law. This Agreement shall be governed by the laws and decisions of the State of Idaho.
- h. Entire Agreement. This Agreement contains the entire Agreement between the parties respecting the matters herein set forth and supersedes all prior Agreements between the parties hereto respecting such matter.
- i. Execution and Fax Copies and Signatures. This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the

same instrument. Fax copies of this Agreement and the original and fax signatures thereon shall have the same force and effect as original copies and signatures.

- j. Authority. The parties executing this Agreement warrant, state, acknowledge, and affirm that they have the authority to sign the same and to bind themselves to the terms contained herein.

IN WITNESS WHEREOF, the parties have signed this Agreement the day and year first above written.

CITY OF KETCHUM,  
an Idaho municipal corporation

OWNER

By: \_\_\_\_\_  
Neil Bradshaw  
Mayor

By: \_\_\_\_\_  
Its: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Trent Donat  
City Clerk

**EXHIBIT A: Sculpture “Modern Woman” by Ed McCarthy to be installed in Ketchum Town Square**









## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

#### Recommended Motion:

I move to authorize the Mayor to sign Right-of-Way Encroachment Agreement 25960A between the City and the owners of 2207 Warm Springs Road, Sun Valley Idahome, LLC.

#### Reasons for Recommendation:

- On April 21, 2025 City Council approved Right-of-Way Encroachment Agreement 25960 for snowmelt system in the right-of-way on Warm Springs Road. The City Engineer and Streets Department recommended the snowmelt system due to the limited parking and snow storage space available at this property.
- This amendment incorporates an existing right-of-way encroachment into the agreement. Specifically, it pertains to an existing stairway that encroaches a few feet into the right-of-way along Bald Mountain Road. No other changes are included.
- The improvements will not impact the use or operation of Warm Springs Road or Bald Mtn Road.
- The improvements will not impact drainage or snow removal within the public right-of-way.
- The project complies with all standards for Right-of-Way Encroachment Permit issuance specified in Ketchum Municipal Code §12.12.060.

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

The project entails the installation of a paver driveway with snowmelt system to replace an existing paver driveway within the public right-of-way.

Pursuant to Ketchum Municipal Code §12.12.040.C, a Right-of-Way Encroachment Permit is required for any permanent encroachment of the public right-of-way where a permanent fixture to the ground or a building will occur. The associated Right-of-Way Encroachment Agreement is intended to help protect the City in the event the proposed encroachments were to ever pose an issue requiring repair, relocation, or removal of the encroachment. The standards for issuance of a Right-of-Way Encroachment Permit are specified in Ketchum Municipal Code §12.12.060. The encroachments proposed for the 2207 Warm Springs Road project complies with all standards.

#### Sustainability Impact:

None OR state impact here: None

Financial Impact:

|                                          |      |
|------------------------------------------|------|
| None OR Adequate funds exist in account: | None |
|------------------------------------------|------|

Attachments:

|                                               |
|-----------------------------------------------|
| 1. Right-of-Way Encroachment Agreement 25960A |
| 2. Exhibit "A"                                |

**WHEN RECORDED, PLEASE RETURN TO:**

**OFFICE OF THE CITY CLERK  
CITY OF KETCHUM  
POST OFFICE BOX 2315  
KETCHUM, IDAHO 83340**

---

**RIGHT-OF-WAY ENCROACHMENT AGREEMENT 25960A**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the CITY OF KETCHUM, IDAHO, a municipal corporation ("Ketchum"), whose address is Post Office Box 2315, Ketchum, Idaho and Sun Valley Idahome LLC (collectively referred to as "Owner"), whose address is 7906 Bosque Blvd Woodway TX 76712-0000.

*RECITALS*

WHEREAS, Owner is the owner of real property described as 2207 Warm Springs Road ("Subject Property"), located within the City of Ketchum, State of Idaho, and;

WHEREAS, Owner wishes to permit placement of a paver driveway with snowmelt system within the right of way on Warm Springs Road. Owner wishes to maintain placement of existing stairs that extend into the right of way on Bald Mountain Road. These improvements are shown in Exhibit "A" attached hereto and incorporated herein (collectively referred to as the "Improvements"); and,

WHEREAS, Ketchum finds that said Improvements will not impede the use of said public right-of-way at this time subject to the terms and provisions of this Agreement;

WHEREAS, the Owner will restore the landscaping back to the original condition acceptable to the Streets and Facilities Director;

NOW, THEREFORE, in contemplation of the above stated facts and objectives, it is hereby agreed as follows:

*TERMS AND CONDITIONS*

1. Ketchum shall permit Owner to place a heated paver driveway as identified in Exhibit "A", within the public rights-of-way on Warm Springs Road, and permit Owner to maintain the existing stairs, as identified in Exhibit "A", within the public right-of-way of Bald Mountain Road, until notified by Ketchum to remove the infrastructure at which time Owner shall remove infrastructure at Owner's expense.

2. Owner shall be responsible for the maintenance of said Improvements and shall repair said improvements within 48 hours upon notice from Ketchum that repairs are needed. Any modification to the improvements identified in Exhibit "A" shall be approved by the City prior to any modifications taking place.

3. Owner shall be responsible for restoring the landscaping that is altered due to the installation and removal of the Improvements, to the satisfaction of the Director of Streets and Facilities.

4. In consideration of Ketchum allowing Owner to maintain the Improvements in the public right-of-way, Owner agrees to indemnify and hold harmless Ketchum from and against any and all claims of liability for any injury or damage to any person or property arising from the Improvements constructed, installed and maintained in the public right-of-way. Owner shall further indemnify and hold Ketchum harmless from and against any and all claims arising from any breach or default in the performance of any obligation on Owner's part to be performed under this Agreement, or arising from any negligence of Owner or Owner's agents, contractors or employees and from and against all costs, attorney's fees, expenses and liabilities incurred in the defense of any such action or proceeding brought thereon. In the event any action or proceeding is brought against Ketchum by reason of such claim, Owner, upon notice from Ketchum, shall defend Ketchum at Owner's expense by counsel satisfactory to Ketchum. Owner, as a material part of the consideration to Ketchum, hereby assumes all risk of damages to property or injury to persons in, upon or about the Improvements constructed, installed and maintained in the public right-of-way arising from the construction, installation and maintenance of said Improvements and Owner hereby waives all claims in respect thereof against Ketchum.

5. Ketchum shall not be liable for injury to Owner's business or loss of income therefrom or for damage which may be sustained by the person, goods, wares, merchandise or property of Owner, its tenants, employees, invitees, customers, agents or contractors or any other person in or about the Subject Property caused by or resulting from the Improvements constructed, installed, removed or maintained in the public right-of-way.

6. Owner understands and agrees that by maintaining the Improvements in the public right-of-way pursuant to this Agreement, Owner obtains no claim or interest in said public right-of-way which is adverse to that of Ketchum and that Owner obtains no exclusive right to said public right-of-way nor any other right to use the public right-of-way not specifically described herein.

7. In the event either party hereto retains an attorney to enforce any of the rights, duties and obligations arising out of this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorney's fees at the trial and appellate levels and, whether or not litigation is actually instituted.

8. This Agreement shall be governed by, construed, and enforced in accordance with the laws and decisions of the State of Idaho. Venue shall be in the District Court of the fifth Judicial District of the State of Idaho.

9. This Agreement sets forth the entire understanding of the parties hereto and shall not be changed or terminated orally. It is understood and agreed by the parties hereto that there are no verbal promises or implied promises, agreements, stipulations or other representations of any kind or character pertaining to the Improvements maintained in the public right-of-way other than as set forth in this Agreement.

10. No presumption shall exist in favor of or against any party to this Agreement as the result of the drafting and preparation of this document.

11. This Agreement shall be recorded with the Blaine County Recorder by Ketchum.



12. The parties fully understand all of the provisions of this Agreement, and believe them to be fair, just, adequate, and reasonable, and accordingly accept the provisions of this Agreement freely and voluntarily.

OWNER:

CITY OF KETCHUM:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Sun Valley Idahome, LLC

By: \_\_\_\_\_  
Neil Bradshaw  
Its: Mayor

STATE OF \_\_\_\_\_, )  
 ) ss.  
County of \_\_\_\_\_.

On this \_\_\_\_ day of \_\_\_\_\_, 2025, before me, the undersigned Notary Public in and for said State, personally appeared \_\_\_\_\_, known to me to be the person who executed the foregoing instrument and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_  
Residing at \_\_\_\_\_  
Commission expires \_\_\_\_\_

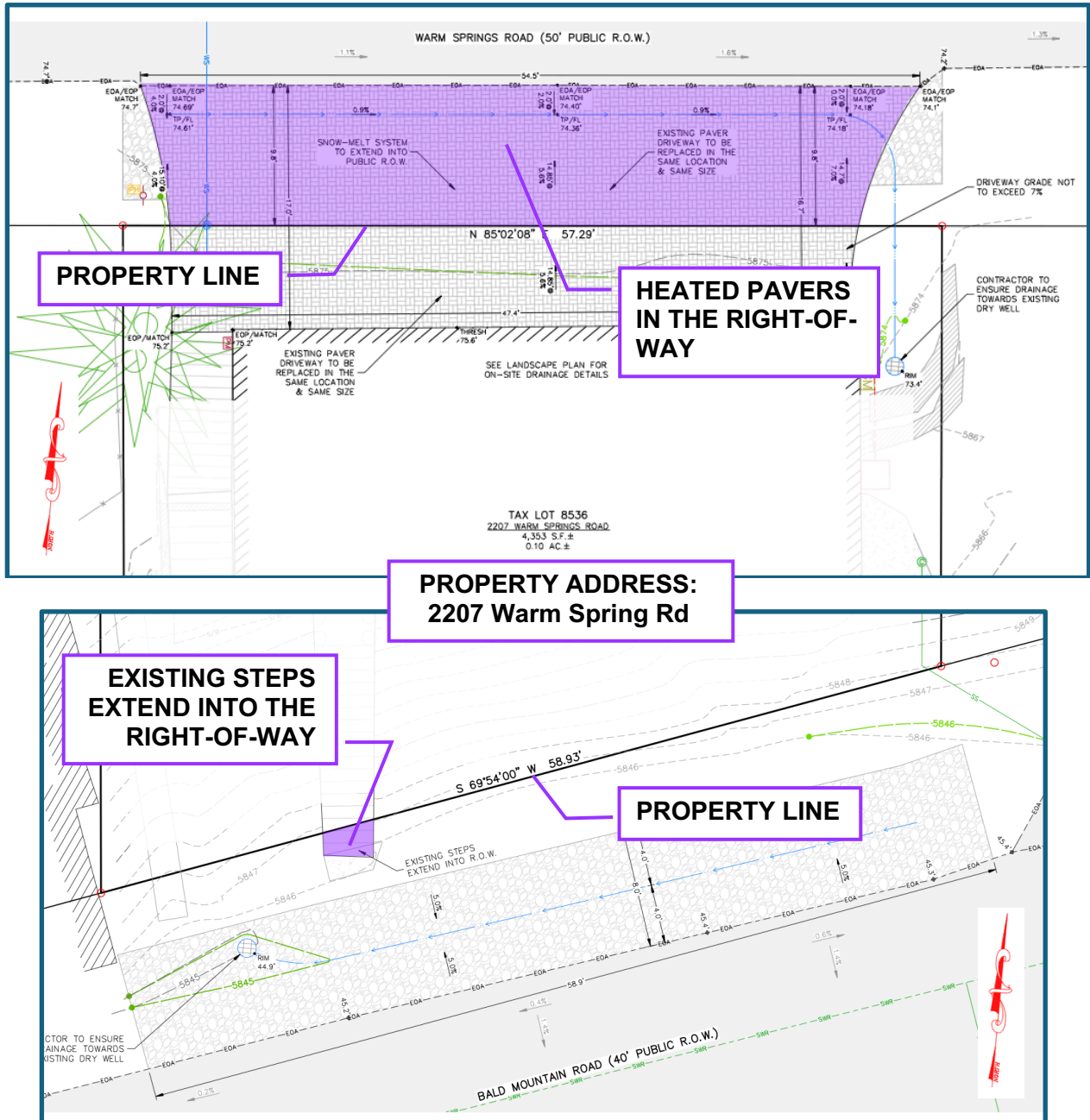
STATE OF IDAHO )  
 ) ss.  
County of Blaine )

On this \_\_\_\_ day of \_\_\_\_\_, 2025 before me, the undersigned Notary Public in and for said State, personally appeared NEIL BRADSHAW, known or identified to me to be the Mayor of the CITY OF KETCHUM, IDAHO, and the person who executed the foregoing instrument on behalf of said municipal corporation and acknowledged to me that said municipal corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year in this certificate first above written.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_  
Residing at \_\_\_\_\_  
Commission expires \_\_\_\_\_

## EXHIBIT "A"



Base figures provided by applicant, prepared by Alpine Enterprises Inc. - Jan. 2025  
Figure annotated with purple textboxes by City Engineering Robyn Mattison to clarify improvements included in Right-Of-Way Encroachment Agreement No. 25960A



## CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

### Recommended Motion

"I move to approve second reading of Ordinance #1262, read by title only, and file for the third reading on June 16, 2025, while staff continues to coordinate with other jurisdictions on unified ordinance language and coordinated education campaigns."

-or-

"I move to collapse the second and third reading of Ordinance #1262, read by title only while staff continues to collaborate with other jurisdictions on coordinated education campaigns."

### Reasons for Recommendations:

- The updated draft revisions to City Code as based on direction from the last City Council meeting
- Staff will continue to work with the other jurisdictions within the County to ensure a common approach regarding a public education campaign.
- Both the Police Department and Community Engagement Team has already developed the bones of a Ketchum outreach plan (including in-field police presence) to be launched/in place by the end of May/early June.

### Policy Analysis and Background:

The first reading was held on May 19, 2025. In follow-up of that discussion:

- Ordinance change (reflected in attached draft) to
  - 10.12.130 Lamps and other equipment on bicycles.  
Every bicycle, e-bike, or alternative electric motored vehicle when in use from **sunset to sunrise** shall be **operated with a light emitting device visible from a distance of at least five hundred (500) feet to the front, attached to the bicycle or rider, and with a reflector which shall be clearly visible in a reflective manner from the rear up to 300 feet.** A lamp emitting a red light visible from a distance of 500 feet to the rear may be used in addition to the **reflector.**
- Direction needed regarding public comment suggesting limiting sidewalk usage to only full human power.

The 5.19.25 draft ordinance reflected the following changes to the current code:

- 10.12.010 Effect of Regulations
  - Unless otherwise specified, violations of this chapter shall be an infraction.
  - The parent, guardian, and/or other responsible adult for any minor shall not authorize or knowingly permit any such minor to violate any of the provisions of this chapter.
  - 1. An e-bike shall be defined as a vehicle, equipped with fully operable pedals, designed to be operated by human power with the assistance of an electric motor that has a power totaling no more than 750 watts that...
  - These regulations are applicable to allowed vehicles whenever such vehicle is operated upon any street or upon any sidewalk or public path set aside for the use of bicycles, subject to the exceptions stated in this chapter.
- 10.12.020 Public Pathways
  - d. Any and all portions of the public pathway system, including sidewalks, as set forth in this chapter, for use by pedestrians, equestrians, bicycle riders, skiers and snowshoers.
- 10.12.070 Speed limits; Reckless operation.
  - ~~Posted speed limits.~~ No person shall use or ~~operate any allowed vehicle, bicycle, skates, skateboard, rollerblades or operate any other human powered vehicle on the multi-use path system~~ at a speed inconsistent with posted speed limits or statute.
  - *Reckless or inattentive operation.* Regardless of any posting of speed limits, a person who operates or rides any allowed vehicle, bicycle, skates, skateboard, rollerblades or any other human powered vehicle on the multi-use path system on any public or private property open to public use inattentively, or carelessly and heedlessly, in light of the circumstances then existing, or without due caution and circumspection, or at such speed or in any other manner as to endanger or be likely to endanger any person or property shall be guilty of reckless or inattentive operation.
  - *Penalties.* Any person ~~acting engaging in skating, skateboarding, rollerblading or operating a bicycle, e-bike, alternative electric motored vehicle or other human powered vehicle~~ in violation of this section shall be guilty of a ~~misdemeanor~~ *an infraction*.
- 10.12.130 Lamps and other equipment\*
  - *{Idaho Code 49-723: Light and reflector required at night. Every bicycle in use at the times described in section 49-903 [sunset to sunrise], Idaho Code, shall be operated with a light emitting device visible from a distance of at least five hundred (500) feet to the front, attached to the bicycle or the rider, and with a reflector clearly visible from the rear of the bicycle.}*
- 10.12.140 Penalty
- Every person convicted of a violation ~~of any provision~~ of this chapter shall be guilty of an infraction, unless otherwise specified as a misdemeanor offense.

---

Sustainability Impact:

|                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E-bikes and scooters are an important alternative transportation option. Many cities and transit agencies have begun to factor these into first and last mile of public transit systems. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Financial Impact:

|                                          |                                                                                                                               |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| None OR Adequate funds exist in account: | There is no immediate financial request, modest funds will be required for any new signage or educational campaign materials. |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|

Attachments:

- |                                                    |
|----------------------------------------------------|
| 1. (draft) Ordinance 1262_Exhibit A (code changes) |
| 2. (draft) Ordinance 1262_v.2                      |

## CHAPTER 10.12 BICYCLES, HUMAN PROPELLED VEHICLES, E-BIKES, ALTERNATIVE ELECTRIC MOTORED VEHICLES, OPDMDS, WHEELCHAIRS AND MOTORIZED VEHICLES

### 10.12.010 Effect of regulations.

- A. ~~It is a misdemeanor for any person to do any act forbidden or fail to perform any act required in this chapter. Unless otherwise specified, violations of this chapter shall be an infraction.~~
- B. The parent, ~~guardian, and/or other responsible adult for~~ of any ~~minor child and the guardian of any ward~~ shall not authorize or knowingly permit any such ~~child or ward~~ minor to violate any of the provisions of this chapter.
- C. An allowed vehicle shall consist of bicycles, human propelled vehicles, e-bikes, alternative electric motored vehicles, OPDMDS and wheelchairs.
1. An e-bike shall be defined as a vehicle, equipped with fully operable pedals, designed to be operated by human power with the assistance of an electric motor that has a power totaling no more than 750 watts that: a) enable speeds equal to or less than 20 miles per hour and b) disengage or cease to function when the vehicle's brakes are applied and c) have two tandem wheels or two parallel wheels and one forward wheel, any two of which, are not less than 12 inches in diameter.
  2. A wheelchair is defined as a manually-operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor or of both indoor and outdoor locomotion. Wheelchairs and manually-powered mobility aides by individuals with mobility disabilities would qualify the user to obtain an Idaho State handicap parking permit or otherwise allowed under the Americans With Disabilities Act shall be permitted on the City trail system.
  3. Alternative electric motored vehicles shall be defined as a vehicle, including but not limited to electric scooters, electric skateboards, and "one wheels", provided: a) those devices have electrical assist(s) totaling no more than 750 watts and enabling speeds equal to or less than 20 mph.
  4. OPDMDS shall be defined as: a) devices that have electrical assist(s) totaling no more than 750 watts and enabling speeds equal to or less than 20 mph.
- D. These regulations are applicable to allowed vehicles whenever such vehicle is operated upon any street or upon any sidewalk or public path set aside for the use of bicycles, subject to the exceptions stated in this chapter.
- E. All regulation of allowed vehicles on the City trail system shall be subject to applicable easements.

### 10.12.020 Public pathways.

- A. *Pathways.*
1. This chapter shall apply to any and all portions of the following public property, easements and rights-of-way:
    - a. Former Union Pacific Railroad right-of-way described in exhibit A, on file in the City and made a part of this section;
    - b. Pathway easement dedicated to the public within the Northwood PUD large block subdivision plat and within the Bigwood PUD large block subdivision plat; and
    - c. All public pathways within the street and alley rights-of-way of the City of Ketchum, Idaho.

- 
- d. Any and all portions of the public pathway system, [including sidewalks](#), as set forth in this chapter, for use by pedestrians, equestrians, bicycle riders, skiers and snowshoers.
  2. Public pathways shall only be used by pedestrians, equestrians, bicycle riders, skiers, snowshoers, and operators of allowed vehicles.
  3. Except for allowed vehicles, it is unlawful for any person to operate, park or stand any motor vehicle upon any portion of the public pathway system set forth in this chapter except when necessary for construction or maintenance of the pathway with the expressed consent of the City ~~of Ketchum, Idaho~~. For the purposes of this chapter, "motor vehicle" means and includes, but is not limited to, cars, trucks, motorcycles, mopeds, motor scooters, snow machines and any other motorized means of transportation.

#### **10.12.030 Traffic laws apply to persons riding bicycles, e-bikes, and alternative electric motored vehicles.**

Every person riding a bicycle, e-bike, or alternative electric motored vehicle upon a roadway shall be granted all of the rights and shall be subject to all of the duties applicable to the driver of a vehicle by the laws of the State declaring rules of the road applicable to vehicles or by the Traffic Ordinances of the City applicable to the driver of a vehicle, except as to special regulations in this chapter and except as to those provisions of laws and ordinances which by their nature can have no application.

#### **10.12.040 Obedience to traffic control devices.**

- A. Any person operating a bicycle, e-bike, or alternative electric motored vehicle shall obey the instructions of official traffic control signals, signs and other control devices applicable to vehicles, unless otherwise directed by a police officer.
- B. Whenever authorized signs are erected indicating that no right or left or U-turn is permitted, no person operating a bicycle, e-bike, or alternative electric motored vehicle shall disobey the direction of any such sign, except where such person dismounts from the bicycle, e-bike, or alternative electric motored vehicle to make any such turn, in which event, such person shall then obey the regulations applicable to pedestrians.

#### **10.12.050 Riding on bicycles, e-bikes, and alternative electric motored vehicles.**

- A. A person propelling a bicycle, e-bike, or alternative electric motored vehicle shall not ride other than upon or astride a permanent and regular seat attached to such bicycle, e-bike, or alternative electric motored vehicle.
- B. No bicycle, e-bike, alternative electric motored vehicle or human propelled vehicle shall be used to carry more persons at one time than the number for which it is designed and equipped.
- C. An adult rider may carry a child securely attached to his or her person in a backpack or sling or in a child carrier attached to the bicycle, e-bike, or alternative electric motored vehicle.

#### **10.12.060 Riding on roadways and bicycle paths.**

- A. Every person operating a bicycle, e-bike, or alternative electric motored vehicle upon a roadway shall ride as near to the right-hand side of the roadway as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction.
- B. Persons riding bicycles, e-bikes, or alternative electric motored vehicles upon a roadway shall not ride more than two abreast except on paths or parts of roadways set aside for the use of bicycles.



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### 10.12.070 Speed limits; Reckless operation.

- A. *Posted speed limits.* No person shall use or operate any allowed vehicle, ~~bicycle, skates, skateboard, rollerblades or operate any other human powered vehicle on the multi-use path system~~ at a speed inconsistent with posted speed limits or statute.
- B. *Reckless or inattentive operation.* Regardless of any posting of speed limits, a person who operates or rides any allowed vehicle, bicycle, skates, skateboard, rollerblades or any other human powered vehicle on the multi-use path system on any public or private property open to public use inattentively, or carelessly and heedlessly, in light of the circumstances then existing, or without due caution and circumspection, or at such speed or in any other manner as to endanger or be likely to endanger any person or property shall be guilty of reckless or inattentive operation. ~~No posted speed limit.~~ If no speed limit is posted, no person shall use or operate any allowed vehicle, bicycle, skates, skateboard, rollerblades or operate any other human powered vehicle on the multi-use path system at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing. Consistent with the foregoing, every person shall operate an allowed vehicle, bicycle, skates, skateboard, rollerblades or any other human powered vehicle on the multi-use path at a safe and appropriate speed on approaching and crossing an intersection, when approaching and going around a curve, when approaching a hillcrest, when proceeding down a hill, when traveling upon a winding section of the trail system, and when special hazards exist with respect to pedestrians or other traffic or by reason of weather or other conditions of the trail system.
- C. *Firefighters and police officers.* Firefighters and police officers, while operating within the official scope of their duties in an emergency, may exceed the speed limits set forth in this section.
- D. *Penalties.* Any person ~~acting engaging in skating, skateboarding, rollerblading or operating a bicycle, e-bike, alternative electric motored vehicle or other human powered vehicle~~ in violation of this section shall be guilty of a misdemeanor ~~infraction~~.

### 10.12.080 Emerging from alley or driveway.

The operator of a bicycle, e-bike, or alternative electric motored vehicle emerging from an alley, driveway or building shall, upon approaching a sidewalk or the sidewalk area extending across any alleyway, yield the right-of-way to all pedestrians approaching on such sidewalk or sidewalk area and, upon entering the roadway, shall yield the right-of-way to all vehicles approaching on such roadway.

### 10.12.090 Clinging to vehicles.

No person riding upon any bicycle, e-bike, or alternative electric motored vehicle shall attach the same or himself or herself to any streetcar or vehicle upon a roadway.

### 10.12.100 Carrying articles.

No person operating a bicycle, e-bike, or alternative electric motored vehicle shall carry any package, bundle or article which prevents the rider from keeping at least one hand upon the handlebars.

### 10.12.110 Parking.

No person shall park a bicycle, e-bike, or alternative electric motored vehicle upon a street, other than upon the roadway against the curb, or upon the sidewalk in a rack to support the bicycle, e-bike, or alternative electric motored vehicle, or against a building, or at the curb, in such a manner as to afford the least obstruction to pedestrian traffic.

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### 10.12.120 Riding on sidewalks.

- A. No person shall ride a bicycle, e-bike, or alternative electric motored vehicle upon a sidewalk within a business district.
- B. The Chief of Police is authorized to erect signs on any sidewalk or roadway prohibiting the riding of bicycles, e-bikes, or alternative electric motored vehicles by any person, and when such signs are in place, no person shall disobey the same.
- C. Whenever any person is riding a bicycle, e-bike, or alternative electric motored vehicle upon a sidewalk, such person shall yield the right-of-way to any pedestrian and shall give audible signal before overtaking and passing such pedestrian.

### 10.12.130 Lamps and other equipment on bicycles.

- A. Every bicycle, e-bike, or alternative electric motored vehicle when in use ~~from sunset to sunrise sunrise to sunset at nighttime~~ shall be operated with a light emitting device visible from a distance of at least five hundred (500) feet to the front, attached to the bicycle or rider, equipped with a lamp on the front which shall emit a white light visible from a distance of at least 500 feet to the front and with a red reflector on the rear of a type which shall be clearly visible in a reflective manner from all distances from 50 feet from the rear up to 300 feet. feet to the rear when directly in front of lawful upper beams of headlamps on a motor vehicle. A lamp emitting a red light visible from a distance of 500 feet to the rear may be used in addition to the ~~red~~ reflector.

[FOR REFERENCE DURING REVIEW ONLY - NOT PART OF ORDINANCE: Idaho Code 49-723: Light and reflector required at night. Every bicycle in use at the times described in section 49-903 [sunset to sunrise], Idaho Code, shall be operated with a light emitting device visible from a distance of at least five hundred (500) feet to the front, attached to the bicycle or the rider, and with a reflector clearly visible from the rear of the bicycle.]

- B. No person shall operate a bicycle, e-bike, or alternative electric motored vehicle unless it is equipped with a bell or other device capable of giving a signal audible for a distance of at least 100 feet; except, that a bicycle, e-bike, or alternative electric motored vehicle shall not be equipped with nor shall any persons use upon a bicycle, e-bike, or alternative electric motored vehicle any siren or whistle.
- C. Every bicycle, e-bike, or alternative electric motored vehicle shall be equipped with a brake which will enable the operator to make the braked wheel skid on dry, level, clean pavement.

### 10.12.140 Penalty.

Every person convicted of a violation ~~of any provision~~ of this chapter shall be guilty of an infraction, unless otherwise specified as a misdemeanor offense.

**CITY OF KETCHUM  
ORDINANCE 1262**

AN ORDINANCE OF THE CITY OF KETCHUM, BLAINE COUNTY, IDAHO, AMENDING CHAPTER 10.12 OF TITLE 10 UPDATING CERTAIN REGULATIONS ON THE USAGE OF E-BIKES AND ELECTRIC MOTORED VEHICLES; ADDING REGULATIONS AGAINST RECKLESS OPERATION; PROVIDING FOR VIOLATIONS AS MISDEMEANORS OR INFRACTIONS; PROVIDING PENALTIES, AND ENFORCEMENT; PROVIDING A REPEALER CLAUSE; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

**Recitals:**

- A. The City is authorized to exercise its powers to “maintain the peace, good environment and welfare.” Idaho Code §§50-301 and 50-302(a).
- B. The City is authorized to “implement such reasonable regulations as it deems necessary to safeguard the public health, safety and general welfare in order to protect the integrity of residential neighborhoods in which short-term rentals or vacation rentals operate.” Idaho Code §67-6539.
- C. The significant growth in usage of e-bikes and alternative electric motored vehicles has created the need for updates and revisions to City regulations on such to protect public health, safety, and welfare.
- D. The City desires to update its regulations on such to accompany a renewed educational and public relations effort to educate the public on safe usage of public pathways and electric motored vehicles.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Ketchum, Blaine County, Idaho:

**SECTION 1:** That a Chapter 10.12 of Title 10 of the Ketchum City Code is amended to read as identified on the attached Exhibit A:

**SECTION 2: REPEALER.** All previous ordinances, resolutions, orders, or parts thereof, that are in conflict herewith are hereby repealed.

**SECTION 3: SAVINGS AND SEVERABILITY.** 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 4: EFFECTIVE DATE.** This ordinance shall be in full force and effect after its passage, approval and publication, according to law.

PASSED BY THE CITY COUNCIL of Ketchum, Idaho this \_\_\_\_ day of \_\_\_\_\_ 2025.

APPROVED BY THE MAYOR of Ketchum, Idaho this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Neil Bradshaw, Mayor

**ATTEST:**

\_\_\_\_\_  
Trent Donat, City Clerk





# The Future of Recreation

Proposed Levy for Blaine County Recreation District

# 1976

- Population of Blaine County: 8,800
- Average Income: \$5,689
- Sun Valley Lift Ticket: \$13
- **BCRD** is established







# 2025

- Population of Blaine County: 25,323
- Average Income: \$59,385
- Sun Valley Lift Ticket: \$209
- **BCRD** funding model has not changed

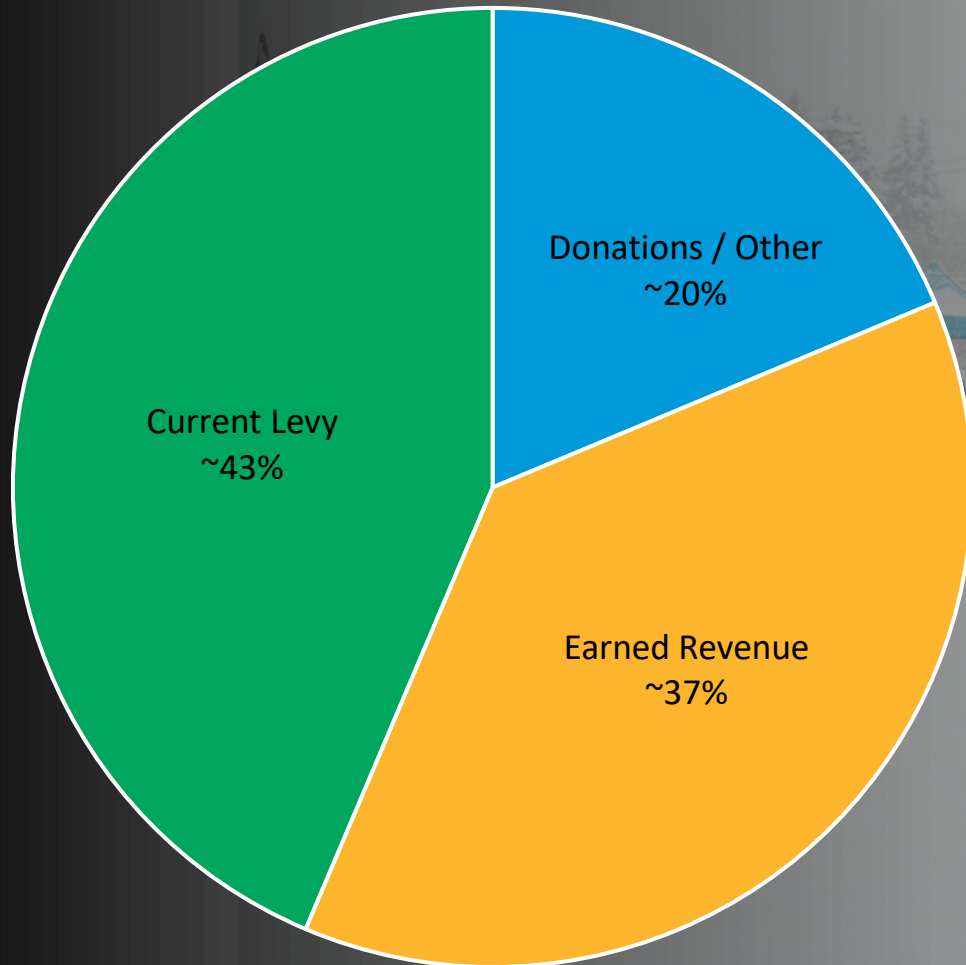


A woman in a black sleeveless top and blue leggings is in the foreground, holding a white pickleball paddle and a red ball. She is looking towards the camera with a slight smile. In the background, another person is playing pickleball, and a yellow wall is visible.

# Responsible Use of Funds



# BCRD Revenue Distribution



A young girl with long brown hair in a ponytail, wearing a blue and yellow basketball jersey, is holding a basketball with both hands and looking up at it with a focused expression. The background is a blurred indoor basketball court with other people visible.

# The Challenge

With rising demand and increasing operational costs BCRD's funding model no longer keep pace.





# Proposed Solution

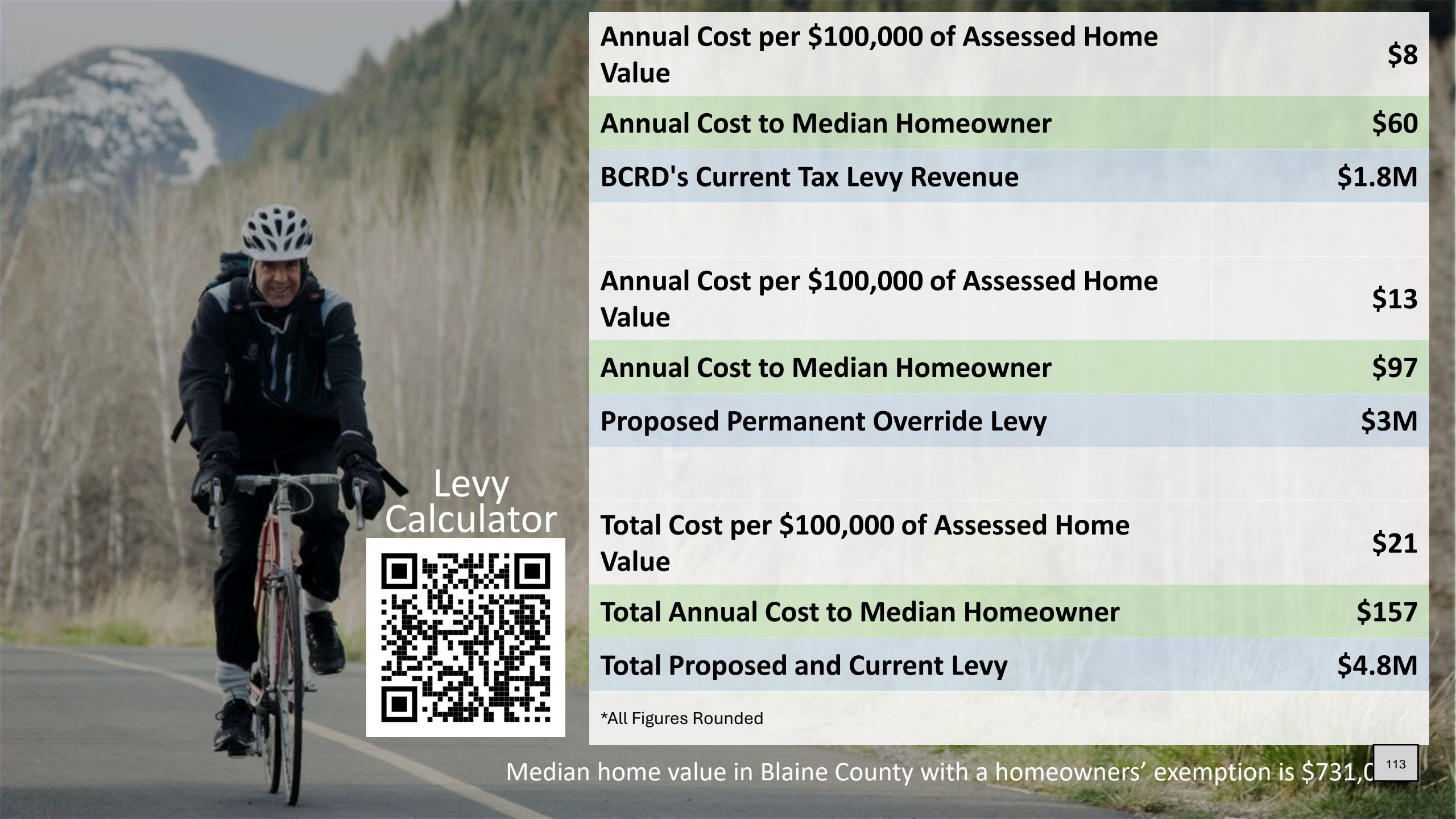
BCRD's proposed **override levy** will provide **sustainable funding**, ensuring Blaine County residents continue to benefit from high-quality recreation for years to come.





Override Levy





Levy  
Calculator



|                                                  |        |
|--------------------------------------------------|--------|
| Annual Cost per \$100,000 of Assessed Home Value | \$8    |
| Annual Cost to Median Homeowner                  | \$60   |
| BCRD's Current Tax Levy Revenue                  | \$1.8M |
|                                                  |        |
| Annual Cost per \$100,000 of Assessed Home Value | \$13   |
| Annual Cost to Median Homeowner                  | \$97   |
| Proposed Permanent Override Levy                 | \$3M   |
|                                                  |        |
| Total Cost per \$100,000 of Assessed Home Value  | \$21   |
| Total Annual Cost to Median Homeowner            | \$157  |
| Total Proposed and Current Levy                  | \$4.8M |
| *All Figures Rounded                             |        |



# Planning for the Future





# Recreation in your Life







Thank You!





## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

#### Recommended Motion:

Motion 1: "Council recommends approval of the contract with HDR Engineering to preform the Ketchum Stop Sign Study"

#### Reasons for Recommendation:

- Full Scope Scenario:
  - Staff presented to council and in our Mobility Workshop meetings, the concept of preforming a City wide Stop Sign Study to get a comprehensive assessment on needed stop sign layout changes to the network.
  - Under this scope of work (SOW), HDR will evaluate intersections(60ea) in Ketchum's downtown core to evaluate their potential for two-way stop, four-way stop or no intersection control.
  - The study will create a report that will guide the City in implementing a traffic control scheme that meets the needs of the residents.
- Partial Scope Scenario:
  - Includes "reduced scope" (\$19,275 less) that does not consider vehicle volumes when determining the need for all-way stop control. While not the sole deciding factor, the MUTCD recommends that vehicles volumes be considered so that stop sign placement is logical which leads to higher compliance.
  - If the reduced scope option is chosen, staff would strongly recommend that the City monitor the scheme once in place and revisit certain intersections in the future to see if the vehicle volumes warrant all way stop controlled installation.
  - In the reduced scope option removes the additional services portion, which removes the bulb out evaluation and coordination with the consultant doing the bike ped study.

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

#### Sustainability Impact:

No impact

#### Financial Impact:

|                                          |                                                                       |
|------------------------------------------|-----------------------------------------------------------------------|
| None OR Adequate funds exist in account: | Adequate funds exist in our CIP to cover the services for this study. |
|------------------------------------------|-----------------------------------------------------------------------|

#### Attachments:

1. HDR Stop Sign Study Task Order – Full Scope
2. HDR Stop Sign Study Task Order – Alternate Partial Scope
3. PO 25121





## SCOPE OF SERVICES

### Project Description

The purpose of this project is to evaluate and develop a traffic control scheme in Downtown Ketchum, Idaho (City). Under this scope of work (SOW), HDR will evaluate intersections in Ketchum's downtown core to evaluate their potential for two-way stop, four-way stop or no intersection control. The study will create a report that will guide the City in implementing a traffic control scheme that meets the needs of the residents.

The scope narrative is organized by the following tasks:

- Task 100 Project Management
- Task 200 Data Collection
- Task 300 Signing Analysis
- Task 400 Additional Improvements
- Task 500 Report

### Key Understandings

1. The City is the agreement administrator, and the project is funded by the City. State and Federal funds will not be used.
2. The SOW assumes a ten (10) month duration for budgeting purposes based on an NTP of July 1, 2025.
3. The City will provide public outreach activities, develop the necessary public outreach materials and conduct any in person or virtual meetings.
4. In providing opinions of probable construction cost for the project, HDR has no control over cost or price of labor and materials, unknown or latent conditions of existing equipment or structures that might affect operation or maintenance costs, competitive bidding procedures and market conditions, time or quality of performance by operating personnel or third parties, and other economic and operational factors that might materially affect the ultimate cost or schedule. HDR, therefore, will not warranty project costs will not vary from HDR's opinions, analyses, projections, or estimates.
5. No traffic operations evaluation will be conducted with this SOW.
6. All deliverables are in PDF format unless noted otherwise.

## 100 PROJECT MANAGEMENT

### 110 Project Initiation and Project Management Plan

HDR will set up the project files and accounting system, as well as prepare a Project Management Plan for use by the project team, including the City. The plan will include key project information such as communication protocols, contact information for key team members, project schedule, project delivery process, quality control procedures and will be updated as needed during the project development process.

#### Deliverables

- Project Management Plan (information only, no review)



## **120 Project Team Meetings**

One (1) kick-off meeting will be held in person at a location determined by the City. Four (4) project team meetings will be conducted throughout the duration of the project. Team meetings will be held via conference call to review project status and address questions with the City.

HDR will create the agenda for the meetings and provide meeting minutes to the City for distribution to the project team and key stakeholders.

### **Assumptions**

- For budgeting purposes two (2) HDR staff members will attend the kick-off meeting, and the travel day is assumed to be eight (8) hours for each HDR staff member.
- Project Team meetings are anticipated to be virtual and last one (1) hour, including preparing meeting minutes.
- For budgeting purposes four (4) team meetings are assumed for the project duration and two (2) HDR staff members will attend each project team meeting.

### **Deliverables**

- Kick off meeting's agenda and minutes
- Project Team meetings agendas and minutes

## **130 Status Calls**

Status calls between the HDR PM and the City PM will be scheduled as needed throughout the duration of the project to coordinate project status and needs. The HDR PM will coordinate the necessary updates and action items for the calls.

### **Assumptions**

- Status calls will be scheduled as necessary.
- For budgeting purposes one (1) status call is assumed each month of the project and each call will last one hour (1).

### **Deliverables**

- Action Item List - via email, if necessary

## **140 Project Administration, Progress Reports and Invoicing**

HDR will staff and manage a project team to provide project deliverables and manage the budget and schedule. Monthly progress reports and invoices will meet the City's requirements. HDR will submit invoices to the City.

### **Deliverables**

- Ten (10) Monthly Invoice and Progress Reports - including labor and expense backup

## **150 City Council and Traffic Authority Meetings**

HDR will attend up to two (2) Ketchum Traffic Authority (KTA) meetings to present findings or seek feedback from that committee. HDR will attend up to two (2) City Council meetings to support City staff in getting feedback, and achieving approval of the Final Report, Signing Scheme and other deliverables outlined in the tasks below.



### **Assumptions**

- KTA meetings will be attended virtually by two (2) HDR staff members, the project manager and analysis staff member.
- One (1) City Council Meeting will be attended virtually, and one (1) City Council Meeting will be attended in person. For budgeting purposes, one (1) HDR staff member will attend the meetings.
- HDR will make up to two (2) PowerPoint presentations to support staff, one (1) for a KTA meeting and one (1) for a City Council meeting.

### **Deliverables**

- PowerPoint Presentations

## **200 Data Collection**

### **210 Initial Data Collection**

HDR will collect, review and summarize for each intersection the following data in a technical memo:

- Roadway functional classifications
- Posted speeds
- Curb-to-curb widths at crosswalks
- Number of travel lanes
- Distance to nearest stop-controlled intersection
- Reported crashes
- Adjacent land use
- Adjacent parking presence and configuration
- Description of the vertical approach geometry

### **Assumptions**

- Up to sixty (60) intersections are assumed to be analyzed with this scope of work.
- The City will provide the following
  - Current right-of-way information in GIS
  - Current stop sign and speed limit locations in GIS
  - Current aerial images for area of study
  - Any planned development in the area
- The City will deliver the draft existing conditions memo to the project team and gather comments into one (1) consolidated set of comments.
- All conflicting comments will be resolved by the City's project manager.
- One (1) concurrent review of the draft memo will be completed by project team members.

### **Deliverables**

- Draft Existing Conditions Memo

### **220 Secondary Data Collection**

HDR will review the existing stop sign configuration and identify locations where all-way stop control exists and where potential all-way stop control could be implemented. HDR will provide the City the list of intersections and the City will acquire traffic counts at the identified intersections for use in Task 300.

HDR will revise the Draft Existing Conditions Memo based on comments received. HDR will then add the secondary data collection to the memo and submit a Final Existing Conditions Memo.

### **Assumptions**

- For budgeting purposes, thirty (30) intersections are assumed to be identified for further data collection.
- Traffic counts will be twelve (12) hour directional counts at each intersection. The counts will summarize the combined motor vehicle, bicycle and pedestrian volumes entering the intersections from both the minor and major street approaches.
- Traffic count bins will be no larger than one (1) hour and no less than fifteen (15) minutes for ease of analysis.
- At a minimum, the City will collect traffic counts during the summer peak period and, at the City's discretion, during off-peak times.
- The City will collect traffic counts using City owned traffic counters and will provide the post processing to summarize the counts into bins.

### **Deliverables**

- Final Existing Conditions Memo

## **300 Signing Analysis**

### **310 Stop Sign Analysis**

HDR will develop a matrix and scoring criteria to evaluate each intersection in the Study Area. HDR will share the matrix and criteria with the City for comment and acceptance prior to beginning the analysis. The study intersections will then be evaluated against the matrix for potential modification of the intersection traffic control. HDR will evaluate the existing and potential all-way stop control intersections identified in the previous tasks using MUTCD all-way stop control warrants found in Section 2B of the 2023 MUTCD.

HDR will then develop a graphic showing proposed stop sign schemes based on the results of the intersection evaluation.

### **Assumptions**

- The study area is shown in **Figure 1** below.
- Intersections on Main Street (SH-75) are not included in this evaluation.
- The additional intersections identified in Task 220 will be analyzed for all-way stop control warrants
  - MUTCD Section 2B.12: "The satisfaction of an all-way stop control warrant or warrants shall not in itself require the installation of all-way stop control at an unsignalized intersection."
- HDR will evaluate all-way stop control locations during the peak season. If budget allows and at the discretion of the City, HDR may evaluate select intersections with off-peak counts. HDR and the City will coordinate the remaining budget and schedule after the all-way stop control intersections have been evaluated using peak period counts.

### **Deliverables**

- Draft Evaluation Matrix
- Final Evaluation Matrix (To be included in Final Report)



Figure 1. Study Area

### 320 Proposed Stop Sign Scheme

Using the information analyzed in previous tasks, HDR will develop up to three (3) stop sign scheme graphics in GIS for evaluation by the project team: one (1) No Build and up to two (2) build alternatives. The No Build alternative will show the existing locations with no modifications. The other alternatives will be developed using the data collected in the previous tasks. HDR will develop a qualitative screening methodology that the project team will use to jointly score the alternatives. The project team will meet to select the preferred alternative, with modifications if necessary. HDR will finalize the stop sign scheme graphic for inclusion into the final report.

#### Assumptions

- The City will deliver the stop sign scheme graphics to the project team and gather scores and comments into one (1) consolidated set.

#### Deliverables

- Draft Stop Sign Scheme Graphic (To be included in Draft Report)
- Final Stop Sign Scheme Graphic (To be included in Final Report)

## 400 Additional Improvements

### 410 Additional Improvements

HDR will review the projects map from the 2021 City of Ketchum Master Transportation Plan and update where potential bulb-outs could be beneficial for improving pedestrian crossings at the study intersections. HDR will attend a coordination meeting with the City and the consultant conducting the bike infrastructure study for the City. HDR and the City will work jointly to identify intersection locations where additional improvements to improve pedestrian/bicyclist and transit mobility, and safety could be evaluated. Potential improvements include:

- Rectangular Rapid Flashing Beacons (RRFB's) crossings
- Signing and pavement marking modifications
- Bulb-outs or pedestrian islands
- Raised intersections
- Improved bus stops





### **Assumptions**

- HDR will investigate up to ten (10) intersections for additional improvements
- HDR will use criteria developed by the Ada County Highway District (ACHD) to evaluate RRFB placement as no national standards exist for the RRFB warrants.
- Only intersection improvements will be considered, no improvements between intersections or network evaluations will be considered.
- One (1) coordination meeting will be held to coordinate improvements with the bike study consultant. Two (2) HDR staff are assumed to attend a virtual meeting assumed to last one (1) hour.

### **Deliverables**

- Draft locations of additional improvements (To be included in the Draft Report)
- Final locations of additional improvements (To be included in the Final Report)

## **500 Report**

### **510 Report**

HDR will prepare a Draft Study Report for the stop sign study documenting the process and results of the previous project tasks leading to the development of the preferred Stop Sign Scheme alternative and list of additional improvement projects. The City will provide comments on the draft report and provide one (1) consolidated set of comments to HDR. HDR will develop a comment response matrix and resolve the comments with the City prior to developing a final study report.

### **Assumptions**

- The City will deliver the draft report to the project team and gather comments into one (1) consolidated set of comments.
- All conflicting comments will be resolved by the City's project manager.
- One (1) concurrent review of the draft Report will be completed by project team members.

### **Deliverables**

- Draft Study Report
- Comment Response Matrix
- Final Study Report



CONSULTANT NAME: HDR Engineering, Inc.  
PROJECT NAME: Stop Sign Study  
PROJECT NO.: N/A  
KEY NO. N/A

## **DESIGN**

### **A. SUMMARY ESTIMATED MAN-DAY COSTS**

|                           | Staff-Hours |   | Rate     |                | Labor Cost         |
|---------------------------|-------------|---|----------|----------------|--------------------|
| 1 Principal in Charge     | = 1.00      | @ | \$366.00 | =              | \$366.00           |
| 2 Quality Control         | = 22.00     | @ | \$247.00 | =              | \$5,434.00         |
| 3 Project Manager/Traffic | = 169.00    | @ | \$190.00 | =              | \$32,110.00        |
| 5 EIT                     | = 223.00    | @ | \$115.00 | =              | \$25,645.00        |
| 6 GIS/CAD Tech            | = 58.00     | @ | \$124.00 | =              | \$7,192.00         |
| 7 Quality Manager         | = 2.00      | @ | \$188.00 | =              | \$376.00           |
| 8 Accounting              | = 19.00     | @ | \$125.00 | =              | \$2,375.00         |
| <hr/>                     |             |   |          |                |                    |
| <b>TOTAL =</b>            | 494.00      |   |          | <b>TOTAL =</b> | <b>\$73,498.00</b> |

### **B. OUT-OF-POCKET EXPENSES**

**HDR TOTAL ESTIMATED EXPENSE\* = \$414.00**

\* See attached Direct Expenses for HDR

### **C. ESCALATION**

Anticipated Agreement Date: July 1, 2025  
Project Duration: 10 Months  
Escalation Period: 4 Months

|                  |   |           |   |            |              |
|------------------|---|-----------|---|------------|--------------|
| Total Labor Cost |   | Esc Ratio |   | Annual Esc |              |
| \$73,498.00      | X | 40%       | x | 4.0%       | = \$1,175.97 |

**HDR Subtotal = \$75,087.97**

|                            |
|----------------------------|
| <b>TOTAL = \$75,087.97</b> |
|----------------------------|

SULTANT NAME: HDR Engineering, Inc.  
PROJECT NAME: City of Ketchum Bike and Ped Cost Estimate  
PROJECT NO.: N/A  
KEY NO. N/A

F. OUT-OF-POCKET EXPENSES SUMMARY

| Expense                                        | Unit   | Estimated<br>Amount |   | Unit Cost |   | Estimated<br>Expense | Comment |
|------------------------------------------------|--------|---------------------|---|-----------|---|----------------------|---------|
| 1 Printing (8.5x11)                            | Sheets | 200                 | @ | \$ 0.05   | = | \$ 10.00             |         |
| 2 Printing (8.5x11 Color)                      | Sheets | 50                  | @ | \$ 0.16   | = | \$ 8.00              |         |
| 3 Printing (11x17)                             | Sheets | 100                 | @ | \$ 0.10   | = | \$ 10.00             |         |
| 4 Printing (11x17 Color)                       | Sheets | 50                  | @ | \$ 0.32   | = | \$ 16.00             |         |
| 5 Postage & Shipping                           | LS     |                     | @ | \$ 100.00 | = | \$ -                 |         |
| 6 Postcards/Shipping Postcards                 | Each   | -                   | @ |           | = | \$ -                 |         |
| 7 Display Boards (16)                          | sq ft  | -                   | @ | \$ 7.00   | = | \$ -                 |         |
| 8 Roll Plot - Color                            | sq ft  | -                   | @ | \$ 0.90   | = | \$ -                 |         |
| 9 Display Ad                                   | Each   | -                   | @ | \$ 210.00 | = | \$ -                 |         |
| 10 Meeting Refreshments                        | LS     | -                   | @ | \$ 50.00  | = | \$ -                 |         |
| 11 Mileage                                     | Miles  | -                   | @ | \$ 0.700  | = | \$ -                 |         |
| 12 Meals                                       | Day    | 4                   | @ | \$ 30.00  | = | \$ 120.00            |         |
| 13 Lodging                                     | Each   | -                   | @ | \$ 138.00 | = | \$ -                 |         |
| 14 Lodging Tax                                 | Each   | -                   | @ | \$ 20.70  | = | \$ -                 |         |
| 15 Airfare - Denver to Boise                   | Each   | -                   | @ | \$ 350.00 | = | \$ -                 |         |
| 16 Airfare - Spokane to Boise                  | Each   | -                   | @ | \$ 250.00 | = | \$ -                 |         |
| 17 Rental Car                                  | Each   | 2                   | @ | \$ 75.00  | = | \$ 150.00            |         |
| 18 Fuel                                        | Gals   | 20                  | @ | \$ 5.00   | = | \$ 100.00            |         |
| HDR Engineering, Inc. Total Estimated Expenses |        |                     |   |           |   | \$414.00             |         |

|     |                                                        | HDR    |                     |                 |                                  |       |              |                 |            |
|-----|--------------------------------------------------------|--------|---------------------|-----------------|----------------------------------|-------|--------------|-----------------|------------|
|     |                                                        | TOTAL  | Principal in Charge | Quality Control | Project Manager/Traffic Engineer | EIT   | GIS/CAD Tech | Quality Manager | Accounting |
| 100 | Project Management                                     | 96     | 1                   | 4               | 48                               | 22    | 0            | 2               | 19         |
| 110 | Project Initiation and Project Management Plan         | 8      | 1                   |                 | 1                                |       |              | 2               | 4          |
| 120 | Project Team Meetings                                  | 28     |                     |                 | 16                               | 12    |              |                 |            |
| 130 | Status Calls                                           | 10     |                     |                 | 10                               |       |              |                 |            |
| 140 | Project Administration, Progress Reports and Invoicing | 20     |                     |                 | 5                                |       |              |                 | 15         |
| 150 | City Council and Traffic Authority Meetings            | 30     |                     | 4               | 16                               | 10    |              |                 |            |
| 200 | Data Collection                                        | 161    | 0                   | 6               | 36                               | 107   | 12           | 0               | 0          |
| 210 | Initial Data Collection                                | 141    |                     | 4               | 30                               | 95    | 12           |                 |            |
| 220 | Secondary Data Collection                              | 20     |                     | 2               | 6                                | 12    |              |                 |            |
| 300 | Signing Analysis                                       | 154    | 0                   | 7               | 50                               | 57    | 40           | 0               | 0          |
| 310 | Stop Sign Analysis                                     | 90     |                     | 3               | 30                               | 57    |              |                 |            |
| 320 | Proposed Stop Sign Scheme                              | 64     |                     | 4               | 20                               | 0     | 40           |                 |            |
| 400 | Additional Improvements                                | 32     | 0                   | 0               | 7                                | 25    | 0            | 0               | 0          |
| 410 | Additional Improvements                                | 32     |                     |                 | 7                                | 25    |              |                 |            |
| 500 | Report                                                 | 51     | 0                   | 5               | 28                               | 12    | 6            | 0               | 0          |
| 510 | Report                                                 | 51     |                     | 5               | 28                               | 12    | 6            |                 |            |
|     | Total:                                                 | 494.0  | 1.0                 | 22.0            | 169.0                            | 223.0 | 58.0         | 2.0             | 19.0       |
|     | Total Check:                                           | 494.0  | 1.0                 | 22.0            | 169.0                            | 223.0 | 58.0         | 2.0             | 19.0       |
|     | Percent of Project Total:                              | 100.0% | 0.2%                | 4.5%            | 34.2%                            | 45.1% | 11.7%        | 0.4%            | 3.8%       |



## SCOPE OF SERVICES

### Project Description

The purpose of this project is to evaluate and develop a traffic control scheme in Downtown Ketchum, Idaho (City). Under this scope of work (SOW), HDR will evaluate intersections in Ketchum's downtown core to evaluate their potential for two-way stop, four-way stop or no intersection control. The study will create a report that will guide the City in implementing a traffic control scheme that meets the needs of the residents.

The scope narrative is organized by the following tasks:

- Task 100 Project Management
- Task 200 Data Collection
- Task 300 Signing Analysis
- Task 400 Report

### Key Understandings

1. The City is the agreement administrator, and the project is funded by the City. State and Federal funds will not be used.
2. The SOW assumes a four (4) month duration for budgeting purposes based on an NTP of July 1, 2025.
3. The City will provide public outreach activities, develop the necessary public outreach materials and conduct any in person or virtual meetings.
4. In providing opinions of probable construction cost for the project, HDR has no control over cost or price of labor and materials, unknown or latent conditions of existing equipment or structures that might affect operation or maintenance costs, competitive bidding procedures and market conditions, time or quality of performance by operating personnel or third parties, and other economic and operational factors that might materially affect the ultimate cost or schedule. HDR, therefore, will not warranty project costs will not vary from HDR's opinions, analyses, projections, or estimates.
5. No traffic operations evaluation will be conducted with this SOW.
6. All deliverables are in PDF format unless noted otherwise.

## 100 PROJECT MANAGEMENT

### 110 Project Initiation and Project Management Plan

HDR will set up the project files and accounting system, as well as prepare a Project Management Plan for use by the project team, including the City. The plan will include key project information such as communication protocols, contact information for key team members, project schedule, project delivery process, quality control procedures and will be updated as needed during the project development process.

#### Deliverables

- Project Management Plan (information only, no review)



## **120 Project Team Meetings**

One (1) kick-off meeting will be held virtually. Four (4) project team meetings will be conducted throughout the duration of the project. Team meetings will be held via conference call to review project status and address questions with the City.

HDR will create the agenda for the meetings and provide meeting minutes to the City for distribution to the project team and key stakeholders.

### **Assumptions**

- For budgeting purposes two (2) HDR staff members will attend the kick-off meeting
- Project Team meetings are anticipated to be virtual and last one (1) hour, including preparing meeting minutes.
- For budgeting purposes four (4) team meetings are assumed for the project duration and two (2) HDR staff members will attend each project team meeting.

### **Deliverables**

- Kick off meeting's agenda and minutes
- Project Team meetings agendas and minutes

## **130 Status Calls**

Status calls between the HDR PM and the City PM will be scheduled as needed throughout the duration of the project to coordinate project status and needs. The HDR PM will coordinate the necessary updates and action items for the calls.

### **Assumptions**

- Status calls will be scheduled as necessary.
- For budgeting purposes one (1) status call is assumed each month of the project and each call will last one hour (1).

### **Deliverables**

- Action Item List - via email, if necessary

## **140 Project Administration, Progress Reports and Invoicing**

HDR will staff and manage a project team to provide project deliverables and manage the budget and schedule. Monthly progress reports and invoices will meet the City's requirements. HDR will submit invoices to the City.

### **Deliverables**

- Four (4) Monthly Invoice and Progress Reports - including labor and expense backup

## **150 City Council and Traffic Authority Meetings**

HDR will attend up to one (1) Ketchum Traffic Authority (KTA) meetings to present findings or seek feedback from that committee. HDR will attend up to one (1) City Council meetings to support City staff in getting feedback, and achieving approval of the Final Report, Signing Scheme and other deliverables outlined in the tasks below.

### **Assumptions**



- The KTA meeting will be attended virtually by two (2) HDR staff members, the project manager and analysis staff member.
- One (1) City Council Meeting will be attended virtually. For budgeting purposes, one (1) HDR staff member will attend the meetings.
- HDR will make up to two (2) PowerPoint presentations to support staff, one (1) for a KTA meeting and one (1) for a City Council meeting.

#### **Deliverables**

- PowerPoint Presentations

## **200 Data Collection**

### **210 Initial Data Collection**

HDR will collect, review and summarize for each intersection the following data in a technical memo:

- Roadway functional classifications
- Posted speeds
- Curb-to-curb widths at crosswalks
- Number of travel lanes
- Distance to nearest stop-controlled intersection
- Reported crashes
- Adjacent land use
- Adjacent parking presence and configuration
- Description of the vertical approach geometry

HDR will revise the Draft Existing Conditions Memo based on comments received. HDR will then submit a Final Existing Conditions Memo.

#### **Assumptions**

- Up to sixty (60) intersections are assumed to be analyzed with this scope of work.
- The City will provide the following
  - Current right-of-way information in GIS
  - Current stop sign and speed limit locations in GIS
  - Current aerial images for area of study
  - Any planned development in the area
- The City will deliver the draft existing conditions memo to the project team and gather comments into one (1) consolidated set of comments.
- All conflicting comments will be resolved by the City's project manager.
- One (1) concurrent review of the draft memo will be completed by project team members.

#### **Deliverables**

- Draft Existing Conditions Memo
- Final Existing Conditions Memo

## 300 Signing Analysis

## 310 Stop Sign Analysis

HDR will develop a matrix and scoring criteria to evaluate each intersection in the Study Area. HDR will share the matrix and criteria with the City for comment and acceptance prior to beginning the analysis. The study intersections will then be evaluated against the matrix for potential modification of the intersection traffic control. HDR will evaluate the existing and potential all-way stop control intersections identified in the previous tasks using only Warrant E: Other Factors in the 2023 MUTCD all-way stop control warrants found in Section 2B.

## Assumptions

- The study area is shown in **Figure 1** below.
- Based on City guidance during the scoping process, vehicle volumes will not be collected and will not be included into the analysis.
- Intersections on Main Street (SH-75) are not included in this evaluation.

## Deliverables

- Draft Evaluation Matrix
- Final Evaluation Matrix (To be included in Final Report)



### Figure 1. Study Area

## 320 Proposed Stop Sign Scheme

Using the information analyzed in previous tasks, HDR will develop up to two (2) stop sign scheme graphics in GIS for evaluation by the project team: one (1) No Build and up to one (1) build alternatives. The No Build alternative will show the existing locations with no modifications. The other alternative will be developed using the data collected in the previous tasks. HDR will develop a qualitative screening methodology that the project team will use to jointly score the alternatives. The project team will meet to select the preferred alternative, with modifications if necessary. HDR will finalize the stop sign scheme graphic for inclusion into the final report.



### **Assumptions**

- The City will deliver the stop sign scheme graphics to the project team and gather scores and comments into one (1) consolidated set.
- **Deliverables**
- Draft Stop Sign Scheme Graphic (To be included in Draft Report)
- Final Stop Sign Scheme Graphic (To be included in Final Report)

## **400 Report**

### **410 Report**

HDR will prepare a Draft Study Report for the stop sign study documenting the process and results of the previous project tasks leading to the development of the preferred Stop Sign Scheme alternative and list of additional improvement projects. The City will provide comments on the draft report and provide one (1) consolidated set of comments to HDR. HDR will develop a comment response matrix and resolve the comments with the City prior to developing a final study report.

### **Assumptions**

- The City will deliver the draft report to the project team and gather comments into one (1) consolidated set of comments.
- All conflicting comments will be resolved by the City's project manager.
- One (1) concurrent review of the draft Report will be completed by project team members.

### **Deliverables**

- Draft Study Report
- Comment Response Matrix
- Final Study Report



CONSULTANT NAME: HDR Engineering, Inc.

PROJECT NAME: Stop Sign Study - Reduced Scope

PROJECT NO.: N/A

KEY NO. N/A

## **DESIGN**

### **A. SUMMARY ESTIMATED MAN-DAY COSTS**

|                           | Staff-Hours   |   | Rate     |                | Labor Cost         |
|---------------------------|---------------|---|----------|----------------|--------------------|
| 1 Principal in Charge     | = 1.00        | @ | \$366.00 | =              | \$366.00           |
| 2 Quality Control         | = 22.00       | @ | \$247.00 | =              | \$5,434.00         |
| 3 Project Manager/Traffic | = 119.00      | @ | \$190.00 | =              | \$22,610.00        |
| 5 EIT                     | = 172.00      | @ | \$115.00 | =              | \$19,780.00        |
| 6 GIS/CAD Tech            | = 48.00       | @ | \$124.00 | =              | \$5,952.00         |
| 7 Quality Manager         | = 2.00        | @ | \$188.00 | =              | \$376.00           |
| 8 Accounting              | = 10.00       | @ | \$125.00 | =              | \$1,250.00         |
| <hr/>                     |               |   |          |                |                    |
| <b>TOTAL =</b>            | <b>374.00</b> |   |          | <b>TOTAL =</b> | <b>\$55,768.00</b> |

### **B. OUT-OF-POCKET EXPENSES**

**HDR TOTAL ESTIMATED EXPENSE\* = \$44.00**

\* See attached Direct Expenses for HDR

### **C. ESCALATION**

Anticipated Agreement Date: July 1, 2025

Project Duration: 4 Months

Escalation Period: N/A

|                  |   |           |   |            |          |
|------------------|---|-----------|---|------------|----------|
| Total Labor Cost |   | Esc Ratio |   | Annual Esc |          |
| \$55,768.00      | X | 0%        | x | 4.0%       | = \$0.00 |

**HDR Subtotal = \$55,812.00**

|                            |
|----------------------------|
| <b>TOTAL = \$55,812.00</b> |
|----------------------------|

SULTANT NAME: HDR Engineering, Inc.  
PROJECT NAME: City of Ketchum Bike and Ped Cost Estimate  
PROJECT NO.: N/A  
KEY NO. N/A

F. OUT-OF-POCKET EXPENSES SUMMARY

| Expense                                        | Unit   | Estimated<br>Amount |   | Unit Cost |   | Estimated<br>Expense | Comment |
|------------------------------------------------|--------|---------------------|---|-----------|---|----------------------|---------|
| 1 Printing (8.5x11)                            | Sheets | 200                 | @ | \$ 0.05   | = | \$ 10.00             |         |
| 2 Printing (8.5x11 Color)                      | Sheets | 50                  | @ | \$ 0.16   | = | \$ 8.00              |         |
| 3 Printing (11x17)                             | Sheets | 100                 | @ | \$ 0.10   | = | \$ 10.00             |         |
| 4 Printing (11x17 Color)                       | Sheets | 50                  | @ | \$ 0.32   | = | \$ 16.00             |         |
| 5 Postage & Shipping                           | LS     |                     | @ | \$ 100.00 | = | \$ -                 |         |
| 6 Postcards/Shipping Postcards                 | Each   | -                   | @ |           | = | \$ -                 |         |
| 7 Display Boards (16)                          | sq ft  | -                   | @ | \$ 7.00   | = | \$ -                 |         |
| 8 Roll Plot - Color                            | sq ft  | -                   | @ | \$ 0.90   | = | \$ -                 |         |
| 9 Display Ad                                   | Each   | -                   | @ | \$ 210.00 | = | \$ -                 |         |
| 10 Meeting Refreshments                        | LS     | -                   | @ | \$ 50.00  | = | \$ -                 |         |
| 11 Mileage                                     | Miles  | -                   | @ | \$ 0.700  | = | \$ -                 |         |
| 12 Meals                                       | Day    | -                   | @ | \$ 30.00  | = | \$ -                 |         |
| 13 Lodging                                     | Each   | -                   | @ | \$ 138.00 | = | \$ -                 |         |
| 14 Lodging Tax                                 | Each   | -                   | @ | \$ 20.70  | = | \$ -                 |         |
| 15 Airfare - Denver to Boise                   | Each   | -                   | @ | \$ 350.00 | = | \$ -                 |         |
| 16 Airfare - Spokane to Boise                  | Each   | -                   | @ | \$ 250.00 | = | \$ -                 |         |
| 17 Rental Car                                  | Each   | -                   | @ | \$ 75.00  | = | \$ -                 |         |
| 18 Fuel                                        | Gals   | -                   | @ | \$ 5.00   | = | \$ -                 |         |
| HDR Engineering, Inc. Total Estimated Expenses |        |                     |   |           |   | \$44.00              |         |

|     |                                                        | HDR    |                     |                 |                                  |       |              |                 |            |
|-----|--------------------------------------------------------|--------|---------------------|-----------------|----------------------------------|-------|--------------|-----------------|------------|
|     |                                                        | TOTAL  | Principal in Charge | Quality Control | Project Manager/Traffic Engineer | EIT   | GIS/CAD Tech | Quality Manager | Accounting |
| 100 | Project Management                                     | 55     | 1                   | 4               | 23                               | 15    | 0            | 2               | 10         |
| 110 | Project Initiation and Project Management Plan         | 8      | 1                   |                 | 1                                |       |              | 2               | 4          |
| 120 | Project Team Meetings                                  | 15     |                     |                 | 9                                | 6     |              |                 |            |
| 130 | Status Calls                                           | 4      |                     |                 | 4                                |       |              |                 |            |
| 140 | Project Administration, Progress Reports and Invoicing | 8      |                     |                 | 2                                |       |              |                 | 6          |
| 150 | City Council and Traffic Authority Meetings            | 20     |                     | 4               | 7                                | 9     |              |                 |            |
| 200 | Data Collection                                        | 155    | 0                   | 6               | 34                               | 103   | 12           | 0               | 0          |
| 210 | Initial Data Collection                                | 155    |                     | 6               | 34                               | 103   | 12           | 0               | 0          |
| 300 | Signing Analysis                                       | 113    | 0                   | 7               | 34                               | 42    | 30           | 0               | 0          |
| 310 | Stop Sign Analysis                                     | 67     |                     | 3               | 22                               | 42    |              |                 |            |
| 320 | Proposed Stop Sign Scheme                              | 46     |                     | 4               | 12                               | 0     | 30           |                 |            |
| 400 | Report                                                 | 51     | 0                   | 5               | 28                               | 12    | 6            | 0               | 0          |
| 410 | Report                                                 | 51     |                     | 5               | 28                               | 12    | 6            |                 |            |
|     | Total:                                                 | 374.0  | 1.0                 | 22.0            | 119.0                            | 172.0 | 48.0         | 2.0             | 10.0       |
|     | Total Check:                                           | 374.0  | 1.0                 | 22.0            | 119.0                            | 172.0 | 48.0         | 2.0             | 10.0       |
|     | Percent of Project Total:                              | 100.0% | 0.3%                | 5.9%            | 31.8%                            | 46.0% | 12.8%        | 0.5%            | 2.7%       |



# CITY OF KETCHUM

PO BOX 2315 \* 191 5TH ST. \* KETCHUM, ID 83340  
Administration 208-726-3841 (fax) 208-726-8234

## PURCHASE ORDER

BUDGETED ITEM? \_\_\_\_ Yes \_\_\_\_ No

PURCHASE ORDER - NUMBER: 25121

|                                                                                      |                                                                       |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>To:</b><br>2319<br>HDR ENGINEERING, INC.<br>BOX 74008202<br>CHICAGO IL 60674-8202 | <b>Ship to:</b><br>CITY OF KETCHUM<br>PO BOX 2315<br>KETCHUM ID 83340 |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------|

| P. O. Date | Created By | Requested By | Department | Req Number | Terms |
|------------|------------|--------------|------------|------------|-------|
| 05/12/2025 | KCHOMA     | KCHOMA       |            |            |       |

| Quantity | Description                  | Unit Price | Total     |
|----------|------------------------------|------------|-----------|
| 1.00     | Stop Sign Study 01-4193-9930 | 74,206.00  | 74,206.00 |
|          | SHIPPING & HANDLING          |            | 0.00      |
|          | TOTAL PO AMOUNT              |            | 74,206.00 |

\_\_\_\_\_  
Authorized Signature



# FY 2026 Budget Development Update Housing Initiatives

June 2, 2025





## Additional LOT Fund



# Draft FY 2026 Additional LOT Fund Budget - Draft

## Additional LOT Fund (25) FY 2026 Budget Build Tool

### FY 2026 Budget

#### Revenue

|              |                      |                     |
|--------------|----------------------|---------------------|
| 25-3100-3010 | ADDITIONAL 1%        | \$ 2,900,000        |
|              | <b>Total Revenue</b> | <b>\$ 2,900,000</b> |

#### Expenditures

|              |                               |                     |
|--------------|-------------------------------|---------------------|
| 25-4910-4220 | SUN VALLEY AIR SERVICE BOARD  | \$ 1,421,000        |
| 25-4910-8822 | TRANSFER TO ORIG LOT-DIR COST | \$ 58,000           |
| 25-4910-8824 | TRANSFER TO HOUSING           | \$ 1,421,000        |
|              | <b>Total Expenditures</b>     | <b>\$ 2,900,000</b> |





# Housing Fund





# Draft FY 2026 Additional LOT Fund Budget - Draft

## Community Housing Fund (54) FY 2026 Budget Build Tool

|               |                               | FY 2026 Budget |
|---------------|-------------------------------|----------------|
| Revenue       |                               |                |
| 54-3700-2000  | LIFT TOWER LODGE RENTS        | \$ 70,000      |
| 54-3700-3610  | REFUNDS & REIM BLAINE COUNTY  | \$ 154,500     |
| 54-3700-4000  | DEED RESTRICTED PROP SALE     | \$ 230,517     |
| 54-3700-8705  | TRANSFER FROM ADDITIONAL .50% | \$ 1,421,000   |
| Total Revenue |                               | \$ 1,876,017   |



# Draft FY 2026 Additional LOT Fund Budget - Draft

## Community Housing Fund (54)

### FY 2026 Budget Build Tool

#### Expenditures

|                    |                                |    |           |          |
|--------------------|--------------------------------|----|-----------|----------|
| 54-4410-1000       | SALARIES                       | \$ | 440,057   | } \$678k |
| 54-4410-2100       | FICA TAXES-CITY                | \$ | 33,664    |          |
| 54-4410-2200       | STATE RETIREMENT-CITY          | \$ | 52,631    |          |
| 54-4410-2400       | WORKMEN'S COMPENSATION-CITY    | \$ | 1,248     |          |
| 54-4410-2500       | HEALTH INSURANCE-CITY          | \$ | 124,099   |          |
| 54-4410-2505       | HEALTH REIMBURSEMENT ACCT(HRA) | \$ | 7,000     |          |
| 54-4410-2510       | DENTAL INSURANCE-CITY          | \$ | 3,540     |          |
| 54-4410-2515       | VISION REIMBURSEMENT ACCT(HRA) | \$ | 1,632     | } \$678k |
| 54-4410-2600       | LONG TERM DISABILITY           | \$ | 2,640     |          |
| 54-4410-3100       | GENERAL OFFICE                 | \$ | 11,489    |          |
| 54-4410-4200       | PROFESSIONAL SERVICES          | \$ | 100,000   | ←        |
| 54-4410-4225       | DEED RESTRICTIONS              | \$ | 208,100   | ←        |
| 54-4410-4250       | LIFT TOWER LODGE PROFF SVCS    | \$ | 40,000    |          |
| 54-4410-5110       | COMPUTER NETWORK               | \$ | 4,000     |          |
| 54-4410-5200       | LIFT TOWER LODGE UTILITIES     | \$ | 25,000    |          |
| 54-4410-5900       | LIFT TOWER LDG REPAIR & MAINT  | \$ | 40,000    |          |
| 54-4410-8000       | REIMBURSEMENT BCHA OP & PROG   | \$ | 395,900   |          |
| 54-4410-8010       | REIMBURSE BCHA BLAINE CO CONTR | \$ | 154,500   |          |
| 54-4410-8030       | REIMBURSE GENERAL FUND         | \$ | 230,517   |          |
| Total Expenditures |                                | \$ | 1,876,017 |          |



# Blaine County Housing Authority





# Summary of Activities

- Stewarding 87 ownership homes and 76 rentals (application assistance, review, compliance)
- Assisting households experiencing homelessness and instability (landlord-tenant mediation, manage 49 transitional homes)
- Primary point of entry for all community housing countywide (direct referrals for 51 homes)
- Data hub for community housing countywide
- Inform and engage the community, and facilitate collaboration (newsletters, partner meetings and workshops, guest speakers)
- Technical assistance and guidance on community housing for local, state, and federal government



## Discussion & Direction





## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: June 2, 2025 Staff Member/Dept: Jade Riley – Administration; Seth Martin – Fire

Agenda Item: Briefing on draft Memorandum of Understanding (MOU) #25-007 with the Ketchum Fire District.

#### Recommended Motion:

No motion is requested at this time; staff is seeking general direction on the draft document. Final MOU will be placed at a future meeting for final review/approval.

#### Reasons for Recommendation:

- Ketchum voters approved (72.25% in favor) in November of 2024 to form a stand-alone Ketchum Fire District.
- The new Fire District will start its fiscal year on October 1 but will not receive its first property tax payment from the County until January of 2026.
- The attached draft MOU seeks to outline key logistic coordination tasks between the City and the District to ensure a successful startup.
  - Transfer of personnel
  - Physical assets
  - Start-up costs
  - On-going relationship

#### Sustainability Impact:

None

#### Financial Impact:

- |                                          |                                                                                                                                                                                                                                                                                              |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| None OR Adequate funds exist in account: | <ul style="list-style-type: none"><li>• FY25: \$175,000 in start-up costs</li><li>• FY26: \$875,000 to cover first quarter operating costs with \$450,000 reimbursed to City.</li><li>• The remaining \$425,000 would be utilized to establish operating reserve for the district.</li></ul> |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Attachments:

1. (updated draft) MOU #25-007

**MEMORANDUM OF UNDERSTANDING  
#25-007  
BETWEEN THE KETCHUM FIRE DISTRICT AND  
CITY OF KETCHUM; BLAINE COUNTY, IDAHO**

**PARTIES**

THIS AGREEMENT (“Agreement”) is made and entered into this \_\_\_\_ of \_\_\_\_ 2025 by and between the **CITY OF KETCHUM**, hereafter called the **CITY**, and the **KETCHUM FIRE DISTRICT**, hereafter called the **DISTRICT**.

**PURPOSE**

Recognizing the need for consistent and high-quality fire and emergency medical services (EMS) across the Wood River Valley, and in response to limitations in the current emergency response system, the voters of the City approved the formation of the Ketchum Fire District on November 5, 2024. The District encompasses the current city limits and is intended to serve as the foundation for regional fire department consolidation.

This MOU outlines the initial terms and conditions for the transition of the Ketchum Fire Department from a City-operated entity to an independent legal entity operated by the District.

The Parties agree as follows:

**SECTION I. PERSONNEL**

At midnight September 30, 2025, employment for all personnel of the City of Ketchum Fire Department will end. The District agrees to hire all such employees into their previously held positions as of October 1, 2025, at 00:01hrs. As part of this process,

1. The City agrees to fund all HRA balances held by the employees and transfer that balance to the employee’s Voluntary Employees' Beneficiary Association (VEBA) accounts or as designated by the District and allowed by law.
2. All employees’ accrued leave hours as of September 30, 2025, will transfer with the employee to the District and be accounted for in the District’s timekeeping software, as allowed by the Collective Bargaining Agreement (CBA) and City policy.
3. No leave hours will be cashed out to the employees, except as required by the CBA and City policy.

**SECTION II. FIRE PREVENTION AND RISK REDUCTION**

Statutorily, the Fire Chief is the Fire Code Official for all areas within a Fire District. It is the intent of the Parties to provide a comprehensive and professional level of Fire Prevention and Risk Reduction to the community. As such the Parties agree as follows:

### **DEVELOPMENT IMPACT FEES**

1. The City will remit all development impact fees designated for fire services to the District quarterly.
1. Fee methodology and structure will be reviewed jointly and periodically by the parties.
2. The District will provide annual accounting of impact fee expenditures or as requested by the City.

### **FIRE PLAN REVIEW FEES**

1. The City will remit collected Fire Plan Review fees to the District, retaining a 10% administrative fee.
2. The District will provide Fire Code and Life-Safety reviews, inspections, and comments for all building permits, pre-application reviews, subdivision applications, and special events as needed as part of the plan check or application fee. A service level agreement will be developed between the City and the District to memorialize coordination efforts.
  - a. Such reviews, inspections, and comments shall be performed in a timely manner.
3. Business license inspections and ongoing occupancy inspections will be provided by the District at no charge.
4. The District will directly invoice applicants for technical reviews, permits, and other services.
5. All Fire Code and Life-Safety reviews and inspections shall be based on the District's adopted code.

### **SHORT-TERM RENTAL PROGRAM**

1. The District shall invoice the City for fire inspection services related to short-term rentals within the City.
2. Short-term rental inspection fees will align with the District's adopted fee schedule.
3. The City will manage software for short-term rental tracking and compliance as permitted by statute.

### **SECTION III. FIRE DISTRICT START UP COSTS**

It is recognized that there are significant costs associated with running the Fire Department that are not itemized in the City's Departmental budgets. The City agrees to provide funding to assist with the startup costs for the District before the District receives tax revenue in January 2026. The City will continue to fund the Fire Department as provided in the City's FY 2025 budget up to September 30, 2025. Additionally, the City agrees to fund the following startup items outside of the current Fire Department's budget prior to October 1, 2025 (estimated total of \$175k):

1. Accounting and Timekeeping System/Software
2. The separation and standup for Information Technology (IT) systems
3. Additional Legal services for the District
4. Website startup
5. Other items as appropriate and approved by the City

On October 1, 2025 (start of Fiscal Year 2026), the City agrees to make a one-time monetary transfer to the District in the amount of \$875k. Subsequently, The District agrees to make a one-time monetary transfer to the City no later than September 30, 2026, in the amount of \$450k. The

balance (\$425k) shall be utilized by the District to establish an Operational Fund Reserve account to benefit the District.

#### **SECTION IV. TRANSFER OF OWNERSHIP**

1. The City agrees to transfer ownership of all equipment, supplies, and apparatus currently owned by the City to the District at no financial obligation to the District. This includes but is not limited to the following.
  - a. All Fire Fighting and EMS equipment currently housed and operated by the Fire Department.
  - b. All vehicles and apparatus currently housed and operated by the Fire Department.
  - c. All furniture, equipment, supplies and other materials currently used and housed by the Fire Department.
  - d. Any items purchased as part of the Fire Department's FY 24/25 City Budget before October 1, 2025.
2. The City agrees to lease the Fire Station located at 107 Saddle Rd., Ketchum, ID. to the District for an annual amount of one dollar (\$1.00), until the current Bond is satisfied. At which point the Bond is satisfied, the City agrees to transfer ownership of the Fire Station building and property located at 107 Saddle Rd., Ketchum, ID. to the District with no additional financial obligation.
  - a. The District agrees to maintain the Fire Station in good condition for the term of the lease.
  - b. The District agrees to maintain liability insurance for the Fire Station facility for the term of the lease.
3. The City agrees to transfer ownership of all apparatus currently under a lease-purchase agreement to the District at no additional financial obligation upon satisfaction of the lease-purchase program.
  - a. The District agrees to pay the annual lease-purchase costs until the individual lease-purchase agreements are satisfied.
  - b. The District agrees to maintain liability insurance for all apparatus under this provision for the term of the lease-purchase program.

#### **SECTION V. FIRE HYDRANT SYSTEM**

The District may use City fire hydrants for fire suppression purposes. The City will maintain the hydrant system, including clearance enforcement and snow removal. The District will perform flow testing and flushing as needed.

#### **SECTION VI. FIRE STATION GROUNDS**

The Parties agree that the City will manage irrigation equipment in the City's ROW adjacent to the Fire Station and Saddle Rd. Additionally, the City agrees to periodically haul snow from the South side of the Fire Station. The District agrees to move all snow needing hauling to the appropriate location as indicated by the Street Department.

Parking spaces on the South side of the Fire Station are primarily intended for utilization by visitors and employees of fire station on both a daily and special event basis. However, public parking shall



continue to be allowed, as available, to benefit the community.

**BOTH PARTIES AGREE THAT:**

This Agreement shall become effective on the first date mentioned above and shall remain in full force and affect until amended or replaced upon the mutual consent of the **CITY** and the **DISTRICT**.

**SEVERABILITY**

If any of the provisions of this agreement shall be held or made invalid by a court decision, statute, or rule, or shall be otherwise rendered invalid, the remainder of this Agreement shall not be affected thereby.

**EXECUTION**

This agreement is executed for the **DISTRICT** by its Board President, and executed for the **CITY** by the Mayor, attested to by the City Clerk, with the corporate seal of the **CITY OF KETCHUM**.

**KETCHUM FIRE DISTRICT**

\_\_\_\_\_  
Board President

**ATTEST:**

**CITY OF KETCHUM**

\_\_\_\_\_  
Trent Donat, City Clerk

\_\_\_\_\_  
Neil Bradshaw, Mayor



## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: 

|              |
|--------------|
| June 2, 2025 |
|--------------|

 Staff Member/Dept: 

|                             |
|-----------------------------|
| Jade Riley – Administration |
|-----------------------------|

Agenda Item: 

|                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------|
| Review of the 2025 citywide work plan and continued discussion of Fiscal Year 2026's project and budget priorities. |
|---------------------------------------------------------------------------------------------------------------------|

#### Recommended Motion:

|                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| There is no recommended motion. Staff will review current key projects and priorities and then stand for questions/direction from the City Council. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|

#### Background:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>○ The annual work plan is a key component (see attachment 1) to ensure alignment with the long-term Comprehensive Plan.</li><li>○ During the October 21, 2024 meeting, the city council reviewed the initial draft for FY2025. Each councilmembers' top priorities were added and/or highlighted on the working sheet. (3rd column)</li><li>○ Staff developed a calendar at-a-glance tool to assist council with upcoming meeting topics and public outreach on major workplan items.</li></ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Policy Analysis

- |                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>○ Staff will stand for questions regarding FY 2025 project status updates.</li><li>○ Council to review their collective priorities for FY2026.</li><li>○ Goal: all council budgetary priorities are explored and reviewed during the June 24<sup>th</sup> Budget Workshop.</li></ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Sustainability Impact:

|                                                 |
|-------------------------------------------------|
| Several projects are outlined in the work plan. |
|-------------------------------------------------|

#### Financial Impact:

|                                          |                                          |
|------------------------------------------|------------------------------------------|
| None OR Adequate funds exist in account: | There is no immediate financial request. |
|------------------------------------------|------------------------------------------|

#### Attachments:

- |                                                  |
|--------------------------------------------------|
| 1. FY2026 DRAFT Mayor & Council priorities table |
| 2. Visual of City Planning Model                 |
| 3. 2025 Plan                                     |
| 4. 2025 Communications calendar                  |

Mayor & Council Budget Priorities | Fiscal Year 2026

| Amanda                               | Courtney                                                                                                        | Neil                                 | Spencer                            | Tripp                                 |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------------------------|---------------------------------------|
|                                      |                                                                                                                 |                                      |                                    |                                       |
| Housing Programs Crossover:          |                                                                                                                 |                                      |                                    |                                       |
| Ownership Preservation Program       | Ownership Preservation Program                                                                                  | Ownership Preservation Program       | Ownership Preservation Program     | Ownership Preservation Program        |
| Housing Development (new)            |                                                                                                                 | Housing Development (new)            |                                    | Housing Development (new)             |
|                                      |                                                                                                                 | Explore land acquisition             |                                    | Explore land acquisition              |
|                                      | Sale of 291 units & Parkside unit                                                                               |                                      | Sale of 291 units                  |                                       |
|                                      |                                                                                                                 |                                      |                                    |                                       |
| Crossover:                           |                                                                                                                 |                                      |                                    |                                       |
| Comp Plan & Code Rewrite             | Comp Plan & Code Rewrite                                                                                        | Comp Plan & Code Rewrite             |                                    |                                       |
| Forest Service Park                  | Forest Service Park                                                                                             | Forest Service Park                  |                                    | Forest Service Park                   |
| Sidewalk infill                      |                                                                                                                 | Sidewalk infill                      | Sidewalk prioritization            |                                       |
| Fire consolidation                   | Fire consolidation                                                                                              | Fire consolidation                   |                                    |                                       |
| Town Square revamp & Starbucks lease |                                                                                                                 | Town Square revamp & Starbucks lease |                                    |                                       |
|                                      |                                                                                                                 | Undergrounding of lines              |                                    | Undergrounding of lines (WS path)     |
|                                      | 10 <sup>th</sup> Street roundabout                                                                              | 10 <sup>th</sup> Street roundabout   |                                    |                                       |
| Bike/ped plan (east/west)            | Saddle Road bike path connector                                                                                 |                                      |                                    |                                       |
|                                      |                                                                                                                 | Downtowner/bus connector             |                                    | Grow & expand Mountain Rides          |
|                                      |                                                                                                                 |                                      |                                    |                                       |
| Other:                               |                                                                                                                 |                                      |                                    |                                       |
|                                      | Focus on Streets maintenance                                                                                    | Warm Springs Preserve                | Consultants (review overall spend) | Rebuild of Atkinson Park soccer field |
|                                      | Bear resistant trash cans                                                                                       | Wastewater project upgrade           | Historical district                |                                       |
|                                      | E-bike enforcement                                                                                              |                                      | Mountain overlay district          |                                       |
|                                      | West Ketchum trail bridge                                                                                       |                                      | FAR exceedance                     |                                       |
|                                      | Stop sign/traffic calming study                                                                                 |                                      | City standards (sidewalks & ROW)   |                                       |
|                                      | Resort Cities Coalition                                                                                         |                                      | Recreation funding increase        |                                       |
|                                      | Sustainability:<br>Fire station & Ore Wagon solar<br>Upgrade City Hall power<br>Composting<br>Electric vehicles |                                      | Grey water/water use study         |                                       |
|                                      |                                                                                                                 |                                      | Wildfire & avalanche studies       |                                       |
|                                      |                                                                                                                 |                                      |                                    |                                       |
|                                      |                                                                                                                 |                                      |                                    |                                       |
|                                      |                                                                                                                 |                                      |                                    |                                       |
|                                      | Housing:<br>Rental Preservation Program<br>Family & middle-income                                               |                                      |                                    |                                       |
|                                      |                                                                                                                 |                                      |                                    |                                       |
|                                      |                                                                                                                 |                                      |                                    |                                       |
|                                      |                                                                                                                 |                                      |                                    |                                       |
| Staffing:                            |                                                                                                                 |                                      |                                    |                                       |
|                                      |                                                                                                                 | Culture development                  | County health trust/cafeteria plan | Competitive comp. for Housing         |
|                                      |                                                                                                                 |                                      | Ketchum Police Department          | Consider sustainability personnel     |
|                                      |                                                                                                                 |                                      | In-house paralegal                 | Consider a new law firm               |
|                                      |                                                                                                                 |                                      | Electeds' compensation             | Consider a grant writing position     |



# PLANNING OVERVIEW

## COMPREHENSIVE PLAN

*Broad goals and policies*  
10-20 years



## GUIDEBOOK

*Strategies and  
objectives for policies*  
4 years



## WORK PLAN

*Tasks by  
dept.*  
Annual



Fiscal Year 2025 | Work Plan

| COMP PLAN CHAPTER                                         | PROJECT                                                                                         | CC PRIORITY | COMPLETION TARGET  | NOTES                                                                                                                                                                                                                           |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Arts & Culture<br>(page 45)                               | 1 City-wide Arts & History plan                                                                 |             | Fall/winter 2025   | Build on Main Street plan; get buy in from both HPC & AC, evaluate city-wide application in partnership with The Community Library                                                                                              |
|                                                           | Art/history projects                                                                            |             |                    |                                                                                                                                                                                                                                 |
|                                                           | 2 Main Street installations (creative crosswalks, building placards)                            |             | Spring 2025        | Need placard design; 'frame' design                                                                                                                                                                                             |
|                                                           | 3 KAC projects                                                                                  |             | TBD                |                                                                                                                                                                                                                                 |
|                                                           | 4 Ore Wagon Museum plan refresh                                                                 |             | Summer 2025        | Phased scoping due to bandwidth. Complete new doors this spring/summer. New programming is proposed to be deferred to 2026.                                                                                                     |
|                                                           | 5 Forest Service Park                                                                           |             | TBD                | SVMoA no longer interested in partnering; exploring other options for consideration                                                                                                                                             |
|                                                           | 6 Survey of historic assets                                                                     |             | Spring/Summer 2025 | Grant received, executing grant agreement                                                                                                                                                                                       |
|                                                           | 7 World Cup event planning                                                                      |             | Complete           | Partner/agency debriefs have occurred; operational & financial takeaways to come                                                                                                                                                |
| Community Design & Future Land Use<br>(page 23 & page 63) | 8 Comprehensive Plan & Code update                                                              |             |                    |                                                                                                                                                                                                                                 |
|                                                           | Comprehensive Plan                                                                              |             | Spring/Summer 2025 | Adoption (Spring 2025); Public Draft v2 to be reviewed by P&Z in March as part of public hearings                                                                                                                               |
|                                                           | Zoning Code (Reorg and Procedures)                                                              |             | Spring/Summer 2025 | Public Draft (March 2025) Adoption (Spring 2025)                                                                                                                                                                                |
|                                                           | Zoning Code (Substantive Updates)                                                               |             | TBD                | Phase 3 Scope of Work (March 2025) Code Assessment Memo (Public Draft - May 2025)                                                                                                                                               |
|                                                           | 9 Stakeholder engagement to improve processes                                                   |             | Ongoing            | Regular meetings with Technical Advisory Group (TAG) and other stakeholders through the code update process                                                                                                                     |
|                                                           | 10 Community contractor & TAG meetings                                                          |             | Ongoing            | Semi-regular meetings with Technical Advisory Group (TAG) and bi-annual Development and Construction Meetings                                                                                                                   |
| Community Health & Wellness<br>(page 55)                  | 11 Participate in Hemingway Elementary's Facility Master Plan update                            |             | TBD                | Draft presented to BCSD board. In communication with facility manager. Research/tabs on future of pump park site.                                                                                                               |
|                                                           | Refresh Atkinson Park master plan (in concert)                                                  |             |                    |                                                                                                                                                                                                                                 |
|                                                           |                                                                                                 |             |                    |                                                                                                                                                                                                                                 |
| Housing<br>(page 19)                                      | Housing Action Plan Year 3                                                                      |             |                    |                                                                                                                                                                                                                                 |
|                                                           | 12a Produce & preserve community housing                                                        |             |                    |                                                                                                                                                                                                                                 |
|                                                           | 1 South YMCA & Lift Tower Lodge development                                                     |             |                    | Awarded to SMR Development. Next up: MOU and Funding Commitment letter                                                                                                                                                          |
|                                                           | 2 Identify parcels for acquisition                                                              |             | Ongoing            | Council approved purchase of 291 N 2nd Avenue. RFQ for renovation closed May 28. Monthly realtor meeting reviewing available sites.                                                                                             |
|                                                           | 3 Dialogue w/ significant site owners                                                           |             | Ongoing            |                                                                                                                                                                                                                                 |
|                                                           | 4 Pursue historic preservation of Forest Service Park's big house                               |             |                    | Limiting scope based on immediate need and support                                                                                                                                                                              |
|                                                           | 5 Identify buildings and strategy for preservation                                              |             | Ongoing            | Biweekly meetings mapping, prioritizing, and strategizing parcels and older multifamily. Council approved purchase of 291 N 2nd Ave                                                                                             |
|                                                           | 6 Continue Lease to Locals program                                                              |             | Ongoing            | 35 properties, 64 people since launch. Winding down the program, transitioning to long-term rental program.                                                                                                                     |
|                                                           | 7 Ownership & Preservation program (include bargain sale)                                       |             | Ongoing            | Year 1 pilot ended 1/2025; 3 sales completed, 2 new restrictions in progress. Continued interest from new applicants. Launching marketing campaign and education                                                                |
|                                                           | 12b Update policy to promote community housing                                                  |             |                    |                                                                                                                                                                                                                                 |
|                                                           | 1 Develop code change workplan                                                                  |             | Feb/March 2025     | Part of Phase 2 comprehensive plan update (Code Assessment Memo)                                                                                                                                                                |
|                                                           | 2 Meet regularly with partners to obtain feedback for process improvements                      |             | Ongoing            | Planning Dept Semi-regular meetings with Technical Advisory Group (TAG) and bi-annual Development and Construction Meetings.                                                                                                    |
|                                                           | 3 Explore priority processing and incentives for projects that serve the HAP                    |             | Spring 2025        | Part of Phase 2 of Comprehensive Plan update. Will implement in Phase 3.                                                                                                                                                        |
|                                                           | 4 Monitor progress of Tiny Homes On Wheels in other jurisdictions                               |             | Not Started        | Staff to engage with Hailey staff on progress/results of their allowances for THOWs. Any action would occur in Phase 3 of the Comprehensive Plan Update.                                                                        |
|                                                           | 5 Update density bonus program including requiring adjusted dues and assessments in HOA's CC&Rs |             | April 2025         | Start in April 2025                                                                                                                                                                                                             |
|                                                           | 6 Identify and advocate for state- and federal-level policy changes                             |             | Ongoing            | Provided feedback to IHFA Board at breakfast meeting 8/24; Director sits on state coalitions and committees. Tracking potential changes with new federal administration.                                                        |
|                                                           | 7 Monitor short-term rentals                                                                    |             | Ongoing            | Resort Cities Coalition actively working to ensure any new legislation does not further remove city regulatory abilities.                                                                                                       |
|                                                           | 8 Financially support an Analysis of Impediments to Fair Housing Choice.                        |             | Started            | BCHA contracted with Roots Policy and Rian Rooney to conduct this work, expected publication in April.                                                                                                                          |
|                                                           | 12c Expand & improve services to create stability                                               |             |                    |                                                                                                                                                                                                                                 |
|                                                           | 1 Financially support master leasing opportunities                                              |             | Ongoing            | Ketchum provides a financial guarantee to Silvercreek Living, in the event BCHA is unable to cover monthly rental payments to owner.                                                                                            |
|                                                           | 2 Convert, acquire, or construct new transitional housing                                       |             | Not started        | Transitional housing units can be incorporated in upcoming RFPs on publicly owned land, or acquisition of Silvercreek Living.                                                                                                   |
|                                                           | 3 Continue to financially support mediation program                                             |             | Done               | (FY24) there were 35 inquiries for mediation, with 11 mediations occuring and agreements reached (stability for 22 people). FY25 - 12 inquiries, 3 meditations with stay extensions. Many new inquires expected at Silvercreek. |
|                                                           | 4 Continue to financially support Blaine County Charitable Fund                                 |             |                    | BCCF is allocated to receive another \$50,000 this fiscal year, assisting 225 individuals who live or work in Ketchum and 241 who work valleywide.                                                                              |
|                                                           | 12d Expand & leverage resources                                                                 |             |                    |                                                                                                                                                                                                                                 |
|                                                           | 1 Secure additional lodging LOT funds for preservation                                          |             | Not started        | Council instructed staff to conduct more engagement and will consider putting it on the May ballot.                                                                                                                             |
|                                                           | 2 Secure state/federal/county funds                                                             |             | Not started        | Received \$2.5 million from HUD. Will fund Phase 3 of Comprehensive Plan Update and 2 new construction or acquisition/rehabilitation developments                                                                               |
|                                                           | 3 Contract for + use grant-writing services                                                     |             | Ongoing            | There are two skilled writers on contract that staff can call on to supplement grant-writing capacity.                                                                                                                          |
|                                                           | 12e Inform, engage & collaborate                                                                |             |                    |                                                                                                                                                                                                                                 |
|                                                           | 1 Increase staff capacity through filling open positions, targeted training, efficiency         |             | Done               | No open positions. Onboard in process.                                                                                                                                                                                          |
|                                                           | 2 Clarify, document, and improve processes                                                      |             | Ongoing            | New Ops Manager will make updates to - and develop - policies, procedures, and forms to ensure effectiveness                                                                                                                    |
|                                                           | 3 Quarterly progress report, newsletter + City Council updates.                                 |             | Not started        | Prioritizing onboarding and process cleanup.                                                                                                                                                                                    |
| COMP PLAN CHAPTER                                         | PROJECT                                                                                         | CC PRIORITY | COMPLETION TARGET  | NOTES                                                                                                                                                                                                                           |
| Mobility<br>(page 39)                                     | Master Transportation Plan projects planning                                                    |             |                    | Mobility Open House - March 19. 'Pulse'/subject surveys in circulation. Open House slated for May 28th for long-term funding.                                                                                                   |
|                                                           | 13 Lewis Street & Warm Springs Road roundabout                                                  |             | TBD                | Researching state & federal grants.                                                                                                                                                                                             |
|                                                           | 14 Serenade & 2nd Avenue intersection                                                           |             | TBD                | Scope/design dependent on Lift Tower Lodge/Trail Creek housing redevelopment projects.                                                                                                                                          |
|                                                           | 15 Sidewalk inventory & 10-year plan                                                            |             | Winter 2025        | Completed. Projects being integrated to CIP; dependent on long-term funding                                                                                                                                                     |
|                                                           | 16 Street conditions survey & 10 year plan                                                      |             | Winter 2025        | Completed. Projects being integrated to CIP; dependent on long-term funding                                                                                                                                                     |
|                                                           | 17 Downtown stop sign/traffic calming study                                                     |             | Summer 2025        | Scope of presented.                                                                                                                                                                                                             |
|                                                           | 18 Bike/ped plan                                                                                |             | Winter 2025        | Researched dedicated east/west connections. Bike network workshop(s) held in December. On hold but revising concept of 4th Street for council feedback.                                                                         |
|                                                           | 19 Update right-of-way standards                                                                |             | Spring 2025        | Will be evaluated during Comp Plan process - will initiate project planning meetings in Winter 24/25 (CH priority: trees)                                                                                                       |
|                                                           | Main Street/HWY75 reconstruction                                                                |             |                    |                                                                                                                                                                                                                                 |
|                                                           | 20 4th to 10th roadway & sidewalk rebuild                                                       |             | Fall 2025          | 4th-6th construction underway.                                                                                                                                                                                                  |
|                                                           | 21 6th to Saddle separated multi-use path                                                       |             | TBD                | Discussions ongoing with ITD to determine construction window (2026 v 2028)                                                                                                                                                     |
|                                                           | 22 Saddle Road pedestrian underpass                                                             |             | TBD                | Initiate concept design                                                                                                                                                                                                         |
|                                                           | Roadway maintenance                                                                             |             |                    |                                                                                                                                                                                                                                 |
|                                                           | 23 Chip seal                                                                                    |             | Summer 2025        | Awarded on March 3. Work to begin/be completed mid-June.                                                                                                                                                                        |
|                                                           | 24 Seal coating of Warm Springs and Saddle bike paths                                           |             | August 2025        | 3-4 day expected closure                                                                                                                                                                                                        |



Fiscal Year 2025 | Work Plan

|                                        |    |                                                                         |  |                    |                                                                                                             |
|----------------------------------------|----|-------------------------------------------------------------------------|--|--------------------|-------------------------------------------------------------------------------------------------------------|
|                                        | 25 | Downtown Parking Plan                                                   |  | Winter 2025        | Draft completed & presented on April 15, 2024. Will be evaluated during Comp Plan process.                  |
|                                        | 26 | West Ketchum Traffic Calming                                            |  | Spring 2025        | Installation in process.                                                                                    |
| Natural Resources<br>(page 29)         | 27 | Warm Springs Preserve Master Plan                                       |  |                    |                                                                                                             |
|                                        |    | Completion of local & state permitting                                  |  | Fall 2025          | Permits completed.                                                                                          |
|                                        |    | General contractor bid                                                  |  | Fall 2025          | 3rd package on 6.5.25 council docket.                                                                       |
|                                        |    | Access: connector trail, Norwegian Woods, Broadway, West Ketchum bridge |  | Fall 2025          | Connector trail proposal submitted to BLM                                                                   |
|                                        |    | Implement sustainability projects                                       |  |                    |                                                                                                             |
|                                        | 28 | Green waste                                                             |  | TBD                | Working with Clear Creek - researching communal business use in downtown core                               |
|                                        | 29 | KFD solar panels                                                        |  | Spring 2025        | Per council direction, going back out to bid.                                                               |
| Parks, Rec, Open Space                 | 30 | Complete facility audit of recreation building                          |  | Spring 2025        | Work with BCRD & BCSD                                                                                       |
|                                        | 31 | Forest Service Park maintenance upgrades                                |  | Late 2025          | Roofs replaced. Painting & residing in spring; conversations continue with potential future tenants         |
|                                        | 32 | Town Square & Visitor Center revamp planning                            |  | TBD                | Phase I of Town Square improvements initially scheduled for 2026. Further discussions with Council to come. |
|                                        | 33 | 491 tenant/lease                                                        |  | March 2025         | Preliminary negotiations underway with current tenant.                                                      |
| Public Safety & Utilities<br>(page 51) | 34 | Fire Department consolidation w/WR Fire & Rescue                        |  | January 2025       | Commission meets monthly. MOU on 6.2.25 agenda for review.                                                  |
|                                        |    |                                                                         |  |                    |                                                                                                             |
|                                        | 35 | Implement Water CIP                                                     |  |                    |                                                                                                             |
|                                        |    | Relocation of water lines from HWY75 to Reinheimer Ranch/Weyyakin       |  | TBD                |                                                                                                             |
|                                        | 36 | Implement WasteWater CIP                                                |  |                    |                                                                                                             |
|                                        |    | Sewer Collection System Facility Plan                                   |  | Spring 2025        | Received \$50k DEQ grant; Engineer is preparing.                                                            |
|                                        |    | Treatment Facility Ugrades                                              |  |                    |                                                                                                             |
|                                        |    | WRF Aeration upgrades                                                   |  | August 2025        | Blowers delivered, VFD's delivered; construction underway and on schedule                                   |
|                                        |    | WRF Solids Handling Improvements                                        |  | Fall 2027          | Detailed design completion 12/2024; RFP issued, bids to be open April 16                                    |
|                                        | 37 | Avalanche study                                                         |  |                    | Project kickoff: May 2024. Report presented in December of 2024.                                            |
|                                        |    | Power line undergrounding                                               |  |                    |                                                                                                             |
|                                        | 38 | Master Plan                                                             |  | TBD                | Create master plan for future years' priorities                                                             |
|                                        | 39 | HWY75 - Weyyakin to Gem Street                                          |  | Spring/Summer 2025 | Married to east side of ITD work                                                                            |
|                                        | 40 | Main Street - 9th & 10th Streets                                        |  | Spring 2025        | Deferred due to Main Street scope.                                                                          |
|                                        | 41 | 5th/Spruce Street                                                       |  | Spring 2025        | Underway, completion prior to mid-June chip sealing.                                                        |
|                                        | 42 | Wildlife proof trash cans                                               |  | Fall 2025          | Testing another cart option; working with Clear Creek on costing & timeline implementation                  |
|                                        | 43 | E-bike safety regulations                                               |  | Spring 2025        | 2nd reading on 6.2.25 agenda.                                                                               |
| Strong & Diverse Economy<br>(page 15)  | 44 | Address Post Office service delivery challenges                         |  | Complete           | Free service for Group E                                                                                    |
|                                        | 45 | City's Economic Development framework                                   |  | TBD                | In concert with Comp Plan feedback                                                                          |

Fiscal Year 2025 | Work Plan

| INTERNAL CHAPTERS                             |    | PROJECT                                                                                                    | CC PRIORITY | COMPLETION TARGET | NOTES                                                                                                                         |
|-----------------------------------------------|----|------------------------------------------------------------------------------------------------------------|-------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------|
| High Performing Community & City<br>(page 59) |    | Improve City planning framework                                                                            |             |                   |                                                                                                                               |
|                                               |    | Comprehensive Plan                                                                                         |             | Spring 2025       | (see above)                                                                                                                   |
|                                               | 46 | Guide Book                                                                                                 |             | Spring 2025       | Design build pending (for Clarion to tie-in as implementation chapter of comp plan)                                           |
|                                               | 47 | Annual Plan                                                                                                |             | Ongoing           | Monthly check-ins with Council                                                                                                |
|                                               |    | County-wide collaboration                                                                                  |             |                   |                                                                                                                               |
|                                               |    | Housing                                                                                                    |             | Ongoing           | (see above)                                                                                                                   |
|                                               |    | Public Safety                                                                                              |             |                   |                                                                                                                               |
|                                               |    | Fire Station consolidation                                                                                 |             | Ongoing           | (see above)                                                                                                                   |
|                                               | 48 | Future Highway 75 improvements                                                                             |             |                   | County forming small work group to begin discussions with district engineer to explore options such as dedicated transit lane |
|                                               | 49 | Blaine County Public Employee Health Trust                                                                 |             | TBD               | Feasibility analysis; initial meeting held with BCSD                                                                          |
|                                               | 50 | Resort Cities Coalition                                                                                    |             | Ongoing           | Passage of liquor bill 1381a & defeat of (anti-city) STR bill                                                                 |
|                                               |    |                                                                                                            |             |                   |                                                                                                                               |
| People & Culture                              | 51 | People Strategy Build                                                                                      |             | Ongoing           | Vision & Values; Leadership Learning series; city-wide People Strategy                                                        |
|                                               |    |                                                                                                            |             |                   |                                                                                                                               |
|                                               |    |                                                                                                            |             |                   |                                                                                                                               |
| Financial                                     | 52 | Refine holistic funding strategy for short - & long-term (Housing LOT, renewal of Original LOT, CIP, etc.) |             | Ongoing           | Update 5yr forecast for all funds; Impact fees updating                                                                       |
|                                               |    | Aligning strategic long-term models with the work plan                                                     |             |                   |                                                                                                                               |
|                                               |    | Cognisant Agency Financial Planning (ASB, KURA)                                                            |             | Ongoing           |                                                                                                                               |
|                                               |    | Process Improvements                                                                                       |             | Ongoing           |                                                                                                                               |
|                                               | 53 | Continued reporting improvements                                                                           |             |                   |                                                                                                                               |
|                                               | 54 | Accounts payable                                                                                           |             |                   |                                                                                                                               |
|                                               | 55 | Business tax & business licensing                                                                          |             |                   |                                                                                                                               |
|                                               | 56 | Short-term rentals                                                                                         |             |                   |                                                                                                                               |
|                                               |    |                                                                                                            |             |                   |                                                                                                                               |
| Technology/Business System                    |    | Strategic Road Map/IT plan                                                                                 |             |                   |                                                                                                                               |
|                                               | 57 | IT Education and Support                                                                                   |             | Spring 2025       | Final design & roll out                                                                                                       |
|                                               | 58 | Code Matrix/System of Record                                                                               |             | Completed         | In production                                                                                                                 |
|                                               | 59 | Evaluation & inventory of all GIS data city-wide                                                           |             | Spring 2026       | deferred to 2026                                                                                                              |
|                                               | 60 | KetchumIdaho.org revamp planning                                                                           |             | 2025 launch       | In talks with current vendor about upgrades.                                                                                  |

| June                                                                                                                                                                                                                                                                                                                                                                 |                            |
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| COUNCIL: <ul style="list-style-type: none"><li>long-term funding</li><li>FY26 budget build</li></ul>                                                                                                                                                                                                                                                                 |                            |
| NOTES/OTHER: <ul style="list-style-type: none"><li>FY26 budget book</li></ul>                                                                                                                                                                                                                                                                                        |                            |
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| 2                                                                                                                                                                                                                                                                                                                                                                    | COUNCIL                    |
|                                                                                                                                                                                                                                                                                                                                                                      | E-Bikes ordinance          |
|                                                                                                                                                                                                                                                                                                                                                                      | Housing budget review      |
| 10                                                                                                                                                                                                                                                                                                                                                                   | P&Z                        |
| 16                                                                                                                                                                                                                                                                                                                                                                   | COUNCIL                    |
|                                                                                                                                                                                                                                                                                                                                                                      | 1st hearing on Comp Plan   |
|                                                                                                                                                                                                                                                                                                                                                                      | South YMCA development MOU |
| 19                                                                                                                                                                                                                                                                                                                                                                   | Juneteenth                 |
| 24                                                                                                                                                                                                                                                                                                                                                                   | BUDGET WORKSHOP            |
| 24                                                                                                                                                                                                                                                                                                                                                                   | P&Z                        |
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|                                                                                                                                                                                                                                                                                                                                                                      |                            |
| PUBLIC: <ul style="list-style-type: none"><li>Chip sealing</li><li>Main Street, 4th-6th</li><li>2nd &amp; 5th sidewalks</li><li>2nd Hearing - Comp Plan (TBD)</li><li>1st Hearing - Code (TBD)</li><li>2nd Hearing - Code (TBD)</li><li>Fire District "listening session" (TBD)</li><li>5th/Spruce undergrounding</li><li>Mobility 'pulse' survey campaign</li></ul> |                            |

| July                                                                                                               |                            |
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| COUNCIL: <ul style="list-style-type: none"><li>MRTA check-in</li></ul>                                             |                            |
| NOTES/OTHER: <ul style="list-style-type: none"><li>Code &amp; Comp Plan readings</li></ul>                         |                            |
|                                                                                                                    |                            |
| 4                                                                                                                  | 4th of July/holiday        |
| 7                                                                                                                  | COUNCIL                    |
|                                                                                                                    | FY26 Budget                |
|                                                                                                                    | 2nd hearing on Comp Plan   |
|                                                                                                                    | South YMCA development MOU |
| 8                                                                                                                  | P&Z                        |
| 21                                                                                                                 | COUNCIL                    |
|                                                                                                                    | MRTA check-in              |
|                                                                                                                    | Public hearing - budget    |
| 22                                                                                                                 | P&Z                        |
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| PUBLIC: <ul style="list-style-type: none"><li>WSP break ground (TBD)</li><li>South YMCA Open House (TBD)</li></ul> |                            |

| August                                                                                            |                    |
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| COUNCIL:                                                                                          |                    |
| NOTES/OTHER: <ul style="list-style-type: none"><li>Tax credit application due</li></ul>           |                    |
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| 4                                                                                                 | COUNCIL            |
|                                                                                                   | 1st Reading - FY26 |
|                                                                                                   | Reading - FY25     |
| 12                                                                                                | P&Z                |
| 18                                                                                                | COUNCIL            |
|                                                                                                   | 2nd Reading - FY26 |
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| PUBLIC: <ul style="list-style-type: none"><li>WS bike path seal coat</li><li>Wagon Days</li></ul> |                    |

| September                                                                                                           |         |
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| COUNCIL:                                                                                                            |         |
| NOTES/OTHER: <ul style="list-style-type: none"><li></li></ul>                                                       |         |
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| 2                                                                                                                   | COUNCIL |
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| 9                                                                                                                   | P&Z     |
| 15                                                                                                                  | COUNCIL |
| 23                                                                                                                  | P&Z     |
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| PUBLIC: <ul style="list-style-type: none"><li>LOT/Housing Open House(s) (long-term funding options) (TBD)</li></ul> |         |

| October                                                       |         |
|---------------------------------------------------------------|---------|
| COUNCIL: <ul style="list-style-type: none"><li></li></ul>     |         |
| NOTES/OTHER: <ul style="list-style-type: none"><li></li></ul> |         |
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