



CITY OF KETCHUM, IDAHO

CITY COUNCIL

Monday, April 07, 2025, 4:00 PM

191 5th Street West, Ketchum, Idaho 83340

AMENDED AGENDA

@4:30PM on April 3, 2025

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/84657320186>

Webinar ID:846 5732 0186

- Address the Council in person at City Hall.
- Submit your comments in writing at 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
2. Week of the Young Child Proclamation - Mayor Neil Bradshaw

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.

3. Recommendation to approve minutes of March 17, 2025 City Council Meeting - City Clerk Trent Donat
4. Authorization and approval of the payroll register - Finance Director Brent Davis
5. Authorization and approval of the disbursement of funds from the City's Treasury for the payment of bills - Finance Director Brent Davis

- [6.](#) Recommendation to approve Amended Right-of-Way Encroachment Agreement 25942A with Russell and Dana Marino - City Engineer Robyn Mattison
- [7.](#) Recommendation to approve Purchase Order 25094 for a not to exceed amount of \$90,917.44 with Idaho Traffic Safety, Inc. for paint striping including crosswalks - Street Superintendent Ramsy Hoehn
- [8.](#) Recommendation to approve road closure for Baldy Bash special event - Director of Community Engagement Daniel Hansen
- [9.](#) Recommendation to approve street closure for Sun Valley Tour de Force Welcome Breakfast event - Director of Community Engagement Daniel Hansen
- [10.](#) Recommendation to approve independent contractor agreement with FD Enterprises, LLC - Director of Community Engagement Daniel Hansen

PUBLIC HEARING:

- [11.](#) Recommendation to hold a public hearing and conduct the third reading of Ordinance 1259, amendment to Chapter 8.10 of the Ketchum Municipal Code – Associate Planner Paige Nied
- [12.](#) Request to reconsider February 20, 2025 decision by the Traffic Authority regarding public right-of-way management on East 10th Street and North Leadville Avenue - City Administrator Jade Riley

NEW BUSINESS:

- [13.](#) FY 2026 Budget Development Kick-Off and Long-Term Financial Strategies - Finance Director Brent Davis
- [14.](#) Monthly Review of Fiscal Year 2025's Citywide Work Plan - City Administrator Jade Riley
Key Project Highlights:
 - E-Bike education/regulations
 - Resort Cities Coalition – 2025 legislative update
 - Public feedback from recent Mobility Workshop and update on 2025 construction projects
 - Warm Springs Preserve bidding results
 - 4th Street draft concept design

EXECUTIVE SESSION:

15. Idaho Code 74-206(1)(c) - To acquire an interest in real property not owned by a public agency

ADJOURNMENT:

19 March 2025

Dear: Mr. Mayor, City Council Members, and Planning and Zoning Commissioners of Ketchum

Via Email:

Re: 31 January 2025 Joint Petition on Behalf of the Bordeaux/Sabala St. Neighbors:

We appreciate the hard work and dedication you’ve brought to the task of putting together a new Comprehensive Plan. We thank the staff at the City of Ketchum Planning & Zoning Department as well.

Our request was submitted prior to the release of the second Draft Comprehensive Plan, and after the new Draft was made available to the public, we welcome some of the changes made. However, we remain committed to protecting the character of our unique neighborhood. Therefore, having LDR designation, as it represents what we currently retain: primarily single-family homes and duplexes.

Our petition was created through multiple in person meetings in residents’ homes, through many emails and phone calls. The testimonials we heard from neighbors were extraordinary in our shared love of our special place in West Ketchum. It took time, effort, neighborhood cohesion, and was signed by 57 property owners.

*We, the undersigned, respectfully re-submit this petition requesting that our neighborhood - those properties with **Sabala St., Bordeaux St. addresses and 511 Wood River Dr.** - be included in the proposed **Low Density Residential (LDR)** land use designation for the 2025 comprehensive plan Future Land Use Map, to keep our density and underlying zoning generally the same as it currently is. Our neighborhood is made up of single-family and duplex buildings and has a majority occupancy of long-term and workforce housing. To change our land use designation to allow higher density buildings will threaten the existing characteristics of our neighborhood, increase traffic, and will have the opposite effect that the community is hoping to achieve - that of providing community housing and keeping the small town feel and*

character. This neighborhood is long-term housing and should be included in the Low Density Residential Land Use designation as proposed in the second draft Comprehensive Plan.

Signed by:

- | | | |
|----|--|---------------------|
| 1 | Sarah and Stu Ryan | 301 Sabala St. |
| 2 | Anne Winton and John Marsh | 311 Sabala St. |
| 3 | Tiffany and Reid Black | 209A Sabala St. |
| 4 | Susan Crist | 209B Sabala St. |
| 5 | Shell and Alex Margolin | 141 Bordeaux St. |
| 6 | Gina and Robert Poole
Catherine Carley and Marshall | 161 Bordeaux St. |
| 7 | Rawlings | 120 Bordeaux St. |
| 8 | Natalie Shuttleworth | 130 Bordeaux St. |
| 9 | Amy Weyler and Andy Ross | 511 Wood River Dr. |
| 10 | Brooke and Randy Cooley | 151 Bordeaux St. |
| 11 | Margaret and Steve Matecki | 203B Sabala St. |
| 12 | Eliza and Jason Buck | 172 Bordeaux St. |
| 13 | Mark Pattison and Darci Hanson | 203A Sabala St. |
| 14 | Kelly and Bruce Martin | 211 Sabala St. |
| 15 | Carol L. and Anthony J. Frank | 300 Sabala St. |
| 16 | Hannah and Sam Young | 160 Bordeaux St. |
| 17 | Marjie Mickelson | 176 Bordeaux St. |
| 18 | Duncan Morton | 174 Bordeaux St. |
| 19 | Michelle Stennett | 220 Sabala St. |
| 20 | Laurel M. Leman | 162 Bordeaux St. |
| 21 | Emily and Andrew Stoddard | 166 Bordeaux St. |
| 22 | Jeani and John Ferrari | 309 Sabala St. |
| 23 | Crisane and Willie Cook | 171 Bordeaux St. #1 |
| 24 | Geraldine Carter and John Senf | 171 Bordeaux St. #2 |
| 25 | Duncan Morton, Jr. | 171 Bordeaux St. #3 |
| 26 | Caroline Persohn | 171 Bordeaux St. #4 |
| 27 | Tim Bailey | 171 Bordeaux St. #5 |
| 28 | Heather and Sean Kovich | 171 Bordeaux St. #6 |
| 29 | Tory and Miles Canfield | 178 Bordeaux St. |
| 30 | Mike Hatstrup | 106 Williams St. |
| 31 | Heather and John Ballas | 380 Sabala St. |
| 32 | Jerry Ann and John Heaney | 131 Bordeaux St. |
| 33 | Pat Fuller | 210 Sabala St. |
| 34 | Pamela and William Shearer | 360 Sabala St. |

57 Signers, with signatures validated upon request.

dd17 March 2025

Comments on the second draft of the City of Ketchum's Comprehensive Land Use Plan ("Plan").

There are two good reasons to delay the process of updating the Plan until after the City's November elections.

- 1 There's a high likelihood that there won't be enough time to complete both the update to the Plan and the corresponding updates to the city's zoning regulations prior to the November 2025 elections. Because the Plan and zoning changes go hand in hand, they should be completed as close together in time as possible and be done while the same City Council is in place.
- 2 Many of the pandemic driven changes to Ketchum's real estate market are just now beginning to unwind. The pandemic significantly increased many of the community housing challenges and prompted many of the Plan changes that are being discussed now. It would be better to evaluate changes to the Plan after most of the transitory effects of the pandemic have worked their way through Ketchum's real estate market.

There are two provisions that are unfair to existing single-family homeowners that should be changed in the Plan's MIX OF USES for MDR properties.

- 1 Single-family homes should not be Secondary Uses, but rather, Primary Uses.
- 2 Single-family homes should not be limited to "small" homes.

These provisions have the potential to cause hundreds of Ketchum homeowners overnight to become owners of non-conforming homes. We can't think of all the potential unintended consequences of creating hundreds of non-conforming homes, but it's certain that mortgages and property insurance for those homes won't get easier or cheaper.

Thanks for your consideration,

Sarah & Stu

Sarah W. and J. Stuart Ryan

301 Sabala St.

Ketchum, ID

Cyndy King

From: Beth Chiodo <bajabethy@gmail.com>
Sent: Monday, March 24, 2025 10:31 AM
To: Participate
Subject: comp plan and housing

Dear City Council and Mayor, PnZ

Please Do Not upzone West ketchum and Warm Springs!

I urge you to consider a housing project for essential workers at the St Luke's WR Upper parking lot.

Thank you
Beth Chiodo
Ketchum

Cyndy King

From: Cathie Caccia <cathiecaccia@gmail.com>
Sent: Tuesday, March 25, 2025 9:45 AM
To: Participate
Subject: NO to Upzoning!!!!!!!

Dear Ketchum City Council

I am writing to express my strong opposition to the currently proposed Upzoning.

What I have heard from the Mayor and City Council is your belief that this upzoning will alleviate some of Ketchum's lack of affordable workforce housing.

I find that really hard to believe!!! With the price of land, the cost of building and developers desire to squeeze every dollar of profit out of a project I think we will gain more ugly, over priced units that sit empty most of the year in exchange for the pristine beauty, quality of life and community culture that majority of us moved here for.

This proposal tramples personal property rights, a hallmark of Idaho values while gutting the absolute Soul of this Town.

As a resident of Warm Springs I am very curious how you plan to manage the exponential growth in terms of traffic, road quality, safety, sewer, water?

Before ruining Ketchum forever, show us the research that justifies this plan!!!

Cathie Caccia

P.S. Once again, "thanks" for **not** listening to Ketchum residents who requested postponing this meeting due to its conflict with both Spring Break for the schools and The World Cup finals.

Cyndy King

From: Tom Monge <tom@mongeinvestments.com>
Sent: Tuesday, March 25, 2025 10:51 AM
To: Participate
Cc: Cindy Monge; Alex Monge
Subject: Ketchum UPZONE Proposal

To the City of Ketchum Planning and Zoning Commission and City Council and Mayor:

Both my wife Cindy Monge and myself Thomas Monge would like to go on record to **OPPOSE** the current proposed UPZONE of the entire City Of Ketchum. This proposal will NOT provide the intended purpose of providing “workforce” housing within of City limits .. it will only add to the complete destruction of our limited single-family neighborhoods and push out locals like my wife and I who have been residents in the City of Ketchum for over the last 47 years. We have watch for many years City Staff and City Governments try to change this City’s land uses and the only results that we have seen is more and more complicated zoning ordinances which have NEVER this provided City with any better design or planning... STOP this insanity and leave our Zoning Ordinance alone...it is fine the way it is and if anything it should be more simplified !!!

PUT THE BRAKES ON THIS UPZONE IMMEDIATELY!!!

Very are very, very Concerned about this proposal.

Thomas R. Monge
Monge Family Trust
Monge Investments
P.O. Box 307
700 Sun Valley Road
Sun Valley, ID. 83353
Mobile – 208-720-0490
Office – 208-622-4100
Email: tom@mongeinvestments.com

Daniel Hansen

From: Bruce Smith <bsmith@alpineenterprisesinc.com>
Sent: Wednesday, April 2, 2025 7:54 PM
To: Participate
Subject: Kids on E-Bikes
Attachments: KidsOnE-Bikes.pdf

Dear City of Ketchum,

Please take a look at the attached PDF and maybe pass it around to KPD and City Council.

I am concerned as I have 2 E-Bikes and an electric motorcycle and pretty sure that as soon as one of these kids gets killed, it will ruin it for everybody.

I know the rules, generally follow them and have a Driver's License, Insurance and plenty of experience.

Thanks!

Bruce Smith
Ketchum, ID 83340

BY RENNIE SCAYSBROOK



E-NOUGH IS

At least Ryan's helmet is done up. Now to get him off the phone before he starts riding.

E-NOUGH

That's it. I'm over it. I'm so sick of nearly killing teenagers riding e-bikes—many of which are essentially small motorcycles—in my neighborhood. The police do absolutely nothing. The kids riding them are usually riding two-up with helmets that aren't strapped on (and are probably cheapies from Amazon that wouldn't cost more than \$20 anyway), and they don't even heed basic road rules—they deliberately flout them.

The latest episode happened a couple of days ago when I was turning into my street and three kids around 13-15 years old—two riding two-up and one solo—came ripping down the

sidewalk (the sidewalk, not the road) at around 20 mph, made eye contact with me as I was halfway through turning across a two-lane road, and proceeded to get on the gas and miss my car by inches.

They also flipped me off after I yelled at them to learn how to ride.

God, I feel like a raging old man.

The main culprits are, dare I say it, teenage girls. Almost always riding two-up, with unstrapped helmets, and the one on the back is usually on her phone while the rider in charge hits the bike's top speed. Guess how good even an Arai Corsair-X is going to protect you if it's not strapped on, let alone a plastic

Amazon bucket cap?

I've nearly taken two sets of girls out as they think the street is their own playground track. The lack of spatial awareness on one occasion even had the girl at the back rear-end her friend when he stopped (thankfully) at a set of traffic lights. I had a laugh about that.

The consequences of slamming into a turning vehicle at 20 mph while on an e-pedal bike don't bear thinking about. And I wonder if I'd be at fault for whatever collision they cause because these kids have zero foresight and leave their safety up to everyone else—just like the motorcycle riders who generally don't live past 21.

The blame for this epidemic of kids who are given these loaded

guns lies squarely with parents who either don't care about their teenager's safety or are so dumb as to how dangerous these things really are that it's almost criminal.

People are buying these contraptions for their kids for thousands of dollars and just letting them into the wild with next to no two-wheeled experience other than a couple of years after the training wheels have been taken off.

I suppose I can't be totally mad at the parents because local councils across the country have been ensuring there's nowhere for kids to ride anymore for a long time. Tracks are being closed left and right, no new ones are being opened, and even in places like South Orange County in California, which has more green space than any developed municipality I've ever seen, is more concerned with implementing yet another bloody baseball field than giving kids somewhere safe to ride.

Perhaps it's a conspiracy between the companies that build these bikes and the health insurance companies, because the more crashes and car impalements there are, the more money everyone makes.

These electric machines are motorcycles. Let that be clear. Yes, they are "pedal assist," but no kid I see in my neighborhood is pedaling up a 45° incline with their friend on the back, and I sure as hell don't see them pedaling on the way down when they are careening through stop signs and across four lanes of traffic. Trust me, it happens. I've seen it.

AS SUCH, THESE BIKES SHOULD BE TREATED AS MOTORCYCLES. KIDS SHOULD GET LICENSES IF THEY WANT TO RIDE ON THE STREET. THEY SHOULD HAVE TO PASS THE SAME TESTS YOU AND I DO.

As such, these bikes should be treated as motorcycles. Kids should get licenses if they want to ride on the street. They should have to pass the same tests you and I do; they should have insurance, and they should be made by the police force to actually adhere to the rules.

Electric bikes fall into three categories—Class 1, 2, and 3—depending on their top-assisted speed and whether they include a throttle. Class 1 bikes provide pedal assistance up to 20 mph, Class 2 models have a throttle that can propel them to 20 mph without pedaling, and Class 3 bikes offer pedal assistance up to 28 mph. Personally, I find Class 2 bikes the most problematic since they allow riders to skip pedaling entirely.

In a CBS report by Lauren Toms ([you can read it here](#)), "According to the [Marin] county health department from October 10th to November 10th this year [2023] the rate of e-bike-related accidents for youth ages 10 to 19 years old was nine times

higher than similar accidents of people over 20 years old.

"The report also showed that 22 percent of all 911 calls in the same period were for e-bike-related accidents and 71 percent of responses for all bike accidents among 10- to 19-year-olds were e-bike-related."

Part of the blame has to lie with the manufacturers. I know they will retort and say, just like gun manufacturers, that they can't control what people do with their product. And that is true. But there's no background check when purchasing a Super73, Surron, or whatever other brand is out there. There's no experience check, no courses the new riders can take, nothing. The fact that more kids are not missing limbs or, worse, buried six feet under is remarkable. Some kids and, by default, their parents are so damn reckless, and they should be held accountable.

I wouldn't go as far as banning these bikes but at least make it so the kids have to be 16—the same age you need to be to legally ride motorcycles on the road—to ride them.

I want more people riding motorcycles. I always have. But this is not the answer. The sale of these bikes won't breed new motorcycle riders. All it will do is fluff up these manufacturers' back pockets and, eventually, those of the medical insurance providers after the kid who doesn't think the road rules apply to him goes smashing into the side of a truck.

Something's got to change. **CN**

Daniel Hansen

From: Mark Maykranz <mmaykranz@hotmail.com>
Sent: Wednesday, April 2, 2025 11:04 AM
To: Participate
Subject: Upzoning

Bradshaw and Breen are trashing our small, mountain town with their proposals to increase density and fill our town with condominiums and over-sized, tall buildings. They miss their big cities, I guess. Remarkably, Bradshaw was not even born in this country, yet he feels he has standing that entitles him to limit single-family homes in favor of higher density condominiums. Endlessly, Bradshaw's proposals cause friction in our community. He and Amanda should step down for the good of the community. Do the right thing Amanda and Neil, and step down to allow our community to heal.

Morgan Landers has repeatedly stated that nonconforming homes are allowed a 1200 square foot addition. This is totally untrue. She doesn't seem to know the code. She has repeatedly misrepresented the truth on this topic despite my email requests for her to stop doing so. Any more of this behavior and Morgan should step down. Our community must be presented with the truthful impacts of upzoning. Where will the future families of the Community School live? In Condominiums? If condominiums will be their only option, then they too will move to Hailey where they can have a house near the high school.

Ketchum has been here for 144 years. It will be here for another 144 years without Bradshaw's aggressive policies (helped along with Amanda's support). Bradshaw and Breen are not our saviors by any means! They are trashing the last, best place. They are bringing their city roots to Ketchum. Don't change Ketchum, let Ketchum change you. Small town, big life; not Big town small life.

Sent from my iPhone

E-bike regulations

From Chris Estrem <chrisestrem@mac.com>

Date Mon 3/31/2025 1:08 PM

To Participate <participate@ketchumidaho.org>

Hello. I hear there will be a discussion concerning e-bike regulations coming up soon. Here are some thoughts.

First a bit of background which has shaped my perspective. I am a 28 year full time working Ketchum resident who as a rule always travels by bike , foot or bus year round.

I am all too familiar with the e-bike situation. They were kind of interesting and novel for a short bit but they have all morphed into bigger faster more dangerous beasts on the bike paths. From what I witness ,pedal assist is long gone as hardly anyone even pedals anymore. These are by anyone's definition motor vehicles and therefore need to be regulated as such. Mixing these machines ,that I witness regularly traveling at speeds well over 20 mph, simply do not belong on a sidewalk or bike path with pedestrians, baby strollers, dog walkers and other bicyclists.

Gas powered peddle assist wouldn't be allowed, correct?

I feel the same about e-bikes on trails designated non motorized. Simply not a good safe mix of user groups. Anymore it's a fine line between an electric motorcycle and an e-bike. Simply make them street legal and insist they ride on the streets.

Thanks for your time.

Chris Estrem

1st and Washington

From Bruce Smith <bsmith@alpineenterprisesinc.com>

Date Wed 3/26/2025 4:29 PM

To Participate <participate@ketchumidaho.org>

Dear City,

After reading today's paper, I agree that Community Housing there should be on hold.

I do take offense to the Lipton quote "get rid of the goddamn parking" as I believe it should remain a parking lot until Housing finally happens.

Thanks!

Bruce Smith

Ketchum, ID 83340

Re: Appeal of Traffic Authority Decisions on February 20, 2025

From Neil Bradshaw <NBradshaw@ketchumidaho.org>

Date Thu 4/3/2025 12:12 PM

To Bill Glenn <idahobill@gmail.com>

Cc Amanda Breen <ABreen@ketchumidaho.org>; Spencer Cordovano <SCordovano@ketchumidaho.org>; Participate <participate@ketchumidaho.org>; Tripp Hutchinson <thutchinson@ketchumidaho.org>

Received
Thanks Bill
Cheers
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 Apr 3, 2025, at 11:37 AM, Bill Glenn <idahobill@gmail.com> wrote:

I attended a Traffic Authority meeting on February 20th and I was astounded by the decisions made with regard to the ongoing nuisance in the neighborhood created by Ketchum Automotive, specifically that Ketchum Automotive has been the beneficiary of lax enforcement of the parking and general nuisance ordinances for many years, and that corrective action was not to occur.

I filed a written appeal on March 12th, within the thirty days allowed, and hand-delivered the appeal to Suzanne McCollum, and obtained a written receipt.

Ordinance 10.05.060 Appeals, states in part that, "the City shall schedule a hearing at the next regularly-scheduled City Council meeting which takes place more than five (5) business days after receipt of such notice."

I have been checking the city website this week for the agenda for the upcoming council meeting on Monday, April 7th. The agenda was finally available online this morning, and a hearing of my appeal does not appear on the agenda.

Consequently, at 9:00 a.m. this morning I visited city hall and spoke with Suzanne to inquire why my appeal does not appear on the agenda. She could not answer my query on the spot but said that Jade Riley would get back to me.

At 9:55 this morning I received a call from Suzanne asking if I would agree to a meeting with Mr. Riley tomorrow morning. While I am happy to meet, I will not do so until a hearing of my appeal appears on the agenda for next Monday's council meeting, said hearing being required by Ordinance 972.

I am writing to enlist your help in seeing to it that the required procedure, as outlined in Ordinance 972 occurs, which will be evidenced by my appeal appearing on the agenda without delay.

William Glenn
208-720-4444



City of Ketchum

Week of the Young Child Proclamation

- Whereas,** the Idaho Association for the Education of Young Children (Idaho AEYC) is celebrating the Week of the Young Child™, April 5-11, 2025; and
- Whereas,** we are working to promote and inspire high quality early childhood experiences for our state’s youngest citizens, that can provide a foundation of learning and success for children in Ketchum, Idaho; and
- Whereas,** teachers and others who work with or on behalf of young children birth through age eight, who make a difference in the lives of young children in Ketchum deserve thanks and recognition; and
- Whereas,** public policies that support early learning for all young children are crucial to young children’s futures and to the prosperity of our society.

NOW THEREFORE, I, Neil Bradshaw, Mayor of the City of Ketchum, do hereby proclaim April 5-11, 2025, as the Week of the Young Child™ in Ketchum and do hereby recognize that when our community invests in early childhood education and educators, we also invest in our children and families.



CITY OF KETCHUM
MINUTES OF THE CITY COUNCIL
Monday, March 17, 2025
191 5th Street West, Ketchum, ID

CALL TO ORDER: *(00:00:11 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 *(via teleconference)*
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
Morgan Landers—Director of Planning and Building
Paige Nied—Associate Planner *(via teleconference)*
Andrew Mentzer—Interim Manager for Ketchum Sustainability
Jason Decker—Applicants for the Cigar Lounge
Rory Tongg—Applicants for the Cigar Lounge

COMMUNICATIONS FROM MAYOR AND COUNCIL:

Spencer Cordovano *(00:00:56 in video)*
Daniel Hansen *(00:02:40 in video)*
Spencer Cordovano started a conversation about World Cup Parking. *(00:04:18 in video)*
Jade Riley joined the conversation. *(00:04:32 in video)*
Neil Bradshaw joined the conversation. *(00:08:54 in video)*
Neil Bradshaw made two announcements. *(00:10:16 in video)*

CONSENT AGENDA:

- Spencer Cordovano pulled item # 11 for separate vote and asked about item #10. *(00:11:45 in video)*

Comments, questions, and discussion about item #10 among council and staff. (00:12:17 in video)

- Courtney Hamilton pulled item #8 for discussion. *(00:13:48 in video)*
- Ben Whipple joined the discussion on item #8. *(00:14:24 in video)*
- Tripp Hutchinson pulled item #7 to make a statement. *(00:17:50 in video)*
- Spencer Cordovano asked a question about item #9. *(00:19:27 in video)*
- Neil Bradshaw, Jade Riley, and Ben Whipple responded. *(00:19:55 in video)*

Motion to approve consent agenda items #2 - #12 excluding #11.

MOVER: Courtney Hamilton *(00:21:40 in video)*

SECONDER: Spencer Cordovano

AYES: Spencer Cordovano, Amanda Breen, Courtney Hamilton, Tripp Hutchinson
RESULT: Unanimous

Spencer Cordovano commented on item #11. *(00:22:09 in video)*

Neil Bradshaw responded. *(00:23:10 in video)*

Daniel Hansen responded. *(00:23:31 in video)*

Neil Bradshaw Commented *(00:24:44 in video)*

Motion to approve consent agenda item #11 the purchase order 25089.

MOVER: Courtney Hamilton *(00:24:52 in video)*

SECONDER: Tripp Hutchinson

AYES: Amanda Breen, Courtney Hamilton, Tripp Hutchinson

NAYS: Spencer Cordovano

RESULT: Motion Passes

PUBLIC HEARING:

13. Recommendation to hold a public hearing and conduct the second reading of Ordinance 1259, amendment to Chapter 8.10 of the Ketchum Municipal Code.

Introduction by: Neil Bradshaw *(00:25:17 in video)*

Presented by: Morgan Landers *(00:25:50 in video)*

Neil Bradshaw commented during the presentation. *(00:26:50 in video)*

Public Hearing Open: *(00:28:52 in video)*

- Rob Cronin *(00:29:10 in video)*

Public Hearing Closed: *(00:30:48 in video)*

Questions, comments, and discussion by Council. *(00:30:56 in video)*

Joined by: Morgan Landers throughout the discussion.

Joined by: Jade Riley *(00:31:39 in video)*

Applicants Jason Decker and Rory Tongg addressed the council. *(00:34:46 in video)*

Questions, comments, and discussion by the Council continued. *(00:30:56 in video)*

Applicants Jason Decker and Rory Tongg answered questions throughout the discussion.

Morgan Landers commented and answered questions throughout the discussion.

Motion to approve the second reading of Ordinance 1259 and read by title only.

MOVER: Spencer Cordovano *(01:01:23 in video)*

SECONDER: Tripp Hutchinson

AYES: Spencer Cordovano, Tripp Hutchinson (Neil Bradshaw voted aye as tie breaker)

NAYS: Amanda Breen, Courtney Hamilton

RESULT: Motion Passes

Second Reading of Ordinance 1259 by Title Only.

Read by: Trent Donat *(01:02:02 in video)*

NEW BUSINESS:

14. Ketchum Sustainability Advisory Committee quarterly check-in.

Presented by: Andrew Mentzer *(01:02:50 in video)*

Questions, comments, and discussion by Council. *(01:12:58 in video)*

Joined by: Andrew Mentzer throughout the discussion.

15. Capital Improvement Plan Project Budget Authorizations.

Presented by: Ben Whipple (01:18:05 in video)

Questions, comments, and discussion by Council. (01:23:36 in video)

Morgan Landers, Jade Riley, and Ben Whipple joined the discussion throughout.

Motion to approve change order number one, increasing the City's Main Street rehabilitation not to exceed contribution by \$400,000.00 (four hundred thousand dollars) above previous appropriated funds.

MOVER: Courtney Hamilton (01:46:12 in video)

SECONDER: Amanda Breen

AYES: Amanda Breen, Courtney Hamilton (Neil Bradshaw voted aye as tie breaker)

NAYS: Spencer Cordovano, Tripp Hutchinson

RESULT: Motion Passes

Motion to authorize staff to award the Fifth Street and Second Street sidewalk projects in the event a bid comes in under \$460,000.00 (four hundred sixty thousand dollars) and change order number one, increasing the city's Main Street rehabilitation not to exceed contribution by \$400,000.00 (four hundred thousand dollars) above previous appropriated funds.

MOVER: Courtney Hamilton (01:46:44 in video)

SECONDER: Amanda Breen

AYES: Amanda Breen, Courtney Hamilton (Neil Bradshaw voted aye as tie breaker)

NAYS: Spencer Cordovano, Tripp Hutchinson

RESULT: Motion Passes

16. Idaho Code 74-206(1)(c) - To acquire an interest in real property not owned by a public agency and Idaho Code 74-206(1)(b) – Personnel

Motion to move into Executive Session per Idaho Code 74-206(1)(c) - To acquire an interest in real property not owned by a public agency and Idaho Code 74-206(1)(b) – Personnel.

MOVER: Spencer Cordovano (01:47:23 in video)

SECONDER: Courtney Hamilton

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

RESULT: Motion Passes

ADJOURNMENT:

Motion to adjourn. (01:48:01 in video)

MOVER: Spencer Cordovano

SECONDER: Courtney Hamilton

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

RESULT: Adjourned

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
GENERAL FUND					
LEGISLATIVE & EXECUTIVE					
01-4110-4910 MYR/CNCL-TRAINING/TRAVEL/MTG					
HUTCHINSON, TRIPP	102624	Mtn Planner's Conference Per Diem Reimbursement	301.00		0
CORDOVANO, SPENCER	012225	Boise AIC Conference Per Diem Reimbursement	427.20		0
CORDOVANO, SPENCER	102624	Mtn Planner's Conference Per Diem Reimbursement	337.29		0
Total LEGISLATIVE & EXECUTIVE:			1,065.49		
ADMINISTRATIVE SERVICES					
01-4150-3100 OFFICE SUPPLIES & POSTAGE					
COPY & PRINT, L.L.C.	4608	Envelopes order with standard and window options	387.05		0
GEM STATE PAPER & SUPPLY	1137637	Tissue, soap, trash bags, and cleaner	237.05		0
US BANK	4026 022525	Credit for Return	134.99-		0
US BANK	7937 022525	Nameplates	37.50		0
US BANK	7937 022525	Carbonless Forms	381.87		0
US BANK	7937 022525	UPS Shipping Charge	9.05		0
US BANK	8603 022525	Pitney Bowes Ink Cartridge	74.69		0
US BANK	9529 022525	Miscellaneous Office Supplies	133.91		0
01-4150-3600 COMPUTER SOFTWARE					
RAMP	030425	Software & Membership Fees for 2025	4,320.00		0
01-4150-4200 PROFESSIONAL SERVICES					
CLEARMINDGRAPHICS	7008	Website security updates and maintenance services	225.00		0
PUDDICOMBE, MAUREEN	022525	Coverage for the Front Desk	50.00		0
NESTED STRATEGIES	1259	Warm Springs Preserve Philanthropy Counsel Services: February 2025	2,812.50		0
GALLAGHER BENEFIT SERVICE	335495	March 2025 Consulting Services	2,083.33		0
01-4150-4900 PERSONNEL TRAINING/TRAVEL/MTG					
US BANK	7937 022525	Coffee Meeting	13.34		0
US BANK	8582 022525	AIC Refund	50.00-		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
01-4150-5100 TELEPHONE & COMMUNICATIONS					
CENTURY LINK	333450155 031	Monthly telephone service charges	82.39		0
COX BUSINESS	0012401047131	0012401047131901 Internet Service at 131 E River St	81.99		0
AT&T MOBILITY LLC	287310798935	Wireless service charges for multiple devices	80.18		0
01-4150-5110 COMPUTER NETWORK					
US BANK	5030 022525	Microsoft	132.83		0
LEAF	18054935	Equipment financing for copiers/printers: Contract 100-6877711-001	833.10		0
01-4150-5150 COMMUNICATIONS					
US BANK	7937 022525	Postcards for 1st & Washington, Mailing Services	1,383.70		0
US BANK	7937 022525	Meta Ads	458.46		0
US BANK	7937 022525	Menti Meter Program	143.88		0
US BANK	7937 022525	Vinyl Banners	54.01		0
US BANK	7937 022525	Copy & Print Bike Park Sign	183.72		0
US BANK	7937 022525	BMI Music Licensing	435.00		0
US BANK	7937 022525	IStock Subscription	74.20		0
US BANK	8582 022525	Refreshments for HOLST Open House	49.82		0
US BANK	8582 022525	Wraps for LID Open House	212.02		0
US BANK	8582 022525	Refreshments for LID Open House	106.20		0
WORTH PRINTING	6797	Foamboard signs - LID Presentations	942.41		0
WORTH PRINTING	6861	Foamboard signs - LID Presentations	315.92		0
WORTH PRINTING	7167	Cards for World Cup Traffic Flow	605.25		1105
WORTH PRINTING	7184	Traffic Flow Cards printing service	605.25		1105
WORTH PRINTING	7198	Coroplast signs for Mobility Workshop	73.98		0
WORTH PRINTING	7264	World Cup Bus signs	73.98		1105
WORTH PRINTING	7267	World Cup Bus signs (reprint)	147.96		1105
01-4150-5200 UTILITIES					
CITY OF KETCHUM	FEB 25	208 - 191 W 5TH ST	442.16		0
CITY OF KETCHUM	FEB 25	772 - 131 E RIVER ST	73.73		0
CITY OF KETCHUM	FEB 25	360 - 171 E RIVER ST	62.17		0
CITY OF KETCHUM	FEB 25	9994 - 900 N 3RD AVE	216.98		0
CITY OF KETCHUM	MAR 25	9994 - 900 N 3RD AVE	201.92		0
CITY OF KETCHUM	MAR 25	360 - 171 E RIVER ST	62.17		0
CITY OF KETCHUM	MAR 25	772 - 131 E RIVER ST	73.73		0
CITY OF KETCHUM	MAR 25	208 - 191 W 5TH ST	439.40		0
IDAHO POWER	2203990334 03	131 E River St	92.46		0
IDAHO POWER	2206570869 03	171 E River St	26.34		0
IDAHO POWER	2224128120 03	191 W 5th St	873.74		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
IDAHO POWER	226007785 031	180 E 1st St Warehouse	173.56		0
01-4150-7400 OFFICE FURNITURE & EQUIPMENT					
US BANK	8582 022525	Covered Warm Springs Room Shades	672.48		0
Total ADMINISTRATIVE SERVICES:			21,067.39		
LEGAL					
01-4160-4270 CITY PROSECUTOR					
ALLINGTON, ESQ., FREDERICK	120331	Monthly Prosecutor Payment	3,883.33		0
WHITE PETERSON LAW FIRM	24892R 022825	Legal monthly retainer	16,500.00		0
Total LEGAL:			20,383.33		
PLANNING & BUILDING					
01-4170-3100 OFFICE SUPPLIES & POSTAGE					
US BANK	0172 022525	PZ Meeting Refreshments	88.80		0
US BANK	0172 022525	PZ Meeting Refreshments	32.28		0
01-4170-4200 PROFESSIONAL SERVICES					
CLARION ASSOCIATES LLC	10068	TASK ORDER 2: CONSULTING SERVICES, COMPREHENSIVE PLAN & CODE UPDATE PROJECT-PHASE 2	11,264.26	24039	0
CLARION ASSOCIATES LLC	10083	TASK ORDER 2: CONSULTING SERVICES, COMPREHENSIVE PLAN & CODE UPDATE PROJECT-PHASE 2	6,593.73	24039	0
BACKGROUND INVESTATION B	INV-67467	Background checks for employees	39.40		0
S & C ASSOCIATES LLC	3376 - 3380 &	Engineering and consulting services for various projects	205.00		0
S & C ASSOCIATES LLC	3376 - 3380 &	Engineering and consulting services for various projects	232.50		0
S & C ASSOCIATES LLC	3376 - 3380 &	Engineering and consulting services for various projects	155.00		0
S & C ASSOCIATES LLC	3376 - 3380 &	Engineering and consulting services for various projects	232.50		0
S & C ASSOCIATES LLC	3376 - 3380 &	Engineering and consulting services for various projects	310.00		0
S & C ASSOCIATES LLC	3376 - 3380 &	Engineering and consulting services for various projects	775.00		0
S & C ASSOCIATES LLC	3376 - 3380 &	Engineering and consulting services for various projects	310.00		0
01-4170-4220 PROF SVCS-FLOOD PLAIN PROG REM					
HARMONY DESIGN & ENGINEE	24903	Professional engineering services for Trail Creek Wingwall Repair	187.50		0
HARMONY DESIGN & ENGINEE	24903	Professional engineering services for Reinheimer Ranch	412.50		0
HARMONY DESIGN & ENGINEE	24903	Professional engineering services for Warm Springs Restoration	192.50		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
01-4170-4400 ADVERTISING & LEGAL PUBLICATIO					
US BANK	0172 022525	Job Posting to Mountain Town Careers	85.00		0
US BANK	0172 022525	Job Posting to APA	125.00		0
US BANK	0172 022525	Job Posting to Western Planner	155.00		0
Total PLANNING & BUILDING:			21,395.97		
NON-DEPARTMENTAL					
01-4193-4901 CULTURE PROJECTS					
US BANK	8582 022525	Leadership Team Building	307.58		0
01-4193-9930 GENERAL FUND OP. CONTINGENCY					
SNEE, MOLLY	2504	April Retainer Fee	1,000.00		0
TRADEMARK DESIGN & FABRIC	5765	HISTORIC PLAQUES & VIEWFINDERS 50% DEPOSIT	3,900.00	25095	0
Total NON-DEPARTMENTAL:			5,207.58		
FACILITY MAINTENANCE					
01-4194-3200 OPERATING SUPPLIES					
A.C. HOUSTON LUMBER CO.	2503-858483	Padlock purchase from lumber company	18.99		0
A.C. HOUSTON LUMBER CO.	2503-859885	Winter lined gloves	31.99		0
GEM STATE PAPER & SUPPLY	1137009	Office and cleaning supplies including paper products and disinfectants	1,406.03		0
01-4194-4220 PROF SERV-CITY BEAUTIFICATION					
LILY & FERN, LLC	5709	2025 Seasonal City Flowers	9,937.49	25087	0
01-4194-5200 UTILITIES					
CITY OF KETCHUM	FEB 25	1650 - 180 E 1ST ST	62.18		0
CITY OF KETCHUM	FEB 25	9996 - 1173 WARM SPRINGS RD	62.18		0
CITY OF KETCHUM	FEB 25	9991 - 371 N EAST AVE	63.56		0
CITY OF KETCHUM	FEB 25	560 - 340 EDELWEISS AVE N	16.04		0
CITY OF KETCHUM	FEB 25	536 - ST SCAPE / PLANTER BOXES	48.12		0
CITY OF KETCHUM	FEB 25	532 - 120 S 1ST AVE	64.94		0
CITY OF KETCHUM	FEB 25	1245 - 600 E 1ST ST	46.14		0
CITY OF KETCHUM	FEB 25	9995 - 900 N 3RD AVE IRR	48.12		0
CITY OF KETCHUM	FEB 25	456 - 1178 WARM SPRINGS RD	16.04		0
CITY OF KETCHUM	FEB 25	1127 - 571 E 5TH ST & N	16.04		0
CITY OF KETCHUM	MAR 25	456 - 1178 WARM SPRINGS RD	16.04		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
CITY OF KETCHUM	MAR 25	9996 - 1173 WARM SPRINGS RD	62.18		0
CITY OF KETCHUM	MAR 25	1127 - 571 E 5TH ST & N	16.04		0
CITY OF KETCHUM	MAR 25	532 - 120 S 1ST AVE	63.56		0
CITY OF KETCHUM	MAR 25	1245 - 600 E 1ST ST	46.14		0
CITY OF KETCHUM	MAR 25	9995 - 900 N 3RD AVE IRR	48.12		0
CITY OF KETCHUM	MAR 25	9991 - 371 N EAST AVE	63.56		0
CITY OF KETCHUM	MAR 25	560 - 340 EDELWEISS AVE N	16.04		0
CITY OF KETCHUM	MAR 25	536 - ST SCAPE / PLANTER BOXES	48.12		0
CITY OF KETCHUM	MAR 25	1650 - 180 E 1ST ST	62.18		0
CLEAR CREEK DISPOSAL	0001797460 1	Rubbish Services for Rotary Park	80.62		0
CLEAR CREEK DISPOSAL	0001797462 1	Portable Restroom Service and Rent for Atkinsons Park	587.98		0
CLEAR CREEK DISPOSAL	0001797464 1	Special Event-Liquid for 2025 World Cup	2,077.50		1105
IDAHO POWER	2201272487 03	480 E 4th St Rest	169.33		0
IDAHO POWER	2203538992 03	480 E 4th St Event	84.69		0
IDAHO POWER	2206452274 03	900 N 3rd Ave Pmp	48.30		0
IDAHO POWER	2206452274 03	571 5th St Spkr	26.34		0
01-4194-5300 CUSTODIAL & CLEANING SERVICES					
WESTERN BUILIDNG MAINTEN	0147720-IN	Monthly janitorial services for various locations in March.	4,637.00		0
01-4194-5900 REPAIR & MAINTENANCE-BUILDINGS					
SENTINEL FIRE & SECURITY, IN	109594	Alarm Monitoring for Ore Wagon Museum	89.61		0
SENTINEL FIRE & SECURITY, IN	109727	Alarm Monitoring for Historical Park Buildings	114.00		0
01-4194-5910 REPAIR & MAINT-491 SV ROAD					
CINTAS	4223846949	Mat rental services for visitor center	48.85		0
CINTAS	4224617126	Mat rental services for visitor center	48.85		0
CITY OF KETCHUM	FEB 25	192 - 491 E SUN VALLEY RD	372.71		0
CITY OF KETCHUM	MAR 25	192 - 491 E SUN VALLEY RD	364.12		0
CLEAR CREEK DISPOSAL	0001797463	Recycle and garbage services 491 SV Rd	956.77		0
IDAHO POWER	2202522062 03	491 E Sun Valley Rd	576.58		0
SAWTOOTH PLUMBING & HEATI	46978	Plumbing service to replace water heater elements	225.22		0
SENTINEL FIRE & SECURITY, IN	109921	Alarm Monitoring for Visitor Center	80.34		0
01-4194-5950 REPAIR & MAINT-WARM SPRINGS PR					
CLEAR CREEK DISPOSAL	0001797461 1	Rubbish Services for WSP Dog Park	322.83		0
01-4194-6100 REPAIR & MAINT--MACHINERY & EQ					
SAWTOOTH WOOD PRODUCTS, I	0000151979	Lawn mower service and parts replacement	369.21		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
01-4194-6950 MAINTENANCE					
A.C. HOUSTON LUMBER CO.	2503-855109	Utility heaters	71.97		0
A.C. HOUSTON LUMBER CO.	2503-858448	Toggle bolts	4.92		0
A.C. HOUSTON LUMBER CO.	2503-859344	Screw Hooks	4.78		0
CHATEAU DRUG CENTER	2934395	Binding strips	10.44		0
GRAINGER, INC., W.W.	1543122423	Desk & furniture dolly	192.15		0
PLATT ELECTRIC SUPPLY	6B60790	Electrical Supplies	421.48		0
Total FACILITY MAINTENANCE:			24,266.43		
POLICE					
01-4210-3200 OPERATING SUPPLIES					
A.C. HOUSTON LUMBER CO.	2503-857819	Lumber and cable ties purchase	31.79		0
A.C. HOUSTON LUMBER CO.	2503-858102	Gorilla Heavy Duty Mounting Tape	14.99		0
DAVIS EMBROIDERY INC.	46516	Safety vests for World Cup	286.30		1105
01-4210-3500 MOTOR FUELS & LUBRICANTS					
CHRISTENSEN INC.	CL81664	Fuel purchases for vehicles	234.74		0
01-4210-4200 PROFESSIONAL SERVICES					
MARKY'S SUPER TOW	39755	Towing services for 19 cars relocation	1,088.00		0
EAGLE ONE SECURITY	4790	Intersection Traffic Control services	6,615.00		1105
01-4210-4250 PROF.SERVICES-BCSO CONTRACT					
BLAINE COUNTY CLERK/RECOR	201087	BCSO Law Enforcement Services	159,837.92		0
01-4210-4900 PERSONNEL TRAINING/TRAVEL/MTG					
WEAVER, SARA	03242025	Meals reimbursement World Cup	32.27		1105
MCOLLUM, SUZANNE	03312025	WORLD CUP MEALS REIMBURSMET	140.63		1105
WHITESSELL, WES	03242025	Meals Reimbursement World Cup	24.39		1105
WHITESSELL, WES	03312025	WORLD CUP MEALS REIMBURSMET	59.31		1105
01-4210-5100 TELEPHONE & COMMUNICATIONS					
CENTURY LINK	333466365 031	Monthly phone service charges	187.04		0
AT&T MOBILITY LLC	287310798935	Wireless service charges for multiple devices	175.78		0
Total POLICE:			168,728.16		
FIRE & RESCUE					

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
01-4230-2530 EMPLOYEE MEDICAL SERVICES					
EMERGENCY RESPONDERS HEA	0002942-IN	Fit for Duty visit	250.00		0
01-4230-3200 OPERATING SUPPLIES FIRE					
ATKINSONS' MARKET	06845324	Laundry detergent	28.48		0
CHATEAU DRUG CENTER	2982130	Vinegar, Folex, Stainless steel cleaner, Clorox	22.77		0
US BANK	3938 022525	Nameplates	42.46		0
WHITE CLOUD COFFEE LLC	98051	Coffee	109.92		0
MES SERVICE COMPANY LLC	IN2217590	D batteries	13.80		0
01-4230-3210 OPERATING SUPPLIES EMS					
ATKINSONS' MARKET	06845324	Laundry detergent	28.48		0
BOUNDTREE MEDICAL	85710274	Aspirin and SpO2 sensors	117.98		0
BOUNDTREE MEDICAL	85717323	Aspirin, Adenosine, Amiodarone, and Airway devices	1,148.98		0
CHATEAU DRUG CENTER	2982130	Vinegar, Folex, Stainless steel cleaner, Clorox	22.77		0
MED-TECH RESOURCE, INC.	152699	Nitrile gloves	80.26		0
US BANK	3938 022525	Sharps Medical Waste Services	286.63		0
HENRY SCHEIN	38868679	Needle decompression, ondansetron, reusable sensors, battery packs, atomization device	1,492.08		0
HENRY SCHEIN	39087235	Flush Syringe Saline	571.84		0
WHITE CLOUD COFFEE LLC	98051	Coffee	109.92		0
MES SERVICE COMPANY LLC	IN2217590	D batteries	13.80		0
01-4230-3500 MOTOR FUELS & LUBRICANTS FIRE					
CHRISTENSEN INC.	CL81663	1008309 031525	209.60		0
01-4230-3510 MOTOR FUELS & LUBRICANTS EMS					
CHRISTENSEN INC.	CL81663	1008309 031525	209.60		0
01-4230-4210 PROFESSIONAL SERVICES EMS					
US BANK	3938 022525	Garmin Subscription	81.80		0
HARDIN, AERAH	1276873	EMT Initial Application Fee Reimbursement	104.00		0
01-4230-4900 TRAINING/TRAVEL/MTG FIRE					
US BANK	3938 022525	Fire training travel	309.95		0
US BANK	3938 022525	Fire training rental car	222.16		0
01-4230-4920 TRAINING-FACILITY					
IDAHO POWER	2224210258 03	219 Lewis St	72.20		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
01-4230-4930 PUBLIC EDUCATION					
SEAWESTERN	INV41204	Lion Bullex Intelligent Training System Pro Package	6,912.20	25092	0
CARDIO PARTNERS, INC	600017230	Manikan chest plates, pads, shields	202.15		0
01-4230-5100 TELEPHONE & COMMUNICATION FIRE					
MTE COMMUNICATIONS	056983 030125	056983 030125	14.98		0
US BANK	3938 022525	Starlink Subscription	25.00		0
01-4230-5110 TELEPHONE & COMMUNICATION EMS					
MTE COMMUNICATIONS	056983 030125	056983 030125	14.97		0
US BANK	3938 022525	Starlink Subscription	25.00		0
01-4230-5200 UTILITIES					
CITY OF KETCHUM	FEB 25	2307 - 107 SADDLE RD	165.50		0
CITY OF KETCHUM	MAR 25	2307 - 107 SADDLE RD	161.36		0
IDAHO POWER	2226144497 02	107 Saddle Rd	2,565.04		0
01-4230-5900 REPAIR & MAINTENANCE-BUILDINGS					
A.C. HOUSTON LUMBER CO.	2503-857303	Power strips for community room - world cup	33.98		1105
APEX INTEGRATED SECURITY S	00043146	Door access cards for Fire Department	445.00		0
OVERHEAD DOOR COMPANY, IN	579108	Bay Door Repair	1,041.25		0
US BANK	3938 022525	Chair covers	108.00		0
US BANK	3938 022525	Battery Backup and Surge Protector	184.00		0
US BANK	3938 022525	Mail boxes, Coat hooks, Mesh chair, Tire rack	2,509.64		0
US BANK	3938 022525	Battery Backup and Surge Protector	184.00		0
SCHOOLLOCKERS.COM	SI93362	TURNOUT ROOM LOCKERS	3,382.30	25075	0
01-4230-6000 REPAIR & MAINT-AUTO EQUIP FIRE					
HUGHES FIRE EQUIPMENT, INC.	621196	Switch foot, E1	107.07		0
WARM SPRINGS AUTO PARTS LL	207752	Auto parts - galvanized drip trays	26.95		0
01-4230-6010 REPAIR & MAINT-AUTO EQUIP EMS					
WARM SPRINGS AUTO PARTS LL	206988	Auto parts for trailer jack and caster	87.29		0
WARM SPRINGS AUTO PARTS LL	207357	R1 Preventative Maintenance Parts	129.10		0
WARM SPRINGS AUTO PARTS LL	207752	Auto parts - galvanized drip trays	26.95		0
01-4230-6100 REPAIR & MAINT--MACHINERY & EQ					
NORCO	0043226430	Cylinder rental invoice for industrial gas cylinders	40.92		0
01-4230-6110 REPAIR & MAINT--MACHINERY & EQ					
NORCO	0043226430	Cylinder rental invoice for industrial gas cylinders	40.92		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
Total FIRE & RESCUE:			23,983.05		
STREET					
01-4310-3200 OPERATING SUPPLIES					
A.C. HOUSTON LUMBER CO.	2503-857604	Purchase of spray paint from lumber company	13.98		4310044
A.C. HOUSTON LUMBER CO.	2503-859110	Spring	6.79		4310044
A.C. HOUSTON LUMBER CO.	2503-859812	Gorilla Tape	10.99		4310044
US BANK	1718 022525	Snow Tow Breakfast	115.42		4310044
US BANK	1718 022525	Snow Tow Breakfast	105.49		4310044
US BANK	1718 022525	Snow Tow Breakfast	128.56		4310044
US BANK	1718 022525	Snow Tow Breakfast	134.78		4310044
01-4310-3500 MOTOR FUELS & LUBRICANTS					
VALLEY WIDE COOPERATIVE	U001A626	Dyed Winterblend 80/20 fuel	3,782.58		4310044
VALLEY WIDE COOPERATIVE	U001A673	Fuel	749.13		4310044
01-4310-4200 PROFESSIONAL SERVICES					
LUNCEFORD EXCAVATION, INC.	17464	WINTER 24-25 SNOW HAULING SERVICE	3,200.00	25083	4310037
SENTINEL FIRE & SECURITY, IN	109694	Alarm Monitoring 200 E 10th St	105.06		0
WESTERN STATES CAT	IN003113947	CAT D6T TRACTOR RENTAL	6,648.25	25010	4310037
S & C ASSOCIATES LLC	3376 - 3380 &	Engineering and consulting services for various projects	1,007.50		0
01-4310-5200 UTILITIES					
CITY OF KETCHUM	FEB 25	9999 - 210 E 10TH ST	64.94		4310047
CITY OF KETCHUM	FEB 25	9993 - 200 E 10TH ST	111.05		4310047
CITY OF KETCHUM	MAR 25	9993 - 200 E 10TH ST	111.05		4310047
CITY OF KETCHUM	MAR 25	9999 - 210 E 10TH ST	89.42		4310047
IDAHO POWER	2204882910 03	200 E 10th St	610.03		4310047
01-4310-6000 REPAIR & MAINT--AUTOMOTIVE EQU					
NAPA AUTO PARTS	217895	Jump starter	269.99		4310044
NAPA AUTO PARTS	218305	Bearing assembly for 2005 Chevy Colorado	373.38		4310044
01-4310-6100 REPAIR & MAINT--MACHINERY & EQ					
NAPA AUTO PARTS	217470	Auto parts purchase including hose end fittings	67.05		4310044
US BANK	1718 022525	Bronze Bearing Sleeve	141.55		4310044
HIGH DESERT BOBCAT	P12089	Bobcat parts invoice for various bushings, seals, and components	1,568.47		4310044
HIGH DESERT BOBCAT	P12133	Bobcat parts	61.85		4310044

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
01-4310-6910 OTHER PURCHASED SERVICES					
CINTAS	4222410503	Uniform rental and mat service	23.48		4310044
CINTAS	4223097806	Uniform rental and services for City of Ketchum	23.48		4310044
CINTAS	4224617011	Uniform rental and services for employees	23.48		4310044
SENTINEL FIRE & SECURITY, IN	109595	Fire alarm monitoring 260 E 10th	105.06		4310044
01-4310-6920 SIGNS & SIGNALIZATION					
TRAFFIC SAFETY SUPPLY CO., I	INV078897	Butyl pads	817.47		4310040
ROAD WORK AHEAD TRAFFIC S	030325	Crosswalk Stencil	539.49		4310040
ROAD WORK AHEAD TRAFFIC S	26984	Road signs production and custom printing	580.44		4310040
SAGE SUPPLY INC	25-47189	Sign, Roll Up, Retro Reflective 48"" - Road Closed Ahead	295.96		4310040
01-4310-6930 STREET LIGHTING					
IDAHO POWER	2201013857 03	160 W 6th St Light	35.08		4310050
IDAHO POWER	2203855230 03	291 N Walnut E Sv Lgt	121.76		4310050
IDAHO POWER	2204535385 03	420 E 4th St Light	90.96		4310050
IDAHO POWER	2204882910 03	200 E 10th St	621.11		4310050
IDAHO POWER	2206773224 03	600 E 2nd St Light	29.30		4310050
IDAHO POWER	2207487501 03	560 N 1st Ave Lights	28.45		4310050
IDAHO POWER	2208316659 03	391 N 1st Ave Lights	32.53		4310050
01-4310-6950 MAINTENANCE & IMPROVEMENTS					
TRAFFIC SAFETY SUPPLY CO., I	INV078728	Temporary overlay markers for Chip Seal 2025	1,011.99		4310035
TRAFFIC SAFETY SUPPLY CO., I	INV079190	Solar RRFBS for Crosswalk at Warm Springs Rd and Bald Mtn Rd	7,928.11	25086	4310033
WALKER SAND AND GRAVEL	1463989	Invoice for imported clean fill, roadbase, and environmental fee	273.76		4310033
WALKER SAND AND GRAVEL	1465325	Invoice for imported clean fill and commercial roadbase materials	375.30		4310033
WALKER SAND AND GRAVEL	1466373	Materials delivery including imported fill and commercial roadbase	360.62		4310044
WALKER SAND AND GRAVEL	1468304	Imported Clean Fill	93.73		4310033
SAGE SUPPLY INC	25-47076	Invoice for EZ Street asphalt patch bags	1,260.00		4310033
SAGE SUPPLY INC	25-47095	EZ Street Asphalt Patch - 56 bags	1,260.00		4310033
SAGE SUPPLY INC	25-47207	EZ Street Asphalt Patch - 56 bags	1,260.00		4310033
Total STREET:			<u>36,668.87</u>		

RECREATION

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
01-4510-3200 OPERATING SUPPLIES					
A.C. HOUSTON LUMBER CO.	2503-860385	Microfiber cloth, paint pail, and spray nozzle	28.57		0
CHATEAU DRUG CENTER	2935032	Dish soap	11.39		0
CHATEAU DRUG CENTER	2988707	Batteries	21.84		0
COLOR HAUS, INC.	NMU5Z	Rollers and trays	23.95		0
01-4510-3250 RECREATION SUPPLIES					
CHATEAU DRUG CENTER	2981339	Miscellaneous item	24.99		0
COLOR HAUS, INC.	NNNP2	Paint products including Regal Select Eggshell and Scuff-X Satin	432.93		0
WEBB LANDSCAPING	K-IN-200678	Seeds and seedling mix	27.23		0
01-4510-3300 RESALE ITEMS-CONCESSION SUPPLY					
ATKINSONS' MARKET	05910781	Mandarins and apples	25.63		0
ATKINSONS' MARKET	06845430	Mandarins and apples	24.79		0
ATKINSONS' MARKET	07691629	Apples, Tea	65.08		0
01-4510-3500 MOTOR FUELS & LUBRICANTS					
ENVIRONMENTAL RESOURCE C	134	Connecting youth to nature services	122.50		0
LUTZ RENTALS	161473-1	Propane rental	18.80		0
01-4510-4200 PROFESSIONAL SERVICE					
BACKGROUND INVESTATION B	INV-67467	Background checks for employees	27.45		0
01-4510-5200 UTILITIES					
IDAHO POWER	2206452274 03	900 N 3rd Ave Rec	338.34		0
SENTINEL FIRE & SECURITY, IN	108576	Fire alarm monitoring service for Atkinson Park Building	107.99		0
Total RECREATION:			1,301.48		
Total GENERAL FUND:			324,067.75		
WAGON DAYS FUND					
WAGON DAYS EXPENDITURES					
02-4530-4240 CONCERT					
HENNESSEE, CHRIS	032625	2025 Wagon Days Band: Down Payment	5,850.00	25099	0
Total WAGON DAYS EXPENDITURES:			5,850.00		
Total WAGON DAYS FUND:			5,850.00		

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
GENERAL CAPITAL IMPROVEMENT FD					
GENERAL CIP EXPENDITURES					
03-4193-7110 DOWNTOWN CORE SIDEWALK INFILL					
GALENA-BENCHMARK ENGINE	0225-018	Engineering support for Water Improvement Project	1,943.75		0
03-4193-7180 POWER LINE UNDERGROUNDING					
IDAHO POWER	04022025	POWER LINE UNDERGROUNDING CONTRIBUTION 5TH & SPRUCE	160,000.00		0
03-4193-7613 ROAD BARRIERS					
MERIDIAN RAPID DEFENSE GRO	INV-S-10274	Road Barricade System - Final Payment	43,322.59	25089	1105
Total GENERAL CIP EXPENDITURES:			205,266.34		
FIRE & RESCUE CIP EXPENDITURES					
03-4230-7120 RADIOS (PORTABLE)					
WHITE CLOUD COMMUNICATIO	108440-2	Radios, Repeater & Installation for Command 2 for World Cup	13,318.59	25077	1105
03-4230-7125 RESCUE (CITY PROVIDED)					
US BANK	3938 022525	CMC Rescue Equipment	1,734.00		0
03-4230-7130 PPE (TURNOUT GEAR)					
US BANK	3938 022525	Tactical Gear	126.65		0
LIGHTHOUSE UNIFORMS INC	A-325355	Name Plate- Class A	33.25		0
MES SERVICE COMPANY LLC	IN2221683	Passport shields for helmets	481.95		0
Total FIRE & RESCUE CIP EXPENDITURES:			15,694.44		
Total GENERAL CAPITAL IMPROVEMENT FD:			220,960.78		
ADDITIONAL1%-LOT FUND					
ADDITIONAL 1%-LOT					
25-4910-4220 SUN VALLEY AIR SERVICE BOARD					
SUN VALLEY AIR SERVICE BOA	040225	February 2025 MOS	191,705.48		0
25-4910-4240 SVASB RELEASE FUND BALANCE					
SUN VALLEY AIR SERVICE BOA	04012025	ADDITIONAL LOT FUND BALANCE RELEASE	299,125.00		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
Total ADDITIONAL 1%-LOT:			490,830.48		
Total ADDITIONAL1%-LOT FUND:			490,830.48		
COMMUNITY HOUSING					
COMMUNITY HOUSING EXPENSE					
54-4410-3100 GENERAL OFFICE					
US BANK	7309 022525	NY Times Subscription	28.00		0
US BANK	7309 022525	LinkedIn Subscription	52.49		0
US BANK	7309 022525	Idaho Statesman Subscription	15.99		0
US BANK	7309 022525	Seattle Times Subscription	19.96		0
US BANK	7309 022525	Atlantic Subscription	84.79		0
US BANK	7309 022525	HiPeople Hiring Assessments	72.00		0
US BANK	7309 022525	Seattle Times Subscription	19.96		0
US BANK	7309 022525	SurveyMonkey Subscription	300.00		0
54-4410-3200 LIFT TOWER LODGE OPERATIONS					
US BANK	7309 022525	Lunch Meeting	191.21		0
54-4410-4200 PROFESSIONAL SERVICES					
US BANK	7309 022525	Lunch Meeting	132.13		0
RIAN ROONEY	19	INDEPENDENT CONTRACTOR FOR HOUSING DEPT	10,575.00	25057	0
54-4410-4210 LEASE TO LOCALS INCENTIVES					
BOWYER, MELODY	040225	LEASE TO LOCALS STIPEND - FINAL PAYMENT	6,750.00		0
ALNORM LIMITED PARTNERSHI	040225	LEASE TO LOCALS STIPEND - FINAL PAYMENT	4,500.00		0
54-4410-4215 LEASE TO LOCALS PROF SERVICES					
PLACEMATE, INC	1804	Monthly L2L Program Support and Marketing Reimbursement	6,610.00		0
54-4410-4225 DEED RESTRICTIONS					
US BANK	7309 022525	Home Inspection	1,250.00		0
PARKSIDE VILLAGE OWNERS	030725	March HOA and Capital Reserve Dues	400.00		0
54-4410-5200 LIFT TOWER LODGE UTILITIES					
CITY OF KETCHUM	FEB 25	59 - 703 S MAIN ST	702.85		0
CITY OF KETCHUM	MAR 25	59 - 703 S MAIN ST	702.85		0
CLEAR CREEK DISPOSAL	0001797458	Rubbish Service for Lift Tower Lodge	539.47		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
54-4410-5210 291 N 2ND AVE UTILITIES					
CITY OF KETCHUM	FEB 25	855 - 291 N 2ND AVE	182.98		0
CITY OF KETCHUM	MAR 25	855 - 291 N 2ND AVE	196.20		0
CLEAR CREEK DISPOSAL	0001792025	Quarterly waste disposal service	131.80		0
CLEAR CREEK DISPOSAL	0001801308	Quarterly waste disposal service	289.29		0
IDAHO POWER	2227900418 03	Electricity service charges for multiple locations	461.70		0
54-4410-5900 LIFT TOWER LDG REPAIR & MAINT					
A.C. HOUSTON LUMBER CO.	2503-854533	Respirator and wood filler	54.98		0
A.C. HOUSTON LUMBER CO.	2503-854805	Purchase of lumber and hardware supplies	28.78		0
A.C. HOUSTON LUMBER CO.	2503-855132	Lumber and dust filter	36.47		0
A.C. HOUSTON LUMBER CO.	2503-855687	Lumber and hardware supplies	97.18		0
A.C. HOUSTON LUMBER CO.	2503-856017	Purchase of sandpaper and wall plate supplies	12.41		0
A.C. HOUSTON LUMBER CO.	2503-856115	Cedar shims	9.99		0
A.C. HOUSTON LUMBER CO.	2503-857776	3M mask tape and Dynaflex sealant	25.77		0
A.C. HOUSTON LUMBER CO.	2503-858723	Lumber materials including casing and stop strip	42.25		0
A.C. HOUSTON LUMBER CO.	2503-859762	Acetone thinner	43.98		0
A.C. HOUSTON LUMBER CO.	2503-859854	Sandpaper, lacquer spray, sanding block, masking tape	28.53		0
A.C. HOUSTON LUMBER CO.	2503-859855	Lumber company invoice for mask tape and masking paper	23.37		0
CHATEAU DRUG CENTER	2930739	Door stops purchase	12.90		0
CHATEAU DRUG CENTER	2931244	Gorilla tape and terry towels	21.83		0
NAPA AUTO PARTS	217933	Nitrile gloves	29.98		0
SHERWIN-WILLIAMS CO.	8321-4	Paint and painting supplies purchase	50.97		0
US BANK	7309 022525	Lift Tower Lodge Repair Items	436.70		0
US BANK	7309 022525	Flooring and Floor Cutter	1,418.88		0
US BANK	7309 022525	Lift Tower Lodge Repair Items	250.06		0
Total COMMUNITY HOUSING EXPENSE:			36,833.70		
Total COMMUNITY HOUSING:			36,833.70		
WATER FUND					
WATER EXPENDITURES					
63-4340-3120 DATA PROCESSING					
BILLING DOCUMENT SPECIALIS	99448	Billing services for document processing and mailing	593.35		0
63-4340-3200 OPERATING SUPPLIES					
CHATEAU DRUG CENTER	2981692	Kitchen and cleaning brushes	18.97		0
CINTAS	4224617042	Rental of mats and cleaning supplies	43.17		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
TREASURE VALLEY COFFEE INC	2160:10925579	Coffee and Sqwincher Stix	177.30		0
63-4340-3800 CHEMICALS					
OXARC INC	0032285544	Hypochlorite solution	485.82		0
OXARC INC	0032288487	Hypochlorite solution	262.24		0
63-4340-5100 TELEPHONE & COMMUNICATIONS					
VERIZON WIRELESS	6108429292	Wireless service charges for three phone lines	123.49		0
AT&T MOBILITY LLC	287318858311	Wireless service charges for multiple devices	181.44		0
63-4340-5200 UTILITIES					
IDAHO POWER	2202458903 03	110 River Ranch Rd Optc	927.38		0
IDAHO POWER	2203658592 03	Wells and Boosters	6,676.66		0
IDAHO POWER	2206786259 03	110 River Ranch Rd Admin	91.12		0
SENTINEL FIRE & SECURITY, IN	109503	Monitoring for 110 River Ranch Rd	76.48		0
63-4340-6000 REPAIR & MAINT-AUTO EQUIP					
GRAINGER, INC., W.W.	9423018275	A-Frame	254.50		0
63-4340-6100 REPAIR & MAINT-MACH & EQUIP					
A.C. HOUSTON LUMBER CO.	2503-856495	Weatherstrip	8.99		0
A.C. HOUSTON LUMBER CO.	2503-856979	Sander and sandpaper discs	160.98		0
A.C. HOUSTON LUMBER CO.	2503-858604	Construction adhesive and gas can spout kit	48.56		0
A.C. HOUSTON LUMBER CO.	2503-860867	Rubber utility mat	55.99		0
Total WATER EXPENDITURES:			10,186.44		
WATER DEBT SERVICE EXPENDITRES					
63-4800-8700 DEBT SRVC ACCT INTEREST-2016					
CHASE	0000000464	Interest Due this period	4,358.70		0
Total WATER DEBT SERVICE EXPENDITRES:			4,358.70		
Total WATER FUND:			14,545.14		
WATER CAPITAL IMPROVEMENT FUND					
WATER CIP EXPENDITURES					
64-4340-7650 WATER METERS					
FERGUSON ENTERPRISES, LLC	0906991-2	RADIO REPLACEMENT AND METERS	8,100.00	25030	0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
FERGUSON ENTERPRISES, LLC	0916384	Meter Flange Kit	226.32		0
FERGUSON ENTERPRISES, LLC	0917590	6 Triple Cable for water meters	480.00		0
FERGUSON ENTERPRISES, LLC	CM074636	Meter flanges and gaskets	226.32-		0
Total WATER CIP EXPENDITURES:			8,580.00		
Total WATER CAPITAL IMPROVEMENT FUND:			8,580.00		
WASTEWATER FUND					
WASTEWATER EXPENDITURES					
65-4350-3120 DATA PROCESSING					
BILLING DOCUMENT SPECIALIS	99448	Billing services for document processing and mailing	593.34		0
65-4350-3200 OPERATING SUPPLIES					
ATKINSONS' MARKET	09678342	Lab water	70.00		0
CINTAS	4224617042	Rental of mats and cleaning supplies	76.71		0
D & B SUPPLY INC.	8784	Irrigation boots and work boots	314.98		0
GEM STATE PAPER & SUPPLY	1137077	Cleaning supplies and paper products	144.58		0
65-4350-3500 MOTOR FUELS & LUBRICANTS					
VALLEY WIDE COOPERATIVE	U001A628	Unleaded gas	776.62		0
65-4350-5100 TELEPHONE & COMMUNICATIONS					
CENTURY LINK	333803119 031	Wastewater Monthly Services	80.73		0
VERIZON WIRELESS	6108263390	Wireless service charges for multiple phone lines	66.38		0
65-4350-5200 UTILITIES					
IDAHO POWER	2202703357 03	1001 Chief Joseph Ct	101.32		0
IDAHO POWER	2206786259 03	110 River Ranch Rd Admin	91.12		0
SENTINEL FIRE & SECURITY, IN	109503	Monitoring for 110 River Ranch Rd	25.49		0
65-4350-6100 REPAIR & MAINT-MACH & EQUIP					
PIPECO, INC.	S5792432.001	Brass ball valve and teflon tape for irrigation supply	39.53		0
65-4350-6900 COLLECTION SYSTEM SERVICES/CHA					
VERIZON WIRELESS	6108263390	Wireless service charges for multiple phone lines	41.74		0
HI-VAC CORPORATION	346286	Hydraulic filter cartridges and elements with freight charges	408.76		0
Total WASTEWATER EXPENDITURES:			2,831.30		

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
Total WASTEWATER FUND:			2,831.30		
WASTEWATER CAPITAL IMPROVE FND					
WASTEWATER CIP EXPENDITURES					
67-4350-7815 AERATION BASINS BLOWERS & ELEC					
BANYAN TECHNOLOGY INC.	21328	PLC Programming, Project Coordination and Start-up for Aeration Basin Modification	1,755.00	25080	0
HDR ENGINEERING, INC.	1200705057	TASK ORDER #3: SERVICES DURING CONSTRUCTION FOR AERATION UPGRADES PROJECT	9,384.38	24055	0
67-4350-7818 ROTARY DRUM THICK & DEWATERING					
HDR ENGINEERING, INC.	1200705213	TASK ORDER #5 - SOLIDS DEWATERING DESIGN	36,566.62	24071	0
Total WASTEWATER CIP EXPENDITURES:			47,706.00		
Total WASTEWATER CAPITAL IMPROVE FND:			47,706.00		
PARKS/REC DEV TRUST FUND					
PARKS/REC TRUST EXPENDITURES					
93-4900-7950 WARM SPRINGS PRESR-RESTORATION					
STUDIO SUPERBLOOM, LLC	WSP-041	Warm Springs Preserve engineering services: Task Order #10 - Additional Services for Engineering Changes	4,500.00		0
NORTH FORK NATIVE PLANTS	3664	WSP PLANTINGS DIRECT PURCHASE	16,140.00	25071	101
NORTH FORK NATIVE PLANTS	3664	WSP PLANTINGS DIRECT PURCHASE	42,360.00	25071	100
Total PARKS/REC TRUST EXPENDITURES:			63,000.00		
Total PARKS/REC DEV TRUST FUND:			63,000.00		
Grand Totals:			1,215,205.15		

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Net Invoice Amount</u>	<u>Purchase Order Number</u>	<u>GL Activity Number</u>
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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: April 7, 2025 Staff Member/Dept: Robyn Mattison/City Engineer

Agenda Item: Recommendation to Approve Amended Right-of-Way Encroachment Agreement 25942A with Russell and Dana Marino.

Recommended Motion:

I move to authorize the Mayor to sign Right-of-Way Encroachment Agreement 25942A between the City and the owners of 117 Holiday Ln, Russell and Dana Marino.

Reasons for Recommendation:

- The improvements will not impact the use or operation of Holiday Lane or Exhibition Blvd.
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 City Council approved ROW Encroachment Agreement 25942 for placement of a trench drain and storm drainpipe beneath a driveway within the right of way on Exhibition Blvd on December 16th 2024. At the commencement of the construction of the new residence, it became evident that earth stabilization measures were necessary. This amendment incorporates the installation of soil nails to stabilize the excavated slope. The soil nails will extend into the Holiday Lane right-of-way. Given the location and depth of the soil nails, the respective city departments have determined that their installation will not adversely affect the city's use or operation of Holiday Lane. The owners will execute a similar agreement with both adjoining neighboring property owners for soil nail encroachments onto adjoining private properties.

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 117 Holiday 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 25942A
2. Exhibit "A"
3. Exhibit "B"

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 25942A

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 Russell and Dana Marino (collectively referred to as "Owner"), whose address is PO BOX 4257 HAILEY ID 83333.

RECITALS

WHEREAS, Owner is the owner of real property described as 117 Holiday Lane ("Subject Property"), located within the City of Ketchum, State of Idaho, and;

WHEREAS, Owner wishes to permit placement of a trench drain and storm drain pipe beneath a driveway within the right of way on Exhibition Blvd. These improvements are shown in Exhibit "A" attached hereto and incorporated herein (collectively referred to as the "Improvements"); and,

WHEREAS, Owner wishes to install soil nails within the right of way on Holiday Lane in accordance with a formal Soil Nail Shoring Plan, to stabilize earth and foundation on the Subject Property. These improvements are shown in Exhibit "B" 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 trench drain and storm drain pipe beneath a driveway, as identified in Exhibit "A", within the public right-of-way on Exhibition Blvd, and soil nails, as identified in Exhibit "B", within the public right-of-way on Holiday Lane, 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" and Exhibit "B" 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: _____

Russell Marino

By: _____

Neil Bradshaw

Its: Mayor

By: _____

Dana Marino

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 _____

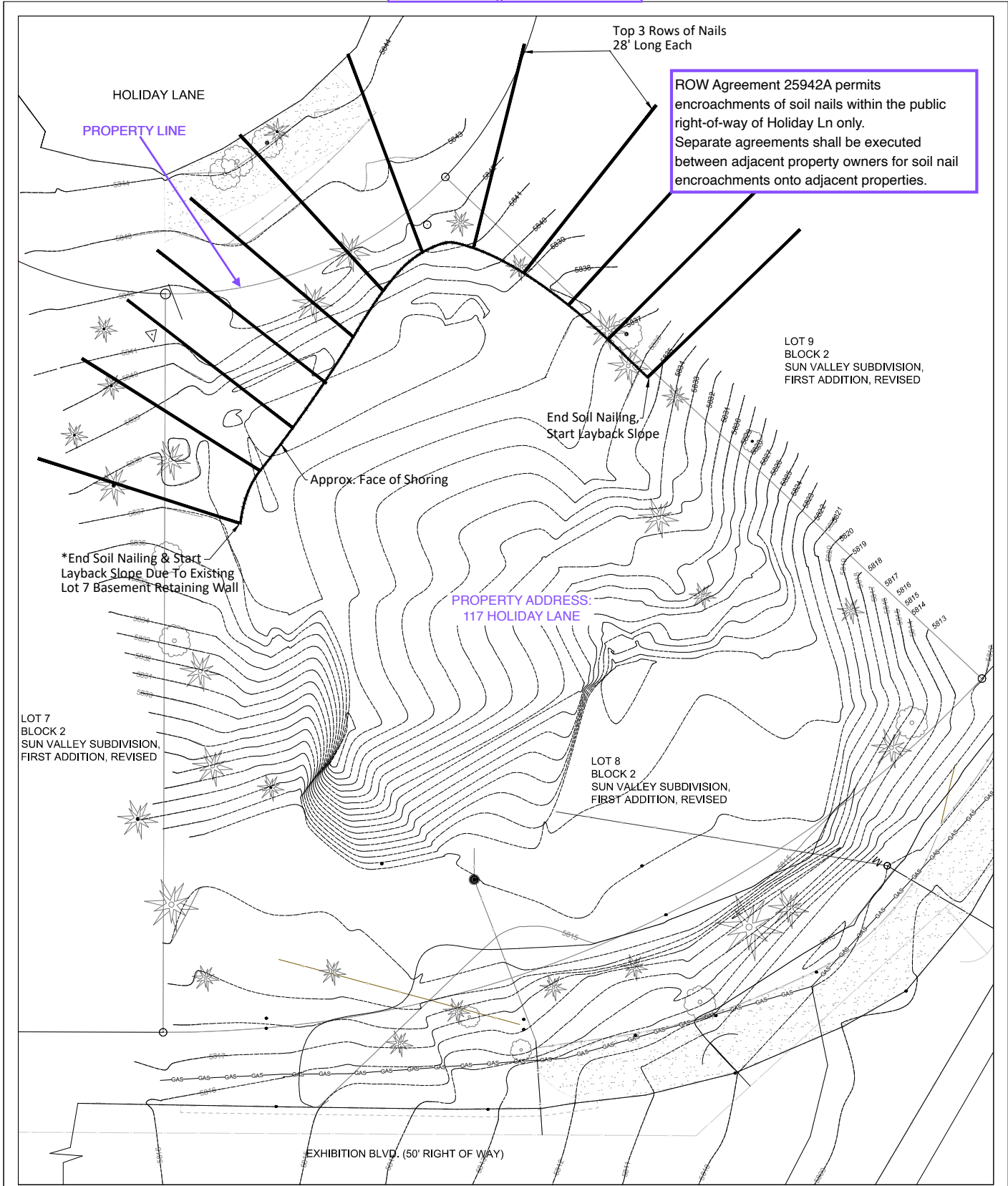
STATE OF IDAHO)
) ss.
County of Blaine)

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 _____

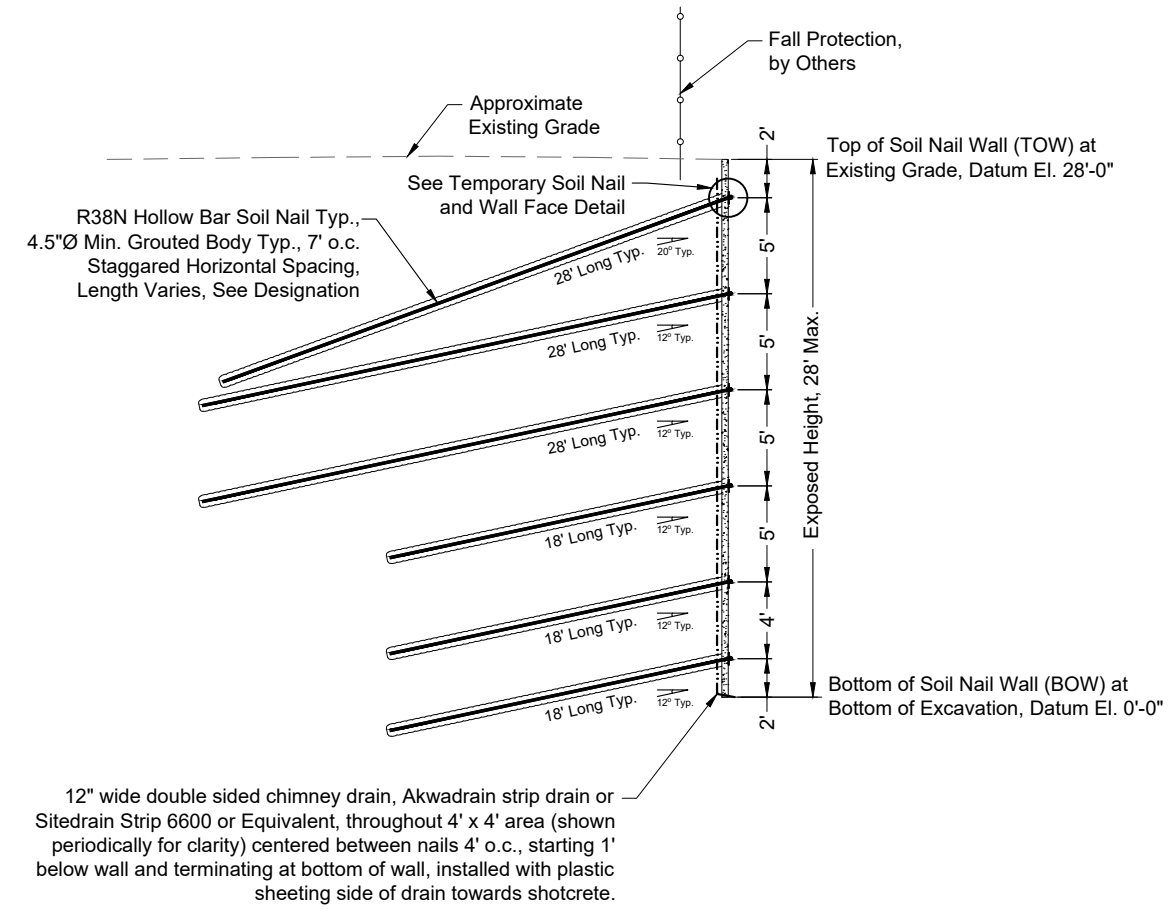
EXHIBIT "B"
ROW Encroachment Agreement 25942A
Page 1 of 2



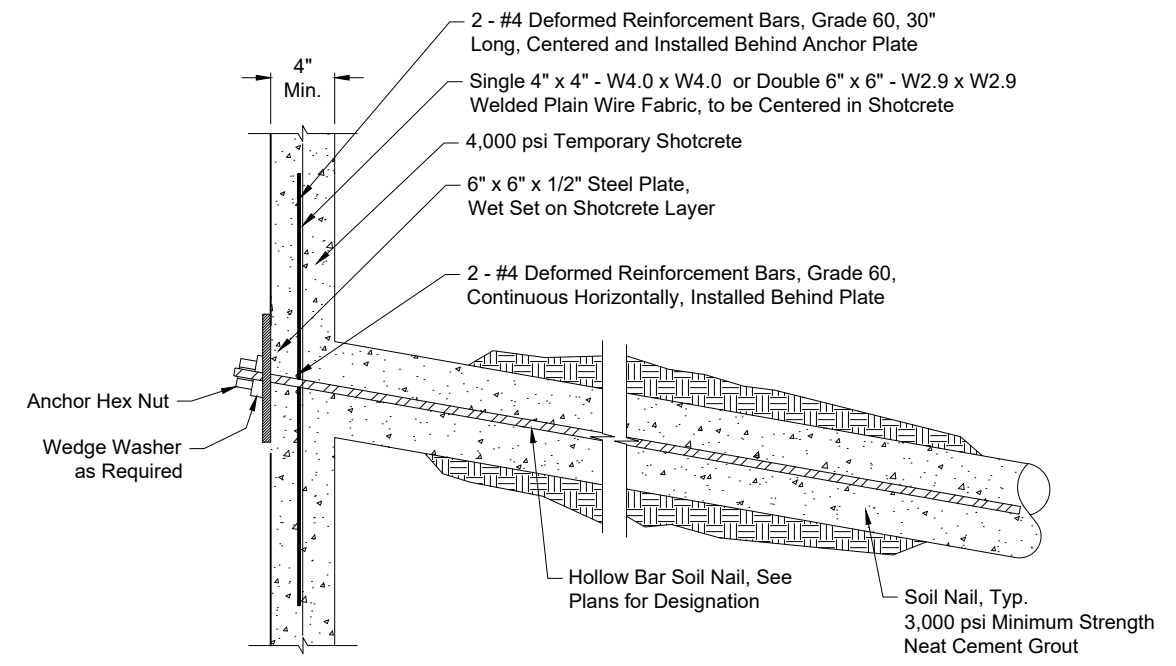
SOIL NAIL SHORING PLAN
Marino Residence
117 Holiday Lane
Ketchum, Idaho

Butler Associates, Inc.
P.O.B. 1034
Ketchum, ID 83340
208.720.6432
svgeotech@gmail.com

2-14-25
Not To Scale



Typical Cross-Section



Soil Nail and Wall Face Detail
 Not to Scale

Notes:

The soil nail wall is to be installed to the specifications indicated in these drawings subject to field verification. Layout and limits of the walls to be determined in the field by General Contractor in keeping with the intent and overall objectives of these plans. It is recommended that the new footings be surveyed in to provide the basis for the shoring layout. Utilities to be potholed and field verified prior to soil nail wall installation. Gordon Geotechnical Engineering Inc. (G²) to be notified immediately of potential conflicts with the shoring layout as shown. G² assumes no responsibility for damage to utilities or other structures. Shoring location and geometry is approximate, subject to field verification.

Contractor is responsible for construction of the shoring as detailed by these specifications. Variations from the details as shown hereon may not be made except with the express written consent of the design engineer (G²). Changes made in the field made without this consent shall be done solely at the risk of the contractor. Conflicts between these plans and the general project plans to be resolved by Gordon Geotechnical Engineering Inc., whose decision shall be final. No warranty is expressed or implied, only that these designs were prepared in general accordance with design principles in use at the time this work was performed.



REFERENCE:	DATE	DESCRIPTION
	08.23.24	Submitted for Review

DESIGNED FOR:	DESIGNED BY:
G2B Company Inc. PO Box 3402, Nampa, Idaho	GORDON GEOTECHNICAL ENGINEERING, INC. 4426 South Century Drive, Ste 100, Salt Lake City, UT 84123 801-327-9600

DESIGNED BY:	TEMPORARY SOIL NAIL WALL
GORDON GEOTECHNICAL ENGINEERING, INC.	117 Holladay Lane Ketchum, Idaho

DESIGNED BY:	TEMPORARY SOIL NAIL RETAINING WALL
BD	Temporary Cross-Section and Detail

G ² PROJECT NO.:	SHEET NO.:
223-043-25	1 of 47



City of Ketchum

PROCUREMENT MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

I move to approve Purchase order # 25094 for a not to exceed amount of \$ 90,917.44 with Idaho Traffic Safety Inc for paint striping including crosswalks

Summary of Procurement Process:

Bidder	Bid Price
Idaho Traffic Supply Inc	\$90,917.44
All Star Striping	No reply to invitation bid, did not submit bid
Pavement Specialties of Idaho, Inc.	No replay to invitation bid, did not submit bid

Low Bid Contractor	Bid Price	Budget Account/Number
Idaho Traffic Safety Supply Inc	\$90,917.44	01-4310-6950-40

Background (if necessary):

- The City of Ketchum Street Department applies paint to City streets each spring as part of its normal state of good repair to work. The work consists of repainting the existing street markings including crosswalks, bike path indicators, yellow and red curbs, turn arrows and handicap stencils.
- The work typically starts at the end of April and additional markings are added after chip seal.
- Paint striping and crosswalk stenciling is included in the Streets department budget and the Purchase Order is within the budgeted amount.
- Due to the staffing and equipment requirements involved in the paint striping and crosswalk stenciling work, the City of Ketchum has historically contracted out the work.

Sustainability Impact:

Water based paints are utilized

Attachments:

1. Purchase Order #25094
2. Award Letter

3. Idaho Traffic Safety Bid (3 pages)



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: 25094

To: 2495 IDAHO TRAFFIC SAFETY INC 3400 EAST SUNNYSIDE RD IDAHO FALLS ID 83406-7723	Ship to: CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
---	---

P. O. Date	Created By	Requested By	Department	Req Number	Terms
03/18/2025	CCHING	CCHING			

Quantity	Description			Unit Price	Total
1.00	2025 Paint Striping	01-4310-6950	4310040	90,917.44	90,917.44
SHIPPING & HANDLING					0.00
TOTAL PO AMOUNT					90,917.44

 Authorized Signature



CITY OF KETCHUM

Trent Donat | City Clerk & Business Manager
direct: 208.806.7010 | office: 208.726.3841
tdonat@ketchumidaho.org

P.O. Box 2315, 191 5th Street West, Ketchum, ID 83340
ketchumidaho.org

March 31, 2025

Dear Bidder,

Notice of Intent to Award Contract: **City of Ketchum – Streets Department – Paint Striping Project**

Thank you for your response to the above-referenced **Paint Striping Project for the City of Ketchum**.

This letter is to notify you that the City has reviewed all bids and are recommending the bid be awarded to the lowest responsive bidder, **Idaho Traffic Safety**.

Any participating bidder has the right to protest this recommendation. Idaho State Statute provides that:

If any participating bidder objects to such award, such bidder shall respond in writing to the notice from the political subdivision within seven (7) calendar days after the date of transmittal of the notice setting forth in such response the express reason or reasons that the award decision of the governing board is in error.

The protest shall be addressed to the City of Ketchum. Any protest addressed to the Ketchum City Mayor and/or City Council will be referred to the Ketchum City Clerk.

Thank you for your interest in meeting the needs of the City of Ketchum. Your participation in the process is appreciated.

Sincerely,

Trent Donat
City Clerk & Business Manager
City of Ketchum
tdonat@ketchumidaho.org
208.726.3841



Quote



IDAHO TRAFFIC SAFETY

3400 East Sunnyside Road
 Idaho Falls, Id 83406
 DBE Certified
 (208) 522 – 7740
www.idahotrafficsafety.com

Date:	3/12/25	Number of Pages:	3
Regarding:	City of Ketchum - 2025		

Item	Description	Quantities / EA or LF	Unit Price	Extended
1	Continental Style Crosswalks, 24" Straight Bars, Aprox 9' Wide Aprox 65' Long	31	\$ 190.00	\$ 5,890.00
2	Standard Ladder Style Crosswalks, 24" Straight Bars	98	\$ 110.00	\$ 10,780.00
3	Stencil Crosswalks On Sun Valley Rd	24	\$ 650.00	\$ 15,600.00
4	Do Not Block 48" Tall Letters	0	\$ 55.00	\$ -
5	Crosswalks with Diagonal Crossing	2	\$ 85.00	\$ 170.00
6	Double Yellow Centerline Sun Valley Rd Main to Spruce	0	\$ 0.18	\$ -
7	Turn Arrows	0	\$ 25.00	\$ -
8	White Turn Lane	0	\$ 0.25	\$ -
Additional Bike Path Work			Subtotal	\$ 32,440.00
9	5 Bar Triangle Road	16	\$ 28.00	\$ 448.00
10	5 Bar Triangle Bike Path	37	\$ 22.00	\$ 814.00
11	Small Bike Stencil For bike Path	12	\$ 28.00	\$ 336.00
12	Large Bike Stencil for Road	0	\$ -	\$ -
13	Large X -ing	19	\$ 28.00	\$ 532.00
14	6" fog line	6,469	\$ 0.32	\$ 2,070.08
15	Caution for Bike Lane	37	\$ 22.00	\$ 814.00
16	Small Speed Limit Sign for Bike Lane	55	\$ 37.00	\$ 2,035.00
17	Stop Ahead	2	\$ 47.00	\$ 94.00
Items 1 - 17 need to be completed by May 20th			Subtotal	\$ 7,143.08
18	Yellow Curb Misc (As Directed)	0	\$ 1.55	\$ -
19	Red Curb Misc (As Directed)	0	\$ 2.50	\$ -
20	Center Line Striping 4" Double Yellow (LF is measured by single line)	69,116	\$ 0.18	\$ 12,440.88
21	Edge Line Striping 4" White	9,516	\$ 0.18	\$ 1,712.88
22	Parking Stripe, 4" Yellow	11,780	\$ 0.27	\$ 3,180.60
23	Stop Bars, 24" x 2' long (don't paint bars at noncrosswalk painted intersections)	118	\$ 33.00	\$ 3,894.00
24	STOP Stencils, 48" Letters	0	\$ 30.00	\$ -
25	Handicap Stencils, White on Blue	22	\$ 50.00	\$ 1,100.00
26	Turn Arrows (Only)	0	\$ 25.00	\$ -
27	Straight / Turn Arrows (only)	34	\$ 30.00	\$ 1,020.00
28	Fogline Striping 8" White	0	\$ 0.32	\$ -
29	Sharrow's	40	\$ 25.00	\$ 1,000.00
30	Chevrons Painted on Speed Bump	6	\$ 55.00	\$ 330.00
31	Mobilization Fee Lump Sum	1	\$ 5,500.00	\$ 5,500.00
Items 18 - 30 need to be completed by June 1st			Subtotal	\$ 30,178.36
			Combined Subtotal	\$ 69,761.44

Chip Seal Section				
Item	Description	Quantities / EA or LF	Unit Price	Extended
1.1	Continental Style Crosswalks, 24" Straight Bars, Aprox 9'	7	\$ 190.00	\$ 1,330.00
1.2	Standard Ladder Style Crosswalks, 24" Straight Bars	59	\$ 110.00	\$ 6,490.00
1.3	Stop Bars, 24" x 2' long (don't paint bars at noncrosswalk painted Intersections)	50	\$ 30.00	\$ 1,500.00
1.4	6" fog line	7,100	\$ 0.32	\$ 2,272.00
1.5	Parking Stripe, 4" Yellow	15,200	\$ 0.27	\$ 4,104.00
1.6	Handicap Stencils, White on Blue	18	\$ 50.00	\$ 900.00
1.7	Turn Arrows (Only)	10	\$ 25.00	\$ 250.00
1.8	Sharrow's	28	\$ 25.00	\$ 700.00
1.9	Chevrons Painted on Speed Bump	2	\$ 55.00	\$ 110.00
1.10	Mobilization Fee Lump Sum	1	\$ 3,500.00	\$ 3,500.00
			Subtotal	\$ 21,156.00
	Grand Total for both Quotes (As Directed)	\$ 69,761.44	\$ 21,156.00	\$ 90,917.44

Public Works No#	PWC-C-12558-A-4
Date to Do Business	1/1/1980

Notes:

1. 1. All prices are per application, if the bike path is requested to be painted in May and then again after the seal coat that would be counted as 2 applications with each being paid for at the listed unit prices. This may also include repaving projects
2. Extension price, if there is a discrepancy between the unit price and the extension the unit price is the correct price.
3. There is an extra \$1,500.00 mob fee / extra trip requested. I.e. if you add things not on the original bid.
4. 4. The changing of the crosswalks changes the amount of work put into them. Instead of 1 person doing the work, it will take 3 people. More labor costs into each crosswalk and longer days to get said work done.
5. Price does not include Arrowboards, message boards, speed trailers, portable traffic signals, crash cushions, light plants, recording of pavement markings, rolling stops.
6. If this is a rebid, all previous bids are null and void.
7. This quote expires in 30 days.

Questions or Comments,

Dustin Smith
TCS, TCDS
Bid Estimator
(208) 522-4470 Ext 103
dsmith@idahotrafficsafety.com

Luke Mecham
208-716-2924
Painting, Thermoplastic, & Sweeping Scheduler
luke@idahotrafficsafety.com

Agreement to above terms:

Job Title: _____ Date: _____

Print Name: _____ Signature: _____

- Please send all billing information (Name of accountant, Address & Email) with the signed quote.



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- The city supports community events and opportunities to stimulate the economy and highlight our culture and history.
- The proposed 1-day closure of Picabo Street, between Puchner Lane and Skiway Court, will cause minimal traffic disruptions and does not conflict with other construction projects or detours.
- The requested street closure is classified as a “non-designated” event street closure, meaning it must be approved by the City Council.

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

Sustainability Impact:

Financial Impact:

Attachments:

1. 2025 Baldy Bash event application

2. 2025 Baldy Bash temporary traffic control plan



OFFICIAL USE ONLY

SPECIAL EVENT LICENSE APPLICATION

GENERAL INFORMATION APPLYING TO ALL EVENTS

Special Event: The temporary use of public property, including streets, parking lots, parks, and waterways, for the purpose of conducting certain public events such as, but not limited to, art shows, music concerts, fundraising events, amusement attractions, circuses, carnivals, rodeos, craft fairs, sporting events, contests, dances, tournaments, walk-a-thons, marathons, races, exhibitions or related activities. In addition, a "special event" is any public event which could reasonably be interpreted to cause significant public impact via disturbance, crowd, traffic/parking, or disruption of the normal routine of the community or affected neighborhood. (Ord. 1131, 2015)

Your event application is due twenty (20) days prior to the event if you are a small event or street party; thirty (30) days prior if you are a medium event; and sixty (60) days prior if you are a large event.
ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.

Please ensure that your Special Event Application has been approved by the City before you promote, market or advertise your event. Conditional approval may be made after the event organizer submits the application and it is initially screened by City staff. Acceptance of your Special Event Application is neither a guarantee of the date or location nor an automatic approval of your event.

Medium and large events must have a pre-application meeting with the City. It is recommended that all events do a walk-through with City Administration prior to submission of application.

Smoking is prohibited in the following outdoor public places: (Ord. 1105, 2013)

- On any "public property"
- Within twenty (20') feet of all designated bus stops
- On all school property, including public and private elementary, secondary, vocational, and trade schools or colleges
- Within any designated "special event zone," unless the "special event zone" has a designated and delineated smoking area identified in an approved Ketchum special event permit application

All events are required to attend a debrief with City staff within five (5) days following the event.

All fees are non-refundable.

Any violation of the conditions of approval for an event, or the event not operating in the manner identified in the event application, may result in the event being canceled or shut down. In addition, if the event is a reoccurring event, future application may be denied. (Ord. 1131, 2015)

Completed applications can be submitted via email to daniel@ketchumidaho.org or by mail or hand delivery to City of Ketchum, P.O. Box 2315 | 191 5th St. West, Ketchum, ID 83340.
 If you have questions, please contact Daniel Hansen: daniel@ketchumidaho.org or 208-727.5077.

WHAT SIZE IS YOUR EVENT?			
<input type="checkbox"/> Street Party (\$100.00) **RESIDENTIAL NEIGHBORHOOD LOCATION ONLY** A special event that requires a one-block street closure, no more than 6-hour road closure, is a single occurrence with anticipated attendance under three hundred (300) people, is self-organized by a local Ketchum organization, its publicity is focused on Wood River Valley residents and businesses, and a limited number of vendors (1 food, 1 beverage, 1 merchandise).	<input type="checkbox"/> Small Event (\$100.00) Special events that do not require a street closure, are a single occurrence, and have an anticipated attendance under one hundred (100) people.	<input type="checkbox"/> Medium Event* (\$400.00) Special events that require a street closure of one day or less; or have an anticipated attendance between one hundred (100) and four hundred (400) people; or a weekly event that takes place up to, but not more than, four (4) consecutive weeks.	<input checked="" type="checkbox"/> Large Event* (\$800.00) Special events requiring a street closure of more than one day; or have an anticipated attendance over four hundred (400) people; or a weekly event that takes place more than four (4) consecutive weeks.
*City requires pre-application meeting prior to application submittal.			
GENERAL INFORMATION:			
Please provide a detailed narrative and timeline, including a description of activities to understand the theme, activities, purpose, and benefit of your event to the community.			
Applicant should provide a good faith estimate of expected number of participants.			
An alternate location should be listed if your event cannot be accommodated at your requested location.			
If fees are associated with your event, such as registration or entry fees, you must obtain a sales tax permit. Permit applications can be accessed at www.ketchumidaho.org/forms or at the Ketchum City Hall.			
Event Name: <u>Baldy Bash</u>		Event Date: <u>04/19/25</u>	
Event Description and Purpose (who is the event supposed to attract, what is the purpose of the event, etc.): <u>End of season party for Sun Valley resort with live music.</u>			
Location of Event: <u>warm Springs lodge</u>		Alternate Location: <u>N/A</u>	
Expected Number of Participants: <u>2000</u>		Admission Fee* (per person): <u>N/A</u>	
*Ticket sales for entry, registration, etc. for events taking place within Ketchum city limits are subject to sales tax.			
Number of Staff Working at Event: <u>40</u>		Number of Volunteers Working at Event: <u>N/A</u>	
EVENT COORDINATION:			
Visit Sun Valley manages the event schedule for the City of Ketchum and its neighboring cities. Please contact them (info@visitsunvalley.com or 208-726-3423) and make the City aware of events on or around the date of your proposed event.			
Have you contacted Visit Sun Valley for information on events taking place on or around the date of your event?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
List the events taking place on or around the date of your event: <u>NONE</u>			
EVENT SCHEDULE:			
Provide the date and time requested to set up and breakdown your event along with the date/time during which the event will take place.			
Set Up	Date: <u>4/19/25</u>	Time: <u>7am</u>	
Event Starts	Date: <u>4/19/25</u>	Time: <u>2pm</u>	
Event Ends	Date: <u>4/19/25</u>	Time: <u>5:30pm</u>	
Clean	Date: <u>4/19/25</u>	Time: <u>8:30pm</u>	

APPLICANT INFORMATION:

The applicant must be the chief person of the organization, or an assigned representative authorized to apply on behalf of the organization and plan the event. This person must be available to work closely with the City throughout the permitting process and event.

On-site contact must be accessible at all times from set-up to breakdown of the event.

If your event has more than one contact, in addition to the applicant, please list their information under "Other Contact."

Organization Name: <i>Sun Valley, LLC</i>		
Are you a non-profit corporation?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Name: <i>Lauren Bourgeau</i>	Title: <i>Events Manager</i>	
Organization Address: <i>PO Box 10</i>		
City: <i>Sun valley</i>	State: <i>ID</i>	Zip: <i>83353</i>
Phone: <i>208-869-8383</i>	Cell:	
Email: <i>lbourgeau@sunvalley.com</i>		
On-Site Contact: <i>Lauren Bourgeau</i>	Title:	
Address:		
City:	State:	Zip:
Phone:	Cell:	
Email:		
Emergency Contact: <i>Rachel Williams</i>		
Phone: <i>208-721-7885</i>	Cell:	
Email:		
Other Contact (such as media, professional event organizer, event service provider or commercial fundraiser hired for this event):		

USE OF CITY FACILITIES, PARKS, AND STREETS:

If you are requesting the use of a public park, the City will assist with your park reservation.
City will advise if applicant will be responsible for production, posting and removal of required signage, such as "No Parking," etc.
As an event organizer, you are required to comply with all City, County, State and Federal Disability Access requirements applicable to your event. All temporary venues, related structures and outdoor sites for special events shall be accessible to persons with disabilities. Disability access includes, but is not limited to, restrooms, clear paths of travel, vendor booth accessibility, building entrances, etc.
If your event includes a road closure request, please contact Ben Varner at Mountain Rides at 208-788-7433 **prior to submittal of application** to ensure the closure will not conflict with their bus schedules.
Temporary Traffic Control Plans (TTCP) must be prepared by a qualified firm for review by the Director of Streets and Facilities.
If your event requires a road closure on Main Street, please contact Deb Pierson at deb.pierson@itd.idaho.gov or 208-886-7839 for permit application.

If you are requesting use of city facilities, parks, or streets, please indicate below:

PARKS AND TOWN SQUARE		
<input type="checkbox"/> Atkinson Park	<input type="checkbox"/> Forest Service Park	
<input type="checkbox"/> Rotary Park	<input type="checkbox"/> Lucy Loken Park	
<input type="checkbox"/> Other:	<input type="checkbox"/> Town Square	
Daily Park Reservation Fees:	<input type="checkbox"/> Up to 100 People (\$160)	<input type="checkbox"/> 101 People or More (\$320)
DESIGNATED EVENT LOCATIONS* (\$100.00)		
*All other road closures are subject to a \$500 fee and City Council approval. Road closures on Main Street require an Idaho Transportation Department permit.		
<input type="checkbox"/> Fourth Street between Leadville and East Avenues	<input type="checkbox"/> First Avenue between River and First Streets	
<input type="checkbox"/> First Avenue between Second Street and Sun Valley Road	<input type="checkbox"/> First Avenue between Sun Valley Road and Fourth Street	
<input type="checkbox"/> First Avenue between Fifth and Sixth Streets	<input checked="" type="checkbox"/> Picabo Street between Gates Road and Ritchie Drive / <i>Skyline</i>	
<input type="checkbox"/> Washington Avenue between River and First Streets		

Fees for non-designated locations:	Street Party \$100	Medium/Large Events \$500
List dates, times, and location for street closure requests: 4/19/25 6am - 8pm		
Name of person supervising street closure: <i>Lauren Bourgeon</i>		
Cell Phone: <i>208-869-8383</i>		Email:
How many staff and volunteers will be managing the street closure? <i>1 (RWA)</i>		
How will staff and volunteers manage the street closure? (ex.: 1 staff person at entrance and 1 at exit of road closure to manage vendors, 2 staff people to make sure road closure signage is removed after event ends) <i>1 Staff @ entrance</i>		
EVENT SITE PLAN:		
To ensure the appropriate review of your event, please submit your site plan including all checklist elements, utilizing indicators listed on application. Omission of any checklist elements constitutes an incomplete application. Your site plan must be scaled to accurately represent the location of ALL tents, vendors, etc. For events that have a route, such as races, please include a route map.		
Site plan locations of all temporary structures and large vehicles must be approved by the City. Written approval is required for obstructions to visibility and access to businesses and property owners surrounding the event.		
Fire hydrants, sidewalk curb breaks used for ADA accessibility and alley entrances may not be blocked at any time.		
City review of your load-in, load-out schedule for all vendors, equipment, etc. is required.		
On a separate piece of paper, provide a Site Plan of the event. Site Plan must be scaled to accurately represent the location of all items listed below (if applicable).		
<input type="checkbox"/> Alcohol Vendors (A)	<input type="checkbox"/> Barricades (B)	<input type="checkbox"/> Beverage Vendors (BV)
<input type="checkbox"/> Bleachers (BL)	<input type="checkbox"/> Electricity/Generator (EL)	<input type="checkbox"/> Fire Extinguishers (EX)
<input checked="" type="checkbox"/> Fire Lane (FL)	<input type="checkbox"/> First Aid/EMS (FA)	<input type="checkbox"/> Food Vendors (FV)
<input type="checkbox"/> Garbage Receptacles (G)	<input type="checkbox"/> Hand Washing Sink (HWS)	<input type="checkbox"/> Portable Toilets (T)
<input type="checkbox"/> Recycling Receptacles (RR)	<input type="checkbox"/> Retail Merchants (RM)	<input type="checkbox"/> Security (P)
<input checked="" type="checkbox"/> Stages or Amplified Sound (SO)	<input checked="" type="checkbox"/> Tents (X)	<input type="checkbox"/> Trailers, Vehicles, Storage (TR)
Have you contacted Mountain Rides to advise of the street closure request?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>*NOTE: The State of Idaho adopted the Manual for Uniform Traffic Control Devices (MUTCD) as a minimum standard for traffic control. The city is legally obligated to require a temporary traffic control plan (TTCP) pursuant to MUTCD standards for anyone using the right-of-ways for any purpose, including special events. A TTCP must be submitted for Street Division review.</p> <p><i>Applications will not be accepted without a TTCP prepared by a qualified firm.</i></p>		

TEMPORARY STRUCTURES:

All temporary structures are subject to inspection by the city to assure compliance with building and International Fire Code regulations. (Ord. 1125, 2014)

Tent stakes are not allowed in any City parks, including Town Square. All tents must be weighted down.

All tents having an area more than 200 square feet shall require advance permitting through the Fire Department unless open on all sides. Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location, and type of heating and electrical equipment.

Tents, canopies, or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines.

Tents must meet the flame propagation performance criteria of NFPA 701.

Combustible materials shall not be located within any tent, canopy, or membrane structure in use for public assembly.

All open flame devices are strictly prohibited within tents unless approved by the fire code official.

Any cooking performed within tents shall require advance approval by the Fire Department.

Will your event have temporary structures, including 10' x 10' pop-up tents? Yes* No

*Describe the size, number, use and assembly and disassembly plan:

Pop up tents of SVCO property and large stage on Picabo St.

TRANSPORTATION AND PARKING:

Parking for event organizers, volunteers, vendors and others associated with the production of the event is restricted to long-term parking areas and may not use 2-hour parking spaces.

Where will you direct event attendees to park vehicles? Grayhawk Lot

Will the event provide transportation services to the event? Yes* No

*Describe the transportation services:

mt. rides

CITY SERVICES REQUESTS:

Please let us know what City services you need so that we can help you find a solution.

Police services request for (indicate dates and times needed):

Security Traffic Control Parking Control Escort N/A

The Chief of Police will determine the number of police officers to staff the event. The Chief of Police also determines if police services will be needed at a special event for public safety concerns. Fees may be associated with the need for additional police services.

Fire/EMS services request (indicate dates and times needed):

Ambulance Fire Engine N/A

The Fire Chief will determine availability and approval of the request. The Fire Chief also determines if Fire/EMS services will be needed at a special event for public safety concerns. Fees may be associated with the need for Fire/EMS services.

Will your event use city infrastructure such as bathrooms and trash receptacles? Yes* No

*Fees may be associated with the use of city bathrooms and trash receptacles.

PORTABLE RESTROOMS AND HANDWASHING:

Applicant may be required to provide an adequate number of portable restrooms and handwashing stations at the event. The city's public restrooms should not be included in the calculation. Please utilize the Satellite Industries Restroom Calculator at www.satelliteindustries.com/calculator to assist in estimating the needs for your event.

Applicant is responsible for ensuring all equipment is placed where located on site plan.

Restroom Company: existing SVCO facilities in WS lodge

Number of Portable Restrooms: Number of Handwashing Stations:

Restroom Drop Off Date: Time:

Restroom Pick Up Date: Time:

ELECTRICITY, MUSIC AMPLIFICATION AND LICENSING:

Electricity is available at most designated event locations. The Facilities and Maintenance Division can assist with your electrical needs. Please request a walk-through to ensure the City can accommodate your needs.

Noise generated by special events must meet the conditions outlined in the Ketchum Municipal Code, Section 9, chapter 08.040, Loud or Unnecessary Noises.

Zone	10 p.m. to 7:30 a.m.	7:30 a.m. to 7 p.m.	7 p.m. to 10 p.m.
LR, LR-1, LR-2, GR-L, GR-H, T, T-3000, T-4000	50 dBA	90 dBA	55 dBA
MH, STO-4, STO-1, STO-H, RU, AF, FP, A, ADU, AHO	50 dBA	90 dBA	55 dBA
CC	60 dBA	90 dBA	65 dBA
LI-1, LI-2, LI-3	70 dBA	90 dBA	75 dBA

The City of Ketchum is licensed with three major performing rights organizations; ASCAP, BMI and SESAC. Anyone playing live or prerecorded music on Ketchum's public property is required to pay a license fee of \$10.00 to be covered under Ketchum's license. The fee may be waived for applicants showing proof of license with the appropriate organization or by certifying that all music played or performed is original and free of licensing requirements.

Do you have electrical needs? Yes* No

* The Facilities and Maintenance Division will assist with the request based upon availability. Please note that some areas do not have electricity access.

Will your event have amplified sound? Yes* No

*Please review approved noise levels stated in guidelines.

Will live or prerecorded music be played? Yes* No

*Licensing fee of \$10.00 is required. Fee may be waived for applicants showing proof of license with the appropriate organization or by certifying that any and all music played or performed is original and free of licensing requirements.

TRASH AND RECYCLING:

The trash receptacles located on public property, including city parks and Town Square, and public restrooms should not be included in the waste removal plan.

As an event organizer, you are responsible for the waste generated by your participants, spectators, and vendors, as well as the associated costs of disposal. All designated staff and volunteers for trash and recycling management during and after your event must wear identifiable clothing, such as t-shirts of a similar color labeled event management. For assistance in estimating your dumpster and recycling needs, contact the Environmental Resource Center (recycling) and Clear Creek Disposal or Independent Rubbish Service (trash).

Applicants are responsible for cleaning during and after the event and restoring the site immediately following the event. Please pick up all trash associated with your event including but not limited to paper, bottles, cans, signs, course markings, etc. **All city trash cans must also be left empty.** The cost of any employee overtime incurred because of an applicant's failure to clean/restore the site following the event, which exceeds the applicant's \$250 deposit, will be borne by the applicant and will be considered in future application requests. If you believe that no litter will be generated during your event, please state this in your plan.

City requires all special events to strive to be sustainable in our community and for our environment. We have partnered with ERC to offer opportunities to help your special event to be as "green" as possible. The City requires a plan for collection and removal of recyclable materials during and after event. Recycling receptacles located in the City's parks and public right of ways and public restrooms should not be included in the recycling collection and removal plan. See contacts listed above for assistance in formulating your recycling plan. Applicants are responsible for cleaning and restoring the site immediately following the event. If you believe that no recyclable materials will be generated during your event, please state this in your plan.

Have you contracted for trash dumpster(s)? Yes No

How many? _____ What size? WS dumpsters

Have you contracted for recycling dumpster(s)? Yes No

How many? _____ What size? _____

If you need assistance with calculations for trash and recycling dumpsters, please contact Environmental Resource Center for recycling information and Clear Creek Disposal or Independent Rubbish Service for waste disposal information.

If you marked "no," describe how you will handle trash and recycling materials at the end of your event.

Name of person supervising trash and recycling: Betsy Siscell

Cell Phone: 808-436-2058 Email: _____

How many staff and volunteers will be managing trash and recycling? 40

How will staff and volunteers manage trash and recycling during and after the event? (ex.: 2 staff dedicated to monitoring containers, all staff members making a sweep through premises after event ends)

CONCESSIONS:

The City of Ketchum's Resolution 19-013 prohibits the sale and distribution of single-use plastic water bottles, plastic straws, plastic bags, or to-go food containers made of plastic or Styrofoam at all city-owned properties and facilities and city events. The Applicant is responsible to ensure vendors do not distribute these items on City property. Applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. All ID's must be checked, and ID bracelet system may be required. Sales tax permits are required for all vendor sales. Catering permits are required for sales of food and alcoholic beverages. These permits are not included in the special event application. Permit applications can be accessed at www.ketchumidaho.org/forms or from the City Clerk office at City Hall. Please contact South Central Public Health District at 208-788-4335 information on requirements for food vendors.

Will any of the following be served at your event: N/A

Alcoholic Beverages

Food

Merchandise

All vendors should collect state and local sales tax. Vendors serving alcoholic beverages and food must hold a Catering Permit. Sales Tax information and Catering Permits can be obtained from the City Clerk office. A LIST OF VENDORS PARTICIPATING IN YOUR EVENT MUST BE ATTACHED TO THIS APPLICATION OR SUBMITTED TEN (10) DAYS PRIOR TO EVENT. **SALE AND DISTRIBUTION OF SINGLE-USE PLASTIC WATER BOTTLES, PLASTIC STRAWS, PLASTIC BAGS, AND TO-GO FOOD CONTAINERS MADE OF PLASTIC OR STYROFOAM IS PROHIBITED AT ALL CITY-OWNED PROPERTIES, CITY-OWNED FACILITIES AND CITY EVENTS. (Resolution 19-013)**

BANNERS:

If you would like to reserve space for an over the road banner, please submit complete application to the Special Events Manager. Application can be found here: www.ketchumidaho.org/forms

BUSINESS AND/OR PROPERTY OWNER NOTIFICATION

- Please start the notification process within five (5) days of the city deeming your application complete.
- Special events are required to notify businesses and/or property owners of the date, time, venue, and purpose of event within five (5) days of city receipt of the special event application. Written notice shall be emailed, mailed or hand-delivered to property owners and businesses adjoining the proposed venue. City staff will provide the list and available contact information. Property owners and businesses have seven (7) days in which to submit comments regarding the proposed special event to the city.
- For all events, City staff may elect to provide additional noticing based on the size, location, and scope of the event. Additional noticing may include, but is not limited to, newspaper advertisements and physical mailing to adjacent property owners or business owners. (Ord. 1151, 2015)
- Producer is required to submit acknowledgements of notices to the city, from businesses and property owners adjoining the proposed venue and additional noticing that may be required, within 15 days of the city's certification of a complete application. This may be done by providing an email response or a written signature response from the recipient.

*For events with amplified sound, producer must notice businesses and property owners in a 250-foot radius of the event location. Contact list will be provided by the city. Those businesses and properties owners outside of the adjacent and required additional notice locations may receive their notification via U.S. Postal Service. Producer must provide the city with certification that those notices have been mailed.

BUSINESS AND/OR PROPERTY OWNER NOTIFICATION

City Staff may require additional noticing based on the size, location, and scope of the event. Additional noticing may include, but is not limited to, newspaper advertisements and physical mailing to adjacent property owners or business owners. (Ord. 1151,2015)

INSURANCE REQUIREMENTS

Attach a certificate of public liability insurance pursuant to the following requirements of Title 12, Chapter 12.32 of the Ketchum Municipal Code. Every applicant, at its sole cost and expense, shall obtain and maintain in full force and effect throughout the entire term of the licensed special event public liability insurance in the amount of one million dollars (\$1,000,000.00) per person and one million dollars (\$1,000,000.00) per accident. In addition, every applicant, at its sole cost and expense, shall obtain and maintain public liability insurance for property damage in the amount of one million dollars (\$1,000,000.00). Certificates of such insurance shall be filed concurrently with the application for the special event and will include an endorsement stating that the City of Ketchum is named as an additional insured and that said insurance will not be canceled or altered by the insurance company or applicant without ten (10) days prior written notice of such intended alteration or cancellation to the City. Current certificates of such insurance shall be always kept on file during the term of the special event. (Ord. 669 § 7, 1995)

SIGNIFICANT EVENT CHANGES

Has this event been approved in the City of Ketchum in previous years? Yes* No

*If yes, please indicate any significant changes to the event request since its last approval:

none

HAVE YOU ATTACHED OR OBTAINED THE FOLLOWING?

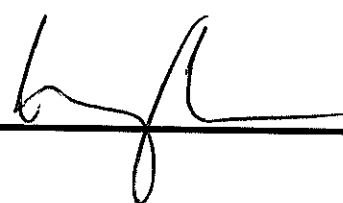
<input checked="" type="checkbox"/> Payment & Deposit	<input checked="" type="checkbox"/> Proof of Insurance	<input checked="" type="checkbox"/> Temporary Traffic Control Plan
<input checked="" type="checkbox"/> Site Plan	<input type="checkbox"/> ITD Permit	<input type="checkbox"/> Alcohol Beverage Catering Permit
<input type="checkbox"/> City Sales Tax Permit	<input checked="" type="checkbox"/> Notification Form	<input type="checkbox"/> Health Department Permit
<input type="checkbox"/> Vendor List	<input checked="" type="checkbox"/> Proof of Music License	<input type="checkbox"/> Other

It is the applicant's responsibility to contact agencies outside of Ketchum that may be involved in the permit, inspection, sales, convenience, or assistance process connected with your event. Those agencies may include but are not limited to the Idaho Power Company, Intermountain Gas, Idaho Alcohol Beverage Control Board, Idaho Highway Patrol and Blaine County Recreation District (a separate permit is required for use of any portion of the Wood River Trail System).

AUTHORIZATION OF APPLICANT

I have reviewed the completed application and know the contents thereof to be true. I represent and warrant that I have the lawful authority and authorization to execute this application and attached indemnity agreement, for and on behalf of the entity applying for the special event license. I have reviewed the conditions of the Ketchum Municipal Code, Title 12, Chapter 12.32 and do hereby agree to the terms set forth therein. Furthermore, I acknowledge that if I fail to so comply with the criteria and conditions set forth in Title 12, Chapter 12.32, my special event license will be revoked.


Pursuant to Resolution No. 08-123, any direct costs incurred by the city of Ketchum to review this application will be the responsibility of the applicant. Costs include but are not limited to engineer review, noticing, and copying costs associated with the application. The city will require a retainer to be paid by the applicant at the time of application submittal to cover said associated costs. Following a decision or other closure of an application, the applicant will either be reimbursed for unexpended funds or billed for additional costs incurred by the city.

Signature of Applicant: 

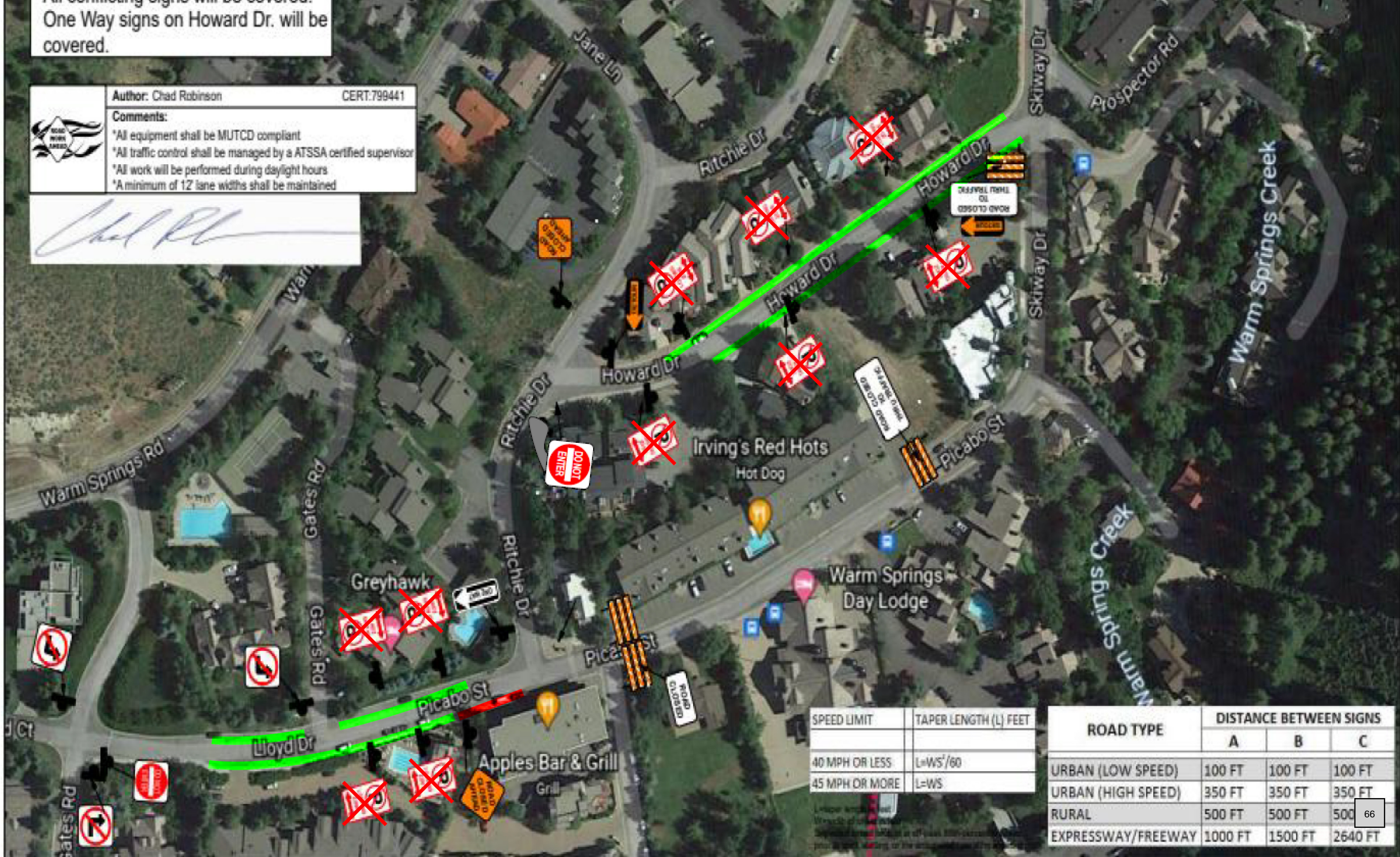
Date: 03/17/25

LICENSE FEES		
Event Category	Event Fees	Amount or N/A
Application Fee	\$100, \$400 or \$800	\$ 800
Road Closure Fee	\$100 or \$500	\$ 500
Park Reservation Fee (per day)	\$160 or \$320	\$
Facility Fee (per day)	\$150 or N/A	\$
Music License Fee	\$10 or attach proof of licensure	\$ 10
Deposit	\$250 (Street Party / Small Event) \$500 (Medium / Large Events)	\$ 500
	TOTAL FEES	\$ 1810

One Way signs on Howard Dr. will be covered.

	Author: Chad Robinson	CERT:799441
	Comments: *All equipment shall be MUTCD compliant *All traffic control shall be managed by a ATSSA certified supervisor *All work will be performed during daylight hours *A minimum of 12' lane widths shall be maintained	

Chad Robinson



SPEED LIMIT	TAPER LENGTH (L) FEET
40 MPH OR LESS	$L = WS^2 / 60$
45 MPH OR MORE	$L = WS$

ROAD TYPE	DISTANCE BETWEEN SIGNS		
	A	B	C
URBAN (LOW SPEED)	100 FT	100 FT	100 FT
URBAN (HIGH SPEED)	350 FT	350 FT	350 FT
RURAL	500 FT	500 FT	500 FT
EXPRESSWAY/FREEWAY	1000 FT	1500 FT	2640 FT



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:

Attachments:

1. Special event application
2. Temporary Traffic Control Plan



OFFICIAL USE ONLY
Event Name
Event Date
Date <u>2.18.25</u> <u>5pm</u>
Fees Paid

SPECIAL EVENT LICENSE APPLICATION

GENERAL INFORMATION APPLYING TO ALL EVENTS

Special Event: The temporary use of public property, including streets, parking lots, parks, and waterways, for the purpose of conducting certain public events such as, but not limited to, art shows, music concerts, fundraising events, amusement attractions, circuses, carnivals, rodeos, craft fairs, sporting events, contests, dances, tournaments, walk-a-thons, marathons, races, exhibitions or related activities. In addition, a "special event" is any public event which could reasonably be interpreted to cause significant public impact via disturbance, crowd, traffic/parking, or disruption of the normal routine of the community or affected neighborhood. (Ord. 1131, 2015)

Your event application is due twenty (20) days prior to the event if you are a small event or street party; thirty (30) days prior if you are a medium event; and sixty (60) days prior if you are a large event.
ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.

Please ensure that your Special Event Application has been approved by the City before you promote, market or advertise your event. Conditional approval may be made after the event organizer submits the application and it is initially screened by City staff. Acceptance of your Special Event Application is neither a guarantee of the date or location nor an automatic approval of your event.

Medium and large events must have a pre-application meeting with the City. It is recommended that all events do a walk-through with City Administration prior to submission of application.

Smoking is prohibited in the following outdoor public places: (Ord. 1105, 2013)

- On any "public property"
- Within twenty (20') feet of all designated bus stops
- On all school property, including public and private elementary, secondary, vocational, and trade schools or colleges
- Within any designated "special event zone," unless the "special event zone" has a designated and delineated smoking area identified in an approved Ketchum special event permit application

All events are required to attend a debrief with City staff within five (5) days following the event.

All fees are non-refundable.

Any violation of the conditions of approval for an event, or the event not operating in the manner identified in the event application, may result in the event being canceled or shut down. In addition, if the event is a reoccurring event, future application may be denied. (Ord. 1131, 2015)

Completed applications can be submitted via email to events@ketchumidaho.org or by mail or hand delivery to City of Ketchum, P.O.Box 2315 | 191 5th St. West, Ketchum, ID 83340. If you have questions, please contact Eryn Alvey: events@ketchumidaho.org or 208.727.5077.

WHAT SIZE IS YOUR EVENT?			
<input type="checkbox"/> Street Party (\$100.00) A special event that requires a one-block street closure, no more than 6-hour road closure, is a single occurrence with anticipated attendance under three hundred (300) people, is self-organized by a local Ketchum organization, its publicity is focused on Wood River Valley residents and businesses, and a limited number of vendors (1 food, 1 beverage, 1 merchandise).	<input type="checkbox"/> Small Event (\$100.00) Special events that do not require a street closure, are a single occurrence, and have an anticipated attendance under one hundred (100) people.	<input checked="" type="checkbox"/> Medium Event* (\$400.00) Special events that require a street closure of one day or less; or have an anticipated attendance between one hundred (100) and four hundred (400) people; or a weekly event that takes place up to, but not more than, four (4) consecutive weeks.	<input type="checkbox"/> Large Event* (\$800.00) Special events requiring a street closure of more than one day; or have an anticipated attendance over four hundred (400) people; or a weekly event that takes place more than four (4) consecutive weeks.
*City requires pre-application meeting prior to application submittal.			
GENERAL INFORMATION:			
Please provide a detailed narrative and timeline, including a description of activities to understand the theme, activities, purpose, and benefit of your event to the community.			
Applicant should provide a good faith estimate of expected number of participants.			
An alternate location should be listed if your event cannot be accommodated at your requested location.			
If fees are associated with your event, such as registration or entry fees, you must obtain a sales tax permit. Permit applications can be accessed at www.ketchumidaho.org/forms or at Ketchum City Hall.			
Event Name: SVTdF Welcome Breakfast, Sun Valley Tour de Force		Event Date: July 17, 2025	
Event Description and Purpose (who is the event supposed to attract, what is the purpose of the event, etc.):			
SVTdF Welcome Breakfast & Huckleberry Drive kicks off Sun Valley Tour de Force's three day event weekend on Thursday, July 17, 2025. The event includes a welcome breakfast at Limeight Hotel patio, followed by a scenic drive to Stanley Museum. The charity event raises funds to address root causes of food insecurity in WRV. The event application concerns road closure of two roads near Limeight Hotel, which will allow staging of 75 participant vehicles.			
Location of Event: Thursday, July 17h, 2025 7am-11am: 1st Ave between River St and 2nd St W (two blocks) 7am-11am - Washington Ave between River St and 1st Ave (one block)		Alternate Location: N/A	
Expected Number of Participants: 80 vehicles/150 guests		Admission Fee* (per person): \$TBC	
*Ticket sales for entry, registration, etc. for events taking place within Ketchum city limits are subject to sales tax.			
Number of Staff Working at Event: 6		Number of Volunteers Working at Event: 12	
EVENT COORDINATION:			
Visit Sun Valley manages the event schedule for the City of Ketchum and its neighboring cities. Please contact them (info@visitsunvalley.com or 208-726-3423) and make the City aware of events on or around the date of your proposed event.			
Have you contacted Visit Sun Valley for information on events taking place on or around the date of your event?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
List the events taking place on or around the date of your event: Writers Conference			
EVENT SCHEDULE:			
Provide the date and time requested to set up and breakdown your event along with the date/time during which the event will take place.			
Set Up	Date: July 17, 2025	Time: 7am	
Event Starts	Date: July 17, 2025	Time: 9am	
Event Ends	Date: July 17, 2025	Time: 11am	
Clean	Date: July 17, 2025	Time: 12pm	

APPLICANT INFORMATION:
 The applicant must be the chief person of the organization, or an assigned representative authorized to apply on behalf of the organization and plan the event. This person must be available to work closely with the City throughout the permitting process and event.
 On-site contact must be accessible at all times from set-up to breakdown of the event.
 If your event has more than one contact, in addition to the applicant, please list their information under "Other Contact."

Organization Name: Intrepid Events, Inc. dba Sun Valley Tour de Force

Are you a non-profit corporation? Yes No

Applicant Name: Maya Blix Title: Founder/Executive Director

Organization Address: PO Box 3658

City: Ketchum State: ID Zip: 83340

Phone: Cell: 208 309 3395

Email: maya@sunvalleytourdeforce.com

On-Site Contact: Same as above Title:

Address:

City: State: Zip:

Phone: Cell:

Email:

Emergency Contact: Whitney Werth Slade

Phone: Cell: 415 595 5662

Email: whitney@sunvalleytourdeforce.com

Other Contact (such as media, professional event organizer, event service provider or commercial fundraiser hired for this event):
 Kirsten Terra - kirsten@sunvalleytourdeforce.com - ph 805 455 6665

USE OF CITY FACILITIES, PARKS, AND STREETS:
 If you are requesting the use of a public park, the City will assist with your park reservation.
 City will advise if applicant will be responsible for production, posting and removal of required signage, such as "No Parking," etc.
 As an event organizer, you are required to comply with all City, County, State and Federal Disability Access requirements applicable to your event. All temporary venues, related structures and outdoor sites for special events shall be accessible to persons with disabilities. Disability access includes but is not limited to, restrooms, clear paths of travel, vendor booth accessibility, building entrances, etc.
 If your event includes a road closure request, please contact Ben Varner at Mountain Rides at 208-788-7433 prior to submittal of application to ensure the closure will not conflict with their bus schedules.
 Temporary Traffic Control Plans (TTCP) must be prepared by a qualified firm for review by the Director of Streets and Facilities.
 If your event requires a road closure on Main Street, please contact Deb Pierson at deb.pierson@itd.idaho.gov or 208-886-7839 for permit application.

If you are requesting use of city facilities, parks, or streets, please indicate below:

PARKS AND TOWN SQUARE

Atkinson Park Forest Service Park

Rotary Park Lucy Loken Park

Other: Town Square

Daily Park Reservation Fees: Up to 100 People (\$160) 101 People or More (\$320)

DESIGNATED EVENT LOCATIONS* (\$100) Second

Fourth Street between Leadville and East Avenues First Avenue between River and ~~Five~~ Streets

First Avenue between Second Street and Sun Valley Road First Avenue between Sun Valley Road and Fourth Street

First Avenue between Fifth and Sixth Streets Picabo Street between Gates Road and Ritchie Drive

Washington Avenue between River and First Streets

*All other road closures are subject to \$500 fee and City Council approval. Road closures on Main Street require an Idaho Transportation Department permit.

Fees for non-designated locations:	Street Party - \$100	Medium/Large Events - \$500
List dates, times, and location for street closure requests: Please see listed location and event times above		
Name of person supervising street closure: Maya Blix		
Cell Phone: 208 309 3395	Email: maya@sunvalleytourdeforce.com	
How many staff and volunteers will be managing the street closure? 2 Road Work Ahead, 2 staff, 6 volunteers		
How will staff and volunteers manage the street closure? (ex.: 1 staff person at entrance and 1 at exit of road closure to manage vendors, 2 staff people to make sure road closure signage is removed after event ends) 1 volunteer on each end of streets (total 6) 2 staff floating, 2 road work ahead floating		
Have you contacted Mountain Rides to advise of the street closure request? <input type="checkbox"/> Yes <input type="checkbox"/> No		
*NOTE: The State of Idaho adopted the Manual for Uniform Traffic Control Devices (MUTCD) as a minimum standard for traffic control. The city is legally obligated to require a temporary traffic control plan (TTCP) pursuant to MUTCD standards for anyone using the rights-of-way for any purpose, including special events. A TTCP must be submitted for Street Division review. <i>Applications will not be accepted without a TTCP prepared by a qualified firm.</i>		
Are you requesting camping on public property? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No		
*Camping allowed only with written permission from the city and in association with an approved special event license. STRICT GUIDELINES APPLY		
EVENT SITE PLAN: To ensure the appropriate review of your event, please submit your site plan including all checklist elements, utilizing indicators listed on application. Omission of any checklist elements constitutes an incomplete application. Your site plan must be scaled to accurately represent the location of ALL tents, vendors, etc. For events that have a route, such as races, please include a route map. Site plan locations of all temporary structures and large vehicles must be approved by the City. Written approval is required for obstructions to visibility and access to businesses and property owners surrounding the event. Fire hydrants, sidewalk curb breaks used for ADA accessibility and alley entrances may not be blocked at any time. City review of your load-in, load-out schedule for all vendors, equipment, etc. is required.		
On a separate piece of paper, provide a Site Plan of the event. Site Plan must be scaled to accurately represent the location of all items listed below (if applicable).		
<input type="checkbox"/> Alcohol Vendors (A)	<input checked="" type="checkbox"/> Barricades (B)	<input type="checkbox"/> Beverage Vendors (BV)
<input type="checkbox"/> Bleachers (BL)	<input type="checkbox"/> Electricity/Generator (EL)	<input checked="" type="checkbox"/> Fire Extinguishers (EX)
<input checked="" type="checkbox"/> Fire Lane (FL)	<input type="checkbox"/> First Aid/EMS (FA)	<input type="checkbox"/> Food Vendors (FV)
<input type="checkbox"/> Garbage Receptacles (G)	<input type="checkbox"/> Hand Washing Sink (HWS)	<input type="checkbox"/> Portable Toilets (T)
<input type="checkbox"/> Recycling Receptacles (RR)	<input type="checkbox"/> Retail Merchants (RM)	<input type="checkbox"/> Security (P)
<input type="checkbox"/> Stages or Amplified Sound (SO)	<input type="checkbox"/> Tents (X)	<input checked="" type="checkbox"/> Trailers, Vehicles, Storage (TR)

TEMPORARY STRUCTURES:

All temporary structures are subject to inspection by the city to assure compliance with building and International Fire Code regulations. (Ord. 1125, 2014)

Tent stakes are not allowed in any City parks, including Town Square. All tents must be weighted down.

All tents having an area more than 200 square feet shall require advance permitting through the Fire Department unless open on all sides. Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location, and type of heating and electrical equipment.

Tents, canopies, or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines.

Tents must meet the flame propagation performance criteria of NFPA 701.

Combustible materials shall not be located within any tent, canopy, or membrane structure in use for public assembly.

All open flame devices are strictly prohibited within tents unless approved by the fire code official.

Any cooking performed within tents shall require advance approval by the Fire Department.

Will your event have temporary structures, including 10' x 10' pop-up tents? Yes* No

*Describe the size, number, use and assembly and disassembly plan:

TRANSPORTATION AND PARKING:

Parking for event organizers, volunteers, vendors and others associated with the production of the event is restricted to long-term parking areas and may not use 2-hour parking spaces.

Where will you direct event attendees to park vehicles?

On the closed roads

Will the event provide transportation services to the event? Yes* No

*Describe the transportation services:

CITY SERVICES REQUESTS:

Please let us know what City services you need so that we can help you find a solution.

Police services request for (indicate dates and times needed):

Security Traffic Control Parking Control Escort N/A

The Chief of Police will determine the number of police officers to staff the event. The Chief of Police also determines if police services will be needed at a special event for public safety concerns. Fees may be associated with the need for additional police services.

Fire/EMS services request (indicate dates and times needed):

Ambulance Fire Engine N/A

The Fire Chief will determine availability and approval of the request. The Fire Chief also determines if Fire/EMS services will be needed at a special event for public safety concerns. Fees may be associated with the need for Fire/EMS services.

Will your event use city infrastructure such as bathrooms and trash receptacles? Yes* No

*Fees may be associated with the use of city bathrooms and trash receptacles.

PORTABLE RESTROOMS AND HANDWASHING:

Applicant may be required to provide an adequate number of portable restrooms and handwashing stations at the event. The city's public restrooms should not be included in the calculation. Please utilize the Satellite Industries Restroom Calculator at www.satelliteindustries.com/calculator to assist in estimating the needs for your event.

Applicant is responsible for ensuring all equipment is placed where located on site plan.

Restroom Company:

Number of Portable Restrooms:

Number of Handwashing Stations:

Restroom Drop Off

Date:

Time:

Restroom Pick Up

Date:

Time:

ELECTRICITY, MUSIC AMPLIFICATION AND LICENSING:

Electricity is available at most designated event locations. The Facilities and Maintenance Division can assist with your electrical needs. Please request a walk-through to ensure the City can accommodate your needs.

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Do you have electrical needs? Yes* No

* The Facilities and Maintenance Division will assist with the request based upon availability. Please note that some areas do not have electricity access.

Will your event have amplified sound? Yes* No

*Please review approved noise levels stated in guidelines.

Will live or prerecorded music be played? Yes* No

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As an event organizer, you are responsible for the waste generated by your participants, spectators, and vendors, as well as the associated costs of disposal. All designated staff and volunteers for trash and recycling management during and after your event must wear identifiable clothing, such as t-shirts of a similar color labeled event management. For assistance in estimating your dumpster and recycling needs, contact the Environmental Resource Center (recycling) and Clear Creek Disposal or Independent Rubbish Service (trash).

Applicants are responsible for cleaning during and after the event and restoring the site immediately following the event. Please pick up all trash associated with your event including but not limited to paper, bottles, cans, signs, course markings, etc. **All city trash cans must also be left empty.** The cost of any employee overtime incurred because of an applicant's failure to clean/restore the site following the event, which exceeds the applicant's \$250 deposit, will be borne by the applicant and will be considered in future application requests. If you believe that no litter will be generated during your event, please state this in your plan.

City requires all special events to strive to be sustainable in our community and for our environment. We have partnered with ERC to offer opportunities to help your special event to be as "green" as possible. The City requires a plan for collection and removal of recyclable materials during and after event. Recycling receptacles located in the City's parks and public right of ways and public restrooms should not be included in the recycling collection and removal plan. See contacts listed above for assistance in formulating your recycling plan. Applicants are responsible for cleaning and restoring the site immediately following the event. If you believe that no recyclable materials will be generated during your event, please state this in your plan.

Have you contracted for trash dumpster(s)? Yes No

How many? _____ What size? _____

Have you contracted for recycling dumpster(s)? Yes No

How many? _____ What size? _____

If you need assistance with calculations for trash and recycling dumpsters, please contact Environmental Resource Center for recycling information and Clear Creek Disposal or Independent Rubbish Service for waste disposal information.

If you marked "no," describe how you will handle trash and recycling materials at the end of your event.

No recycling or trash needs

Name of person supervising trash and recycling:

Cell Phone: _____ Email: _____

How many staff and volunteers will be managing trash and recycling?
How will staff and volunteers manage trash and recycling during and after the event? (ex.: 2 staff dedicated to monitoring containers, all staff members making a sweep through premises after event ends)

CONCESSIONS:
The City of Ketchum's Resolution 19-013 prohibits the sale and distribution of single-use plastic water bottles, plastic straws, plastic bags, or to-go food containers made of plastic or Styrofoam at all city-owned properties and facilities and city events. The Applicant is responsible to ensure vendors do not distribute these items on City property.
Applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. All ID's must be checked, and ID bracelet system may be required.
Sales tax permits are required for all vendor sales. Catering permits are required for sale of alcoholic beverages. These permits are not included in the special event application. Permit applications can be accessed at www.ketchumidaho.org/forms or Ketchum City Hall.
Please contact South Central Public Health District at 208-788-4335 information on requirements for food vendors.

Will any of the following be served at your event: Limelight Hotel provides breakfast for our guests at their patio

<input type="checkbox"/> Alcoholic Beverages	<input type="checkbox"/> Food	<input type="checkbox"/> Merchandise
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All vendors should collect state and local sales tax. Vendors serving alcoholic beverages and food must hold a Catering Permit. Sales Tax information and Catering Permits can be obtained from the City Clerk office. **A LIST OF VENDORS PARTICIPATING IN YOUR EVENT MUST BE ATTACHED TO THIS APPLICATION OR SUBMITTED TEN (10) DAYS PRIOR TO EVENT. SALE AND DISTRIBUTION OF SINGLE-USE PLASTIC WATER BOTTLES, PLASTIC STRAWS, PLASTIC BAGS, AND TO-GO FOOD CONTAINERS MADE OF PLASTIC OR STYROFOAM IS PROHIBITED AT ALL CITY-OWNED PROPERTIES, CITY-OWNED FACILITIES AND CITY EVENTS. (Resolution 19-013)**

BANNERS:
If you would like to reserve space for an over the road banner, please submit complete application to the Special Events Manager. Application can be found here: www.ketchumidaho.org/forms

BUSINESS AND/OR PROPERTY OWNER NOTIFICATION

- City staff may require additional noticing based on the size, location, and scope of the event. Additional noticing may include, but is not limited to, newspaper advertisements and physical mailing to adjacent property owners or business owners. (Ord. 1151, 2015)

LICENSE FEES		
Event Category	Event Fees	Amount or N/A
Application Fee	\$100, \$400 or \$800	\$ 400
Road Closure Fee	\$100 or \$500	\$ 100
Park Reservation Fee (per day)	\$160 or \$320	\$
Facility Fee (per day)	\$150 or N/A	\$
Music License Fee	\$10 or attach proof of licensure	\$
Deposit	\$250 (Street Party / Small Event) \$500 (Medium / Large Events)	\$ 500
	TOTAL FEES	\$ 1000

INDEMNIFICATION AGREEMENT

In connection with sponsoring the event described in the attached application, a "Special Event" to be held in Ketchum, and as a condition of obtaining a license therefore, Intrepid Events, Inc. dba Sun Valley Tour de Force (hereafter referred to as "Applicant"), agrees that Applicant shall indemnify and save and hold harmless the City of Ketchum, (hereafter referred to as "City"), City officials, agents and employees from and for any and all losses, claims, actions, judgments for damages, or injury to persons or property and losses and expenses caused or incurred by Applicant, its servants, agents, employees, guests, and business invitees and not caused by or arising out of the tortuous conduct of City or its officials, agents or employees. In addition, Applicant shall maintain and specifically agrees that it will maintain, throughout the course of the "Special Event" liability insurance in which City shall be named insured in the minimum amount as specified in Title 12, Chapter 12.32. The limits of insurance shall not be deemed a limitation of the covenants to indemnify and save and hold harmless City from and for all such losses claims, actions, or judgments for damages or liability to persons or property. Applicant shall provide City with a Certificate of Insurance evidencing Applicant's compliance with the requirements of this paragraph and file such proof of insurance with City Administration.

DATED this 18th day of February, 2025.

Signature of Applicant: *Maya Bliss*

STATE OF IDAHO

County of Blaine

On this 18th day of February, 2025, before me, a Notary Public in and for the State of Idaho, personally appeared Maya Bliss known to me, or proved to me upon satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged to me that he/she executed the same.

WITNESS my hand and official seal.



Notary Public: *Suzanne McCollum*

Residing at: Ketchum, IDAHO

Commission expires: 11.15.28

AFFIDAVIT

This affidavit certifies that the Sun Valley Tour de Force special event taking place at Washington Ave & First Ave W on July 17, 2025 meets the following description of a special event as defined in Ketchum Municipal Code Chapter 12.32.010 Definitions.

Special event: The temporary use of public property, including streets, parking lots, parks and waterways, for the purpose of conducting certain public events such as, but not limited to, art shows, music concerts, fundraising events, amusement attractions, circuses, carnivals, rodeos, craft fairs, sporting events, contests, dances, tournaments, walkathons, marathons, races, exhibitions or related activities. In addition, a "special event" is any public event which could reasonably be interpreted to cause significant public impact via disturbance, crowd, traffic/parking or disruption of the normal routine of the community or affected neighborhood.

This affidavit further certifies that the following documents will be provided to complete the application no later than 10 days prior to the event or on July 7, 2025. (Please check all that apply)

Site Plan Proof of Insurance ITD Permit Temporary Traffic Control Plan (TTCP)

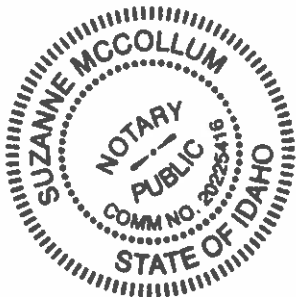
Maya Blix

Maya Blix
Event Organizer's Name
Maya Blix
Event Organizer's Signature
Intrepid Events, Inc.
Organization or Business Name
February 18, 2025
Date

NOTARY ACKNOWLEDGEMENT

On this 18th day of February, 2025, before me, Suzanne McColllum, personally appeared Maya Blix, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within Affidavit, and, being first duly sworn on oath according to law, deposes and says he/she has read the forgoing Affidavit subscribed by him/her, and that the matter stated herein are true best of his/her information, knowledge and belief.

Official seal:



[Signature]

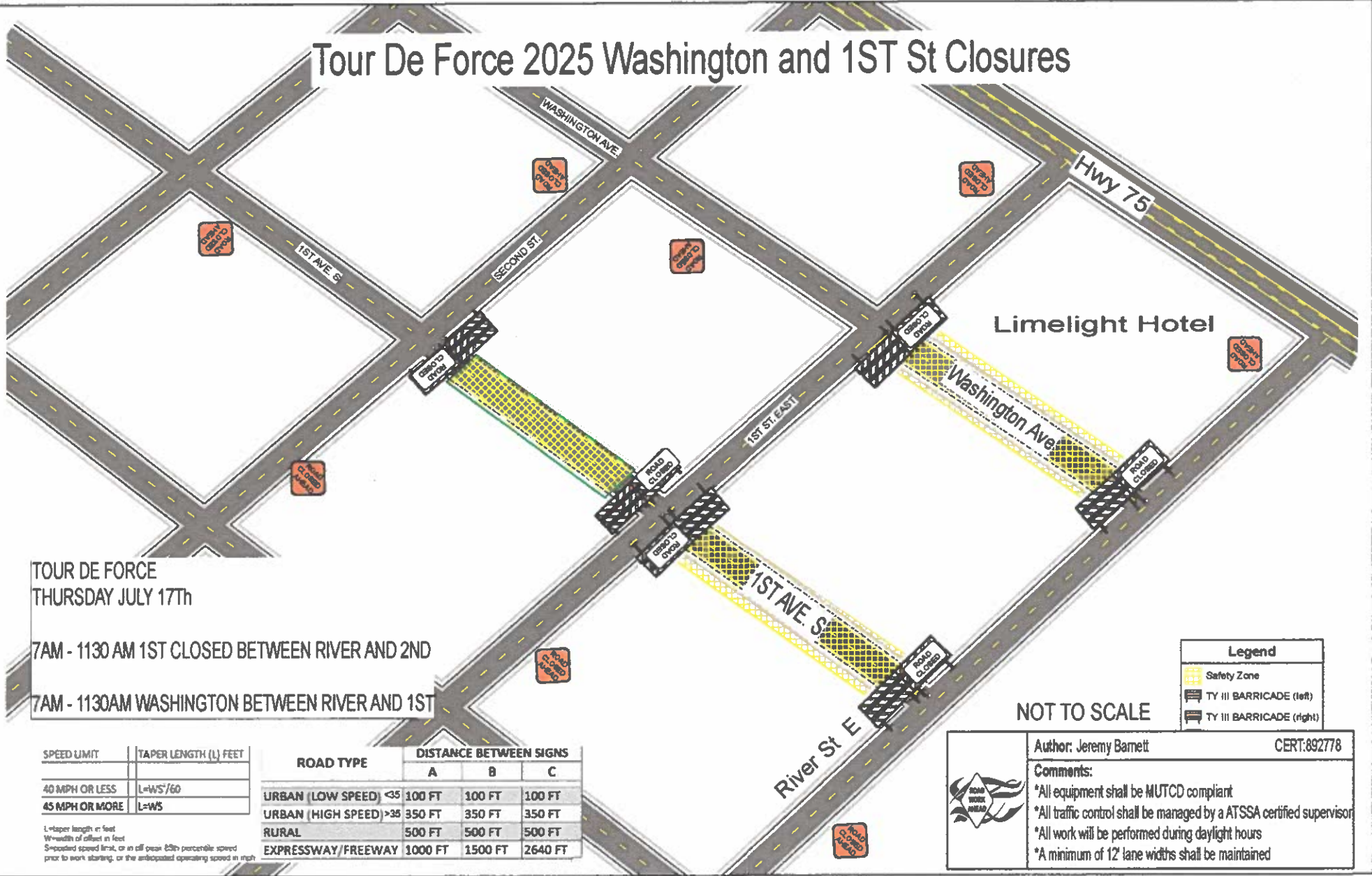
Notary Public

191 5th St W Ketchum ID 83340

Address:

My Commission expires: 11.15.28

Tour De Force 2025 Washington and 1ST St Closures



TOUR DE FORCE
THURSDAY JULY 17th

7AM - 1130 AM 1ST CLOSED BETWEEN RIVER AND 2ND

7AM - 1130AM WASHINGTON BETWEEN RIVER AND 1ST

SPEED LIMIT	TAPER LENGTH (L) FEET
40 MPH OR LESS	$L=WS/60$
45 MPH OR MORE	$L=WS$

L=taper length in feet
W=width of object in feet
S=suggested speed limit, or an off peak 85th percentile speed prior to work starting, or the anticipated operating speed in right

ROAD TYPE	DISTANCE BETWEEN SIGNS		
	A	B	C
URBAN (LOW SPEED) <35	100 FT	100 FT	100 FT
URBAN (HIGH SPEED) >35	350 FT	350 FT	350 FT
RURAL	500 FT	500 FT	500 FT
EXPRESSWAY/FREEWAY	1000 FT	1500 FT	2640 FT

Legend	
	Safety Zone
	TY III BARRICADE (left)
	TY III BARRICADE (right)


NOT TO SCALE


Author: Jeremy Barnett CERT:892778


Comments:

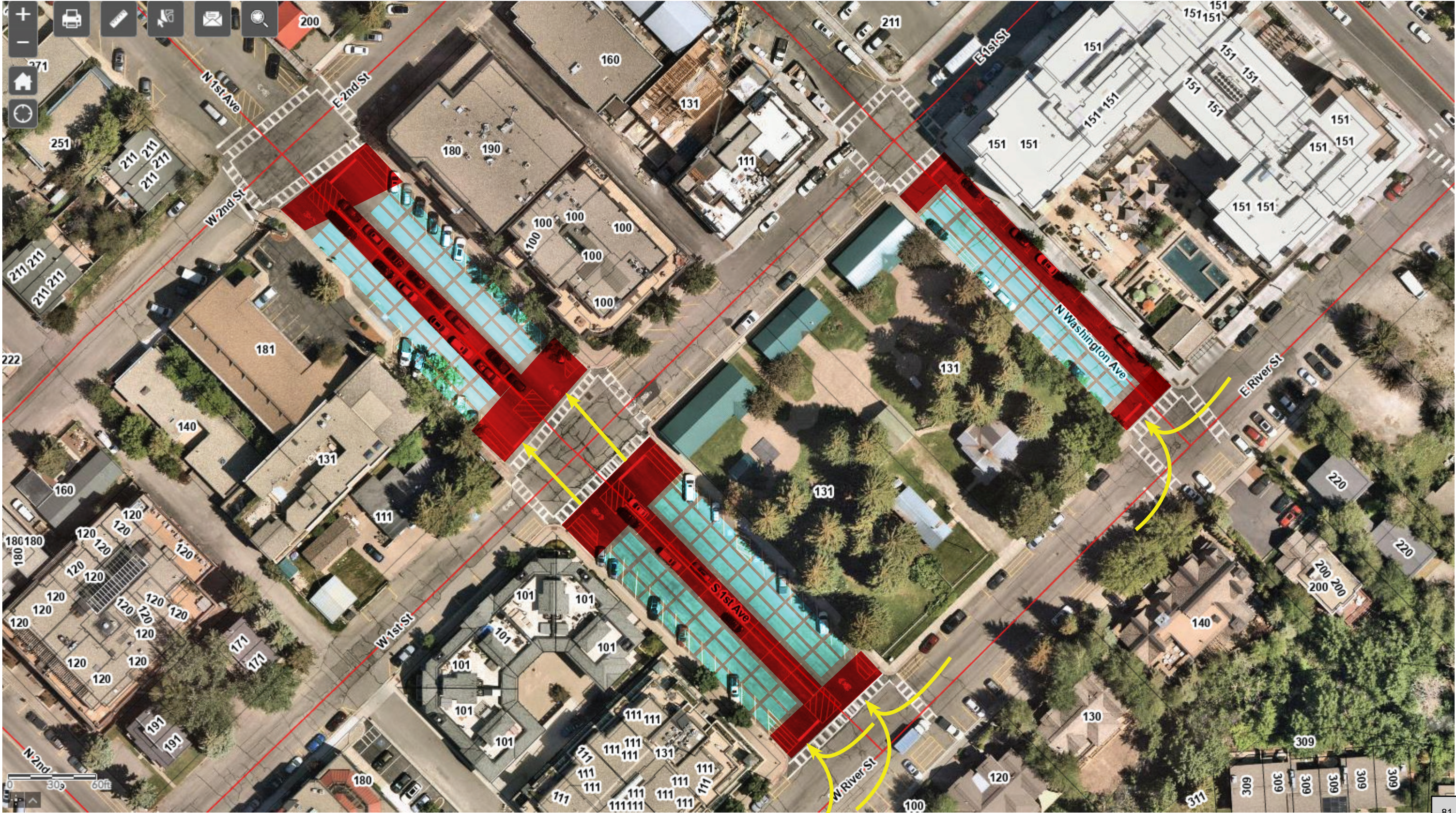
- *All equipment shall be MUTCD compliant
- *All traffic control shall be managed by a ATSSA certified supervisor
- *All work will be performed during daylight hours
- *A minimum of 12' lane widths shall be maintained

Sun Valley Tour de Force Parking Plan

 No parking or objects in roadway: fire lanes/hydrants and 20 foot fire access the full roadway closure length

 Event participant parking

 Valet parking flow





City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

"I move to approve contract #25102 with FD Enterprises, LLC for event and community engagement support."

Reasons for Recommendation:

- The City of Ketchum desires to conduct community engagement to help the public stay informed about, and participate in, civic activities and processes.
- The City of Ketchum supports the production of events to celebrate and enhance local culture and benefit the local economy.
- Current staff are not able to fulfill all the city's and the public's community engagement and event needs and requests.
- FD Enterprises, LLC has the background and ability to assist the city's Community Engagement department with the organization, creation, and management of all community engagement and event activities.

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

Sustainability Impact:

None OR state impact here: None

Financial Impact:

None OR Adequate funds exist in account:	Adequate funds exist in the Community Engagement Department's FY 2025 and proposed FY 2026 budgets to cover this expense. This contractor will replace other contractor agreements that have expired or have been renegotiated. Payments during the 2025 fiscal year (through September 30, 2025) will total \$35,000 and are covered under purchase order #25102. Payments during the 2026 fiscal year (October 1, 2025, through April 28, 2026) will total \$45,000 and will be covered under a new purchase order to be presented to City Council before the 2026 fiscal year begins.
--	--

Attachments:

1. Independent contractor agreement #25102 with FD Enterprises, LLC
2. Purchase order 25102

INDEPENDENT CONTRACTOR AGREEMENT #25102 WITH FD ENTERPRISES, LLC

THIS CONTRACT FOR SERVICES ("Agreement") is entered into as of the 7th day of April 2025, by and between FD Enterprises, LLC (owned and operated by Dawn Hofheimer) and the City of Ketchum, an Idaho municipal corporation (FD Enterprises, LLC and City of Ketchum are, collectively, the "Parties") with reference to the following facts:

RECITALS

A. The City of Ketchum desires to conduct community engagement to help the public stay informed about, and participate in, civic activities and processes. Further, the City aspires to benefit the economy and tourism while celebrating and enhancing local culture by producing events (including Ketch'em Alive, Summer Solstice, Winter Solstice, and the Holiday Tree Lighting) and supporting other events through public/private partnerships (including the World Cup Finals, Trailing of the Sheep, and the Farmers Market). Accordingly, the city has determined that community engagement and events serve a public purpose and benefit its citizens.

B. FD Enterprises, LLC has the expertise necessary to help fulfill the City's community engagement and event needs, including creating and publishing campaigns and promoting, organizing, coordinating, and producing community events. This will be carried out through a one-year contract effective April 28, 2025, through April 28, 2026 ("Contract Period"). The contract will be reevaluated annually.

C. The City desires to retain the services of FD Enterprises, LLC, and FD Enterprises, LLC desires to provide the services, as set forth herein.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties agree as follows:

1. General Duties. FD Enterprises, LLC, agrees to assist with the organization, creation, and management of all City community engagement and event activities. Specific assignments will depend on current city activities or initiatives.
2. Description of Services. FD Enterprises, LLC shall complete the assignments as outlined in Addendum 1, attached hereto and incorporated herein by this reference (the "Services"). The Contractor shall provide adequate hardware and software to complete the assignments.
3. Payment for Services. In exchange for the Services, the City of Ketchum shall pay FD Enterprises, LLC as follows:

Professional Service Fee. Twenty-four (24) bi-monthly payments of three thousand, three hundred thirty-three dollars and thirty-four cents (\$3,333.34) will be made on the fourteenth day and final day of each month beginning May 14, 2025, with a final payment due on May 14, 2026, for a total payment of eighty-thousand dollars (\$80,000). Payments during the 2025 fiscal year (through September 30, 2025) will total \$35,000 and are covered under purchase order #25102. Payments during the 2026 fiscal year (October 1, 2025, through April 28, 2026) will total \$45,000 and will be covered under a new purchase order to be presented before City Council before the 2026 fiscal year begins.

4. Term - Month to Month. This Agreement shall be effective for a period of one month and shall renew automatically each month and expire automatically on April 28, 2026, unless terminated as provided herein. The parties hereby agree that in the event Ketchum, in its sole and exclusive opinion, lacks sufficient funds to continue paying for the Services, Ketchum may terminate this Contract without penalty upon thirty (30) days' written notice to FD Enterprises, LLC. Upon receipt of such notice, neither party shall have any further obligation to the other. In the event of such termination, FD Enterprises, LLC shall submit a report of expenditures to the City of Ketchum. Any Ketchum funds not encumbered for authorized expenditures by FD Enterprises, LLC at the date of termination shall be refunded to Ketchum within twenty (20) days.

5. Independent Contract/No Partnerships or Employee Relationship.

(a) By executing this Agreement, the Parties do not intend to create a partnership, joint venture, agency employee/employer relationship or any other relationship other than that of Independent Contractor. Neither Party shall have the power to bind the other in any manner whatsoever.

(b) In rendering the services contemplated by this Agreement, FD Enterprises, LLC is at all times acting as an Independent Contractor and not as an employee of the City of Ketchum. FD Enterprises, LLC shall have no rights or obligations as an employee by reason of the Agreement, and the City of Ketchum shall not provide FD Enterprises, LLC with any employee benefits, including, without limitation, any City of Ketchum-sponsored retirement, vacation, or health insurance program.

(c) Except as set forth in the Addenda to this Agreement, the City of Ketchum shall not exercise any control whatsoever over the manner in which FD Enterprises, LLC performs the obligations contemplated herein.

(d) FD Enterprises, LLC may perform services similar in nature to the services contemplated in this Agreement for other individuals and entities during the term of this Agreement.

(e) City of Ketchum shall not withhold any local, state, or federal payroll or employment taxes of any kind from any compensation paid to FD Enterprises, LLC. FD Enterprises, LLC hereby warrants and represents that they will pay all such employment and payroll taxes, if any, and hereby releases, holds harmless and indemnifies the City of Ketchum and the directors, officers, members, employees and agents thereof from any and all costs, expenses or liability of any kind whatsoever that may be incurred as a result of FD Enterprises, LLC's failure to pay such payroll or employment taxes.

6. Assignment. Neither Party shall assign any of its rights and/or obligations under this Agreement to any other person or entity.

7. Representations and Warranties by FD Enterprises, LLC. FD Enterprises, LLC hereby represents and warrants to the City of Ketchum as follows:

(a) FD Enterprises, LLC has the knowledge, experience, and expertise necessary to create, organize, manage, coordinate, and produce City community engagement campaigns and events.

(b) City of Ketchum shall retain proprietary rights over all electronic and physical records and files, mailing lists, contracts, and other items relating to work conducted by FD Enterprises, LLC.

(c) Public Records. FD Enterprises, LLC 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 FD Enterprises, LLC for Ketchum, regardless of physical form or characteristics, may be made public, pursuant to the Idaho Public Records Act, Chapter 1 of Title 74 of Idaho Code. Accordingly, FD Enterprises, LLC shall maintain such writings and records in such a manner that they may be readily identified, retrieved, and made available for such inspection and copying.

(d) FD Enterprises, LLC shall provide all materials from tasks assigned to the City of Ketchum immediately upon request.

(e) FD Enterprises, LLC maintains no control over the personnel, equipment or operation of any airline, surface carrier, bus or limousine company, transportation company, hotel, restaurant, venue, audio visual, staging, lighting, decor, entertainment or other person, corporation or other entity furnishing services or products connected to the events, and that all such suppliers are independent contractors.

8. Default. In the event either Party hereto defaults in its performance of any of the obligations created hereunder, the other Party may pursue any and all remedies, whether at law or equity, including, without limitation, terminating this Agreement.

9. Voluntary Agreement. This Agreement is freely and voluntarily entered into by each of the Parties. The Parties acknowledge and agree that each has been represented in the negotiation of this Agreement by counsel of its own choosing or has had an opportunity and ability to obtain such representation, that it has read this Agreement or had it read to it, that it understands this Agreement, and that it is fully aware of the contents and legal effects of this Agreement.

10. Binding Agreement. The provisions of this Agreement shall be binding upon, and shall obligate, extend to, and inure to the benefit of, each of the legal successors, assigns, transferees, grantees, and heirs of each of the Parties, and all persons who may assume any or all of the above-described capacities subsequent to the execution of this Agreement.

11. Mediation. Should a dispute arise and not resolved by the Parties, the Parties shall first proceed in good faith to submit the matter to non-binding mediation with a mediator licensed in the State of Idaho. Upon completion of one attempt at mediation, either party may pursue any available legal or equitable remedy.

12. Attorney Fees and Costs. In the event that any of the Parties are required to incur attorney fees and/or costs to enforce or interpret any provision of this Agreement or is required to defend any action brought by any of the Parties, based on, arising from or related to this Agreement, the unsuccessful Parties agree to pay to the prevailing Parties their reasonable actual costs and attorney fees, whether or not litigation is actually commenced and including reasonable attorney fees and costs on appeal.

13. Entire Agreement. This Agreement contains the final, complete, exclusive, and entire agreement and understanding between the Parties on this topic and supersedes and/or replaces any and all prior negotiations, proposed agreements, and agreements, whether written or oral, on such topic.

14. Modification. This Agreement may not be modified except by a writing signed by all Parties affected by such purported modification.

15. Waiver. In the event of any default hereunder by either Party, if the other Party fails or neglects for any reason to demand full performance, such failure or neglect shall not be deemed to be a waiver of the right to demand full performance or a waiver of any cause of action, or as a waiver of any of the covenants, terms or conditions of this Agreement or of the performance thereof. None of the covenants, terms, or conditions of this Agreement can be waived by either Party hereto except in a signed writing.

16. Severability. In the event that any portion of this Agreement is held by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining portions of this Agreement and the application thereof shall not in any way be affected thereby.

17. Interpretation.

(a) Whenever in this Agreement the context may so require, the neuter gender shall be deemed to refer to and include the masculine and the feminine, the singular number shall be deemed to refer to and include the plural, and vice versa.

(b) This Agreement is the result of negotiations, and no Party shall be deemed to have drafted this Agreement for purposes of construing any portion of the Agreement for or against any Party.

(c) The descriptive headings in this Agreement are included for convenience of reference and are not intended to affect the meaning or construction of any of the provisions herein.

(d) Any exhibit attached hereto shall be deemed to have been incorporated herein by this reference as if set forth herein at length.

18. Time is of the Essence. Time is hereby made expressly of the essence in every term.

19. Governing Law and Jurisdiction. This Agreement shall in all respects be interpreted, enforced, and governed by and under the laws of the State of Idaho without giving effect to its conflicts of law provisions. The Parties each expressly agree to the appropriateness of and consent to the venue and jurisdiction of the State of Idaho in the County of Blaine, and all state and federal courts having geographical jurisdiction for such County as the exclusive forum for the purposes of any action to enforce or interpret this Agreement.

20. Capacity to Execute. Each of the Parties, and each person signing this Agreement, represents and warrants that it and its representative(s) executing this Agreement on its behalf each has the authority and capacity to execute this Agreement.

21. Counterparts. The Parties may execute this Agreement, and any modification(s) hereof, in two or more counterparts, which shall, in the aggregate, be signed by all of the Parties. Each counterpart shall be deemed an original instrument as against any Party that has signed it. An electronic copy of the signature of any of the Parties shall have the same force and effect as an original signature of such Party.

22. Indemnification. FD Enterprises, LLC shall indemnify and hold harmless Ketchum and its directors, agents and employees free, clear and harmless, from and against any and all losses, liabilities, costs, expenses (including amounts paid in settlements and reasonable attorney's fees), claims, penalties, judgments and damages, resulting from or arising out of, by reason of any act, omission or negligence of FD Enterprises LLC, from any accident, injury or damage, any breach of representation, injury to person or property, any activity conducted or action taken by the City of Ketchum, directly or indirectly, in conjunction with this Agreement.

WHEREFORE, the Parties have executed this Agreement on the day and year set out next to each of their signatures

CITY OF KETCHUM

FD ENTERPRISES, LLC

Neil Bradshaw, Mayor

Dawn Hofheimer

ADDENDUM 1

RESPONSIBILITY OUTLINE

FD Enterprises, LLC

Event Support

- *Project management: plan, direct, develop, and coordinate the scope and production of event activities with City staff*
- *Secure entertainment and event support contractors, including bands, performers, security, food/beverage vendors, and audio/video providers*
- *Secure appropriate restrooms, handwashing stations, recycling services, and trash receptacles*
- *Ensure proper sponsor recognition*
- *Secure required permits*
- *Event design and décor, as needed*
- *Secure travel and lodging for performers and vendors as needed*
- *Work with the community non-profit organizations for event presence, as needed*
- *Coordinate public transportation to events as needed*
- *Processes event license applications*
- *Performs other event duties, as assigned*

Community Engagement Support

- *Create campaigns and coordinate their distribution*
- *Create campaign content, including copy, design, photography, and composition of layouts*
- *Create public presentations and collateral*
- *Designs and distributes public surveys*
- *Answers questions and presents information to members of the public and the media*
- *Performs other event duties, as assigned*

Administration and Financial Support

- *Creates invoices and collects payments, as needed*
- *Monitors project spending and works within provided budgets*
- *Performs other administrative and financial duties, as assigned*



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: 25102

To: 6320 FD ENTERPRISES, LLC 631 VALLEY CLUB DRIVE HAILEY ID 83333	Ship to: CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
04/03/2025	CCHING	CCHING			

Quantity	Description	Unit Price	Total
1.00	Year Contract for Community Engagement/Event S 01-4150-4200	35,000.00	35,000.00
		SHIPPING & HANDLING	0.00
		TOTAL PO AMOUNT	35,000.00

 Authorized Signature



CITY OF KETCHUM

City Hall
office: 208.726.3841
participate@ketchumidaho.org
P.O. Box 2315, 191 5th Street West, Ketchum, ID 83340
ketchumidaho.org

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

- Option 1: "I move to approve the third reading of Ordinance 1259, reading by title only, and adopt such ordinance"
- Option 2: "I move to deny the third reading of Ordinance 1259."

Reasons for Recommendation:

- The applicant is interested in opening a cigar lounge business which would permit patrons to purchase and smoke cigars within the establishment. However, the exclusive retail tobacconist definition in KMC Chapter 8.10 – *Smoking in Public Places* imposes restrictions on retail and patron limits which prevents the applicant from obtaining a business license. Therefore, the applicant submitted a text amendment application to remove the restrictions on retail and patron limits on the exclusive retail tobacconist definition.
- The City Council held a public hearing and conducted the first reading of Ordinance 1259 for the text amendment to the exclusive retail tobacconist definition during their regular meeting on March 3, 2025. During the meeting, the Council expressed concerns with outdoor smoking negatively impacting adjacent uses and adjoining units in multiuse structures, and distance between incompatible uses such as schools and daycares. After reviewing the proposed text amendment and staff’s analysis, the Council approved the first reading of Ordinance 1259.
- The City Council held a public hearing and conducted the second reading of Ordinance 1259 for the text amendment to the exclusive retail tobacconist definition during their regular meeting on March 17, 2025. During the meeting, the Council expressed interest in contacting adjacent businesses prior to the third reading to see if there are any concerns with the proposed use. After reviewing the proposed text amendment and staff’s analysis, the Council approved the second reading of Ordinance 1259.

Policy Analysis and Background:

The City Council held a public hearing and conducted the first reading of Ordinance 1259 during their regular meeting on March 3, 2025 (see Attachment 3 for the staff report). During the meeting, the Council expressed concerns that the proposed text amendment to the exclusive retail tobacconist definition lacked sufficient safeguards to mitigate the negative impacts of the use on adjacent properties (see Attachment 3 for the draft ordinance). Specifically, concerns were raised regarding outdoor smoking affecting adjacent

uses and residential units in multiuse structures. The Council also discussed the need for a required separation between incompatible uses such as schools and daycares. The Council requested that the language be revised to require the use to be permitted only in free-standing structures, restrict smoking to be indoors only, and be a minimum distance from schools and daycares. After reviewing the proposed text amendment and staff’s analysis, the Council approved the first reading of Ordinance 1259 with the requested revisions implemented at the second reading. The vote was two in favor, one opposed, and one Council member was absent.

The City Council held a public hearing and conducted the second reading of Ordinance 1259 on March 17, 2025 (see Attachment 4 for the staff report). Staff informed the Council that the City Attorney advised that land use regulations on this use, such as location restrictions, should be incorporated into the zoning code under Title 17 rather than through the proposed amendment to Title 8. The current text amendment application seeks to revise the definition for exclusive retail tobacconists to allow for cigar lounge establishments, meaning the Council must first decide whether this type of use should be permitted at all. The Council was presented with the option of approving the text amendment with further zoning amendments to Title 17 to implement regulations for the use regarding restricting smoking to indoor areas only, requiring the use to be located within free-standing structures, and establishing a 500-foot minimum distance separation from incompatible uses such as schools and daycares. The applicant is already compliant with two of the requirements (free standing structure and 500-foot separation from daycares and schools), and they also revised their business license application to restrict smoking to be indoors only to voluntarily comply with the last regulation recommended by Council that is not yet adopted and enforceable. The Council was also with presented with the option of denying the application, which would leave the current exclusive retail tobacconist definition unchanged, thus preventing cigar lounge establishments from obtaining a business license in the City. The Council inquired about the required noticing for the application and staff informed them that the application notice was not sent to 300-foot property adjoiners because the text amendment is not location specific, but that the notice was published online and in the Idaho Mountain Express. One Council member expressed interest in reaching out to adjacent businesses to understand if there were any concerns with this type of use. After reviewing the proposed text amendment and staff’s analysis, the Council approved the second reading of Ordinance 1259. The vote was two in favor, two opposed, and the mayor split the vote and voted in favor.

With this third reading of Ordinance 1259, there are no changes from the original text amendment to the exclusive retail tobacconist definition proposed by staff at the first reading.

Sustainability Impact:

Ordinance 1259 does not impact the City’s ability to reach its sustainability goals.

Financial Impact:

None	There is no financial request to the City of Ketchum for Ordinance 1259 and therefore no budget implications.
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Attachments:

1. Draft Ordinance 1259
2. Text Amendment Application
3. March 3, 2025, City Council Meeting Staff Report: First Reading of Ordinance 1259
4. March 17, 2025, City Council Meeting Staff Report: Second Reading of Ordinance 1259



City of Ketchum

Attachment 1: Draft Ordinance 1259

ORDINANCE NO. 1259

AN ORDINANCE OF THE CITY OF KETCHUM, BLAINE COUNTY, IDAHO, AMENDING TITLE 8 – HEALTH AND SAFETY, CHAPTER 8.10: SMOKING IN PUBLIC PLACES, SECTION 8.10.040: DEFINITIONS, TO AMEND THE DEFINITION FOR EXCLUSIVE RETAIL TOBACCONIST TO REMOVE THE RESTRICTIONS ON PATRON LIMITS AND RETAIL AND TO CLARIFY CONSUMPTION LOCATIONS; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE, PROVIDING A REPEALER CLAUSE; PROVIDING FOR PUBLICATION BY SUMMARY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a member of the public submitted a text amendment application to remove the restrictions on retail and patron limits on the exclusive retail tobacconist definition which prevent the applicant from obtaining a business license for a cigar lounge;

WHEREAS, the Ketchum Municipal Code imposes restrictions on retail and patron limits for exclusive retail tobacconists, limiting the ability of businesses to provide a modern cigar lounge that blends retail with seating areas for onsite consumption;

WHEREAS, staff support the text amendment application and recommend amending the definition further to clarify consumption locations;

WHEREAS, providing a space for onsite consumption of tobacco products in a comfortable, social setting can enhance customer experience and support the growth of local businesses;

WHEREAS, compared to other communities in Idaho with existing cigar lounges, Ketchum is the only community that has a standalone requirement for these establishments with the level of restrictions on patron limits and directives on sales;

WHEREAS, removing the restrictions on retail and patron limits removes unnecessary barriers to tobacco-related establishments and better aligns with regulations for other communities in Idaho;

WHEREAS, clarifying the consumption location ensures that onsite consumption is explicitly permitted to reduce ambiguity in licensing and distinguishing the definition of exclusive retail tobacconist from a retail tobacco business;

WHEREAS, the amended exclusive retail tobacconist definition will not allow smoking within food or drinking establishments, the use is strictly for tobacco-related businesses;

WHEREAS, the City Council held a public hearing on _____ to review the ordinance and information;

WHEREAS, the City Council held three readings of Ordinance 1259 on _____, _____, and _____, resulting in approval of this ordinance;

WHEREAS, the City Council hearings were duly noticed per the requirements of Idaho Code Section 67-6509; and

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF KETCHUM

SECTION 1. AMENDMENT TO CHAPTER 8.10 – SMOKING IN PUBLIC PLACES

Section 8.10.040 – Definitions

Exclusive retail tobacconist: A retail tobacco business which derives ~~majority~~ ~~more than 95 percent~~ of sales from tobacco and tobacco products sold on the premises for consumption ~~on or~~ off the premises and which the sale, manufacture, or promotion of other products is merely incidental. ~~The status as an exclusive retail tobacco business is lost if at any time the business premises provide seating for more than four patrons or is used to sell or serve food or drink, vend lottery tickets or newspapers or magazines not primarily for tobacco enthusiasts, or if the premises are used for dancing, karaoke, gaming, or live entertainment or performance of any kind.~~

SECTION 2. SAVINGS AND SEVERABILITY CLAUSE. If any section, paragraph, sentence or provision hereof of the application to any particular circumstances shall ever be held invalid or unenforceable, such holding shall not affect the remainder hereof, which shall continue in full force and effect and applicable to all circumstances to which it may validly apply.

SECTION 3. REPEALER CLAUSE. All City of Ketchum Ordinances or parts thereof which are in conflict herewith are hereby repealed.

SECTION 4. PUBLICATION. This Ordinance, or a summary thereof in compliance with Section 50-901A, Idaho Code, substantially in the form annexed hereto as “Exhibit A” shall be published once in the official newspaper of the City, and shall take effect immediately upon its passage, approval, and publication.

SECTION 5. 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 and APPROVED by the MAYOR of Ketchum, Idaho, on this _____ day of _____, 2025.

APPROVED BY the Mayor of the City of Ketchum, Idaho, this _____ day of _____, 2025.

APPROVED:

Neil Bradshaw, Mayor

ATTEST:

Trent Donat, City Clerk



City of Ketchum

Attachment 2: Text Amendment Application

Application For Amendment to Zoning Code ~~XXXXX~~ / CODE 8.10.040 and 8.10.090

Please modify the language by striking out the following restrictive and conflicting language

Sun Valley Cigar LLC

By Jason Decker Its Managing Member

491 Washington Ave N.

PO BOX 864

Ketchum ID 83340

CODE 8.10.040

Retail tobacco business: A business which, during the normal course of business, primarily distributes any tobacco and/or tobacco product or provides any equipment or material used for the consumption of tobacco.

C. An "exclusive retail tobacconist" as defined in section [8.10.040](#) of this chapter.

Exclusive retail tobacconist: A retail tobacco business which derives ~~more than 95 percent~~ **majority of sales** from tobacco and tobacco products sold on the premises for consumption off the premises and which the sale, manufacture, or promotion of other products is merely incidental. The status as an exclusive retail tobacco business is lost if at any time the business premises provide seating ~~for more than four patrons or is used to sell or serve food or drink, vend lottery tickets or newspapers or magazines~~ **not primarily for tobacco enthusiasts**, or if the premises are used for dancing, karaoke, gaming, or live entertainment or performance of any kind.

***NOTE:** Or make a new separate use for cigar lounge vs gas station, grocery store tobacco sales currently used by BaseCamp and Atkinson's Market, these two businesses do sell other items such as alcohol and food.*

8.10.090 - Where smoking is not regulated.

Notwithstanding any other provision of this chapter to the contrary, the following areas shall be exempt from the provisions herein:

A.

Private residences, unless used as a childcare, adult daycare, or healthcare facility, or as a home office that is accessible to one or more employees or members of the public.

B.

Privately owned outdoor spaces, including rooftop patios, courtyards, bars and sidewalk cafes.

Any such privately owned outdoor spaces established consistent with all applicable building and zoning codes existing at the time of the effective date hereof shall be exempt from the 20-foot rule in subsection 8.10.080.B of this chapter.

C.

An "exclusive retail tobacconist" as defined in section [8.10.040](#) of this chapter.

D.

American Indian/Alaska Native ceremonies. A religious ceremony using a traditional pipe under this subsection is subject to any applicable state or local law, except as provided in this subsection. A person is exempt from the restrictions of this chapter if the person:

1.

Is a member of an American Indian/Alaska Native tribe whose members are recognized as eligible for the special programs and services provided by the United States to American Indians/Alaska Natives who are members of those tribes; and

2.

Is an American Indian/Alaska Native who actively practices an American Indian/Alaska Native religion, the origin and interpretation of which is from a traditional American Indian/Alaska Native culture; and

3.

Is smoking tobacco using the traditional pipe of an American Indian/Alaska Native tribal religious ceremony, of which tribe the person is a member, and is smoking the pipe as part of that ceremony; and

4.

The ceremony is conducted by a pipe carrier, American Indian/Alaska Native spiritual person, or medicine person recognized by the tribe of which the person is a member and by the American Indian/Alaska Native community.

(Ord. 1105, 2013)



City of Ketchum

Attachment 3:
March 3, 2025, City Council
Meeting Staff Report: First
Reading of Ordinance 1259



CITY OF KETCHUM

City Hall
office: 208.726.3841
participate@ketchumidaho.org
P.O. Box 2315, 191 5th Street West, Ketchum, ID 83340
ketchumidaho.org

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- The applicant is interested in opening a cigar lounge business which would permit patrons to purchase and smoke cigars within the establishment. However, the exclusive retail tobacconist definition in KMC Chapter 8.10 – *Smoking in Public Places* imposes restrictions on retail and patron limits which prevents the applicant from obtaining a business license. Therefore, the applicant submitted a text amendment application to remove the restrictions on retail and patron limits on the exclusive retail tobacconist definition.
- Staff is supportive of the text amendment application and recommends modifying the definition further to clarify consumption locations.
- Removing retail restrictions and patron limits removes unnecessary barriers to tobacco-oriented establishments and better aligns with regulations for other communities in Idaho.
- Clarifying the consumption location ensures onsite consumption is explicitly permitted, to reduce ambiguity in licensing and distinguishes the definition of exclusive retail tobacconist from a retail tobacco business.
- The amended exclusive retail tobacconist definition will not allow smoking within food or drinking establishments, this use is strictly for business that are tobacco-oriented, such as a cigar lounge.

Policy Analysis and Background:

An applicant is interested in opening a business called Sun Valley Cigar which would feature a membership-based cigar lounge with indoor seating for approximately 30 patrons and a cigar retail shop. The definition for exclusive retail tobacconist in the Ketchum Municipal Code (KMC) Chapter 8.10 – *Smoking in public places* imposes restrictions on retail and limits onsite seating to a maximum of four patrons, which prevents the applicant from obtaining a business license. Currently, the definition for exclusive retail tobacconist reads as follows:

Exclusive retail tobacconist: A retail tobacco business which derives more than 95 percent of sales from tobacco and tobacco products sold on the premises for consumption off the premises and which the sale, manufacture, or promotion of other products is merely incidental. The status as an exclusive retail tobacco business is lost if at any time the business premises provide seating for more than four patrons or is used to

sell or serve food or drink, vend lottery tickets or newspapers or magazines not primarily for tobacco enthusiasts, or if the premises are used for dancing, karaoke, gaming, or live entertainment or performance of any kind.

In recent years, cigar lounges have evolved beyond simple retail operations, as they have become social spaces where patrons consume tobacco products in a relaxed setting. Many modern cigar lounges integrate retail sales with comfortable seating areas and membership-based experiences that cater to tobacco enthusiasts. The KMC’s restrictions on exclusive retail tobacconists limit the ability of a business to provide a contemporary cigar lounge that blends tobacco retail with experiential services. In review of the application to amend the exclusive retail tobacconist definition, staff conducted research into the origin of the KMC’s current definition and were unable to determine the reason for the restrictions imposed. To better understand how these establishments are regulated in Idaho, staff reached out to other communities with existing cigar lounges. See the chart below for an analysis of Idaho communities.

City	Permitted	Cigar Lounge Use Classification	Municipal Code Tobacco/Smoking Retail Definition
Eagle, ID	Yes	Bar	None
Meridian, ID	Yes (conditional use permit)	Drinking Establishment	Smoking product retail store: An establishment that sells, offers for sale, offers for trade, or offers free of charge tobacco, smoking products, or products containing or related to tobacco or smoking products.
Post Falls, ID	Yes	Bar/Tavern/Lounge	None

Staff found that Ketchum is the only community that has a standalone requirement for these establishments with the level of restrictions on the number of patrons and directives on sales. Staff believes that the KMC’s definition for an exclusive retail tobacconist does not reflect the evolving nature of this industry and that the existing restrictions are not necessary and hinder the establishment of modern cigar lounges. However, staff is supportive of maintaining a standalone definition to clearly distinguish where indoor smoking is permitted to ensure it is excluded from food and drinking establishments. Amending the definition for exclusive retail tobacconist will not permit smoking within food or drinking establishments, this use is strictly for businesses that are tobacco oriented.

To allow Sun Valley Cigar and similar businesses to operate in Ketchum, the applicant submitted a text amendment application (Attachment 1) to amend the exclusive retail tobacconist definition. While the application included a suggestion for additional language to add cigar lounge and gas station as new uses, staff did not feel that it was necessary to include as both of those uses are captured in the exclusive retail tobacconist and retail tobacconist definitions. The applicant proposed the following revised language for the exclusive retail tobacconist definition:

Exclusive retail tobacconist: A retail tobacco business which derives majority of sales from tobacco and tobacco products sold on the premises for consumption off the premises and which the sale, manufacture, or promotion of other products is merely incidental.

While staff is supportive of removing the restrictive language related to patron limits and retail, staff recommends modifying the definition further to clarify that onsite consumption is permitted. Explicitly allowing onsite consumption will reduce ambiguity in licensing and distinguishes the definition of exclusive retail tobacconist from a retail tobacco business, which solely sells tobacco products or provides any equipment or material used for the consumption of tobacco. Staff proposes that the amended definition for exclusive retail tobacconist include the additional language underlined below:

Exclusive retail tobacconist: A retail tobacco business which derives majority of sales from tobacco and tobacco products sold on the premises for consumption on or off the premises and which the sale, manufacture, or promotion of other products is merely incidental.

Staff believes that the proposed text amendment removes unnecessary restrictions on the exclusive retail tobacconist definition and better reflects the evolving nature of the tobacco industry. Therefore, staff recommend the City Council approve the first reading of Ordinance 1259. A redlined version of the draft ordinance can be found in Attachment 2. If the first reading is approved, the second and third readings would be held during the following subsequent meetings of March 17th and April 7th, unless the City Council determines that readings should be consolidated.

Sustainability Impact:

Ordinance 1259 does not impact the City's ability to reach its sustainability goals.

Financial Impact:

None

There is no financial request to the City of Ketchum for Ordinance 1259 and therefore no budget implications.

Attachments:

1. Text Amendment Application
2. Draft Ordinance 1259



City of Ketchum

Attachment 4:
March 17, 2025, City Council
Meeting Staff Report: Second
Reading of Ordinance 1259



CITY OF KETCHUM

City Hall
office: 208.726.3841
participate@ketchumidaho.org
P.O. Box 2315, 191 5th Street West, Ketchum, ID 83340
ketchumidaho.org

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: March 17, 2025 Staff Member/Dept: Paige Nied, Associate Planner
Planning and Building Department

Agenda Item: Recommendation to hold a public hearing and conduct the second reading of Ordinance 1259, amendment to Chapter 8.10 of the Ketchum Municipal Code.

Recommended Motion:

- Option 1: "I move to approve the second reading of Ordinance 1259 and read by title only."
- Option 2: "I move to deny the second reading of Ordinance 1259."

Reasons for Recommendation:

- The applicant is interested in opening a cigar lounge business which would permit patrons to purchase and smoke cigars within the establishment. However, the exclusive retail tobacconist definition in KMC Chapter 8.10 – *Smoking in Public Places* imposes restrictions on retail and patron limits which prevents the applicant from obtaining a business license. Therefore, the applicant submitted a text amendment application to remove the restrictions on retail and patron limits on the exclusive retail tobacconist definition.
- The City Council held a public hearing and conducted the first reading of Ordinance 1259 for the text amendment to the exclusive retail tobacconist definition during their regular meeting on March 3, 2025. During the meeting, the Council expressed concerns with outdoor smoking negatively impacting adjacent uses and adjoining units in multiuse structures, and distance between incompatible uses such as schools and daycares.
- After reviewing the proposed text amendment and staff’s analysis, the Council approved the first reading of Ordinance 1259 with the requested revisions implemented at the second reading.

Policy Analysis and Background:

The City Council held a public hearing and conducted the first reading of Ordinance 1259 during their regular meeting on March 3, 2025 (see Attachment 3 for the staff report). During the meeting, the Council expressed concerns that the proposed text amendment to the exclusive retail tobacconist definition lacked sufficient safeguards to mitigate the negative impacts of the use on adjacent properties (see Attachment 1 for the draft ordinance). Specifically, concerns were raised regarding outdoor smoking affecting adjacent uses and residential units in multiuse structures. The Council also discussed the need for a required separation between incompatible uses such as schools and daycares. The Council requested that the language be revised to require the use to be permitted only in free-standing structures, restrict smoking to be indoors only, and be a minimum distance from schools and daycares. After reviewing the proposed text amendment and staff’s analysis, the Council approved the first reading of Ordinance 1259 with the

requested revisions implemented at the second reading. The vote was two in favor, one opposed, and one Council member was absent.

Since the meeting, staff consulted with the City Attorney Matthew Johnson to review Idaho state code and the Council's proposed regulations on tobacco retailers. The City Attorney confirmed that the City has the authority to regulate zoning and land use regulations for these types of establishments. However, it was advised that if the Council wanted to enforce land use regulations on this use, then it should be incorporated into the zoning code under Title 17 rather than through the proposed amendment to Title 8. The current text amendment application seeks to revise the definition for exclusive retail tobacconists to allow for cigar lounge establishments, meaning the Council must first decide whether this type of use should be permitted at all. The Council now has two options:

Option 1: Approve the Text Amendment Application with Further Zoning Amendments

If the Council is supportive of allowing cigar lounge establishments, the path forward would be to approve text amendment application as proposed by staff and direct staff to develop a separate text amendment application to amend the zoning code in Title 17. The amendment to the zoning code would involve incorporating this use to the district use matrix and adding regulations to the use regarding restricting smoking to indoor areas only, require the use to be located within free-standing structures, and establishing a 500-foot minimum distance separation from incompatible uses such as schools and daycares. Staff could also evaluate requiring a conditional use permit for the use which could contain those criteria and would give the Planning and Zoning Commission discretion to determine the appropriateness of the use in a proposed location. If this item is addressed with the upcoming code update staff is working on, the amendment will not go into effect until June. If Council would like staff to prioritize a separate amendment, the process will take at least four months due to noticing of Planning and Zoning and City Council hearings.

Under this option, the applicant could obtain a business license immediately upon approval of the text amendment, which would be prior to the adoption of the zoning regulations. However, the applicant already meets two of the three proposed requirements, as the business is proposed in a free-standing structure (located at 491 N Washington Ave) and is greater than 500 feet from any school or daycare. Also, the applicant has submitted a revised business license application stating that smoking is restricted to indoor areas, thus voluntarily complying with all of Council's new requirements to mitigate negative impacts on adjacent uses.

Option 2: Deny the Text Amendment Application

If the Council is opposed to allowing cigar lounge establishments, the path forward would be to deny the text amendment application. This would leave the current exclusive retail tobacconist definition unchanged, thus preventing cigar lounge establishments from obtaining a business license in the City.

If the Council chooses to move forward with Option 1 and approves the second reading of Ordinance 1259, further zoning regulations will be necessary to mitigate potential conflicts with surrounding uses. If the second reading is approved, the third reading will be held during the following meeting on April 7th, unless the City Council determines that readings should be consolidated.

Sustainability Impact:

Ordinance 1259 does not impact the City's ability to reach its sustainability goals.

Financial Impact:

None	There is no financial request to the City of Ketchum for Ordinance 1259 and therefore no budget implications.
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Attachments:

1. Draft Ordinance 1259
2. Text Amendment Application
3. March 3, 2025, City Council Meeting Staff Report: First Reading of Ordinance 1259



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

There is no recommended motion. Per City Code, the City Council must determine:

1. Whether the Council wishes to consider the request for re-consideration.
2. At such hearing, the City Council shall determine whether the decision appealed is reasonable, and shall thereupon sustain, overrule, or modify such decision or remand to the traffic authority for further consideration

Policy Analysis and Background:

- A. During the February 20, 2025, Traffic Authority meeting, property and business owners were invited to provide feedback on a staff recommended approach to improve public use/access to the public right-of-way in the area.
 - **Attachment one** provides the staff report and associated staff recommendations.
 - **Attachment two** outlines the members of the public who testified.
- B. Following public feedback, the Traffic Authority made the following adjustments to the staff recommendations in the Motion that passed:
 - Exception of the loading/unloading zone becoming a temporary 30-minute parking zone (referenced on the staff report in **GREEN as a No Parking; loading and unloading only**).
- C. Mr. Glenn is a property owner in the area and has appealed the decision to the City Council.
 - **Attachment three** outlines Mr. Glenn's requests.
- D. The request was made within the thirty-day window outlined below in City Code. There was a miscommunication between staff, and it was not promptly scheduled.
- E. City Code outlines the following process for Traffic Authority decisions: **(10.05.060 – Appeals)**
"Any person aggrieved by any decision made by the traffic authority under the provisions of this chapter may make an appeal therefrom to the City Council by delivering notice of such appeal to the City within 30 days of such decision. Such notice shall be in writing, addressed to the traffic authority and shall be hand delivered or mailed via certified mail to the traffic authority. Failure to deliver such notice within the 30-day period shall result in the waiver of the right to appeal. After receipt of such notice, the City shall schedule a hearing at the next regularly scheduled City Council meeting which takes place more than five business days after receipt of such notice. At such hearing, the City Council shall determine whether the decision appealed is reasonable, and shall thereupon sustain, overrule, or modify such decision or remand to the traffic authority for further consideration. The City Council member who serves Ex Officio on the traffic authority shall participate and vote in proceedings under this section unless otherwise unable to do so."
(Ord. 972 § 2, 2006).

Sustainability Impact:

None

Financial Impact:

None OR Adequate funds exist in account:	There is no financial impact.
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Attachments:

- | |
|---|
| 1. Staff report for 2/20/25 Traffic Authority Meeting |
| 2. Minutes of 2/20/25 meeting |
| 3. Reconsideration request by Mr. Glenn |



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

I move to approve staff recommended parking adjustments along 10th Street

Reasons for Recommendation:

- Parking should be available for all businesses owners, employees, and customers along 10th Street
- Traffic flow and key bus routes on 10th Street are oftentimes blocked by delivery trucks
- Pedestrian safety will be improved with unobstructed traffic flow

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

Staff is addressing the parking and enforcement issues on 10th Street to ensure equitable access to parking for all businesses and their employees while maintaining the street’s functionality as a key traffic corridor.

Over the years, parking on 10th Street has been monopolized, forcing businesses to use customer-designated areas and creating congestion that hinders traffic flow, including buses.

Delivery trucks exacerbate the problem by parking on the street due to the congestion in this area, blocking visibility and causing safety concerns. Additionally, the improper use of public rights of way impacts the overall accessibility and use of the area.

Staff proposes the implementation of solutions that balance the needs of all businesses and improves safety and traffic flow. Measures include:

- Designating specific areas for deliveries
 - Trucks will be allowed to make deliveries in a designated area of the public right of way on Leadville Ave. Parking will not be permitted in this area at any time.
- Preventing parking in problematic locations
 - Overnight parking will not be permitted on the west end of 10th Street to prioritize employees’ access to parking and keep parking lots available for customers.

- Ensuring clear sightlines at intersection
 - While the city will continue to allow the use of the public right of way on the south side of 10th Street between the alley and Leadville Avenue, parking at the corner of the alley will be prohibited to allow visibility for vehicles exiting the alley.

Introducing these changes will restore fairness and functionality and improve vehicular movement on this key bus route.

Sustainability Impact:

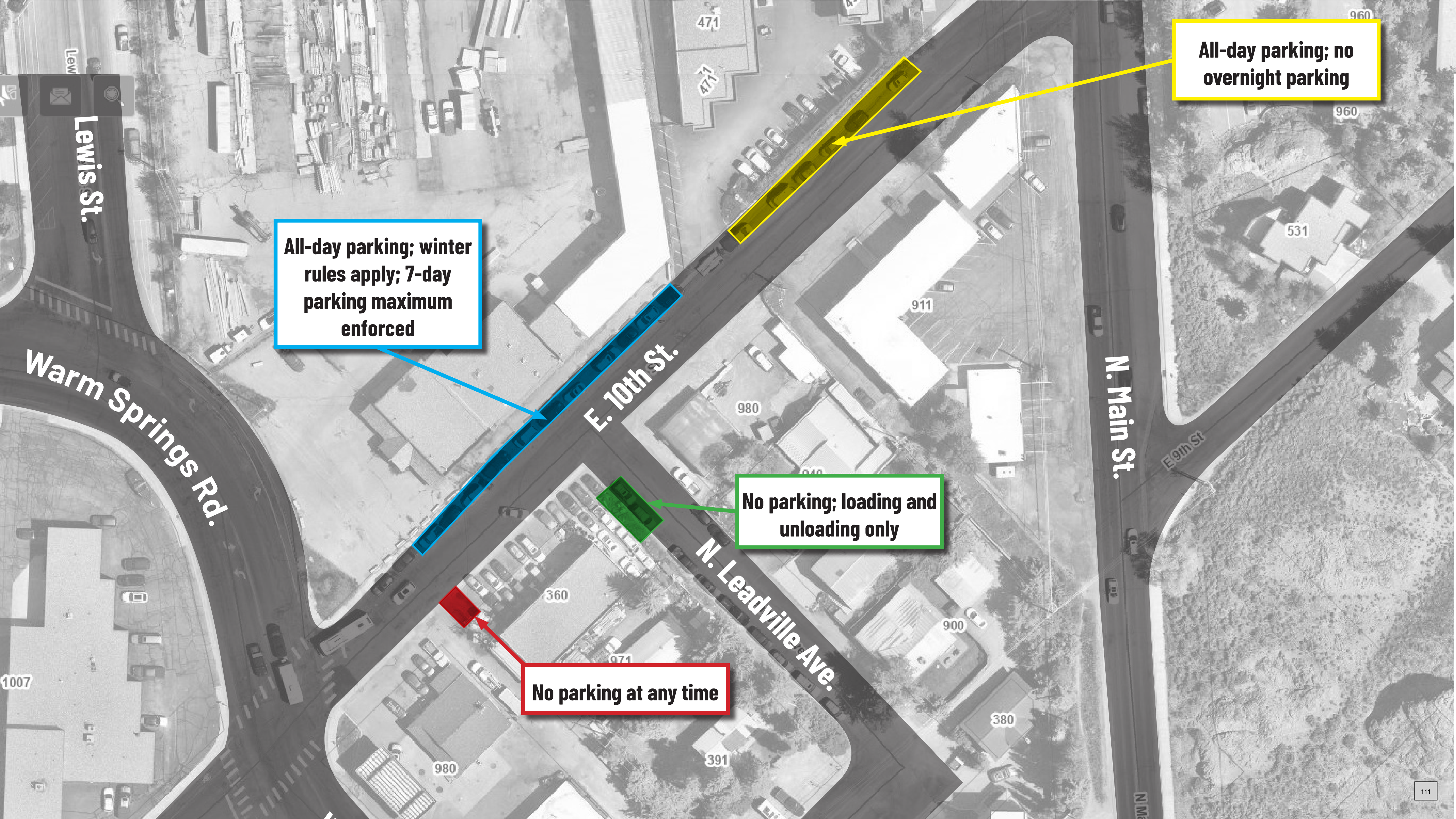
None OR state impact here: None

Financial Impact:

None OR Adequate funds exist in account:	None
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Attachments:

1. Map



All-day parking; no overnight parking

All-day parking; winter rules apply; 7-day parking maximum enforced

No parking; loading and unloading only

No parking at any time

Lewis St.

Warm Springs Rd.

E. 10th St.

N. Leadville Ave.

N. Main St.



CALL TO ORDER: (00:55 in video)

Ketchum Traffic Authority Chairperson Jade Riley called the meeting to order at 9:00 a.m.

PRESENT:

Jade Riley, City Administrator
Courtney Hamilton, City Council member
Jamie Shaw, Ketchum Chief of Police (remote)
Morgan Landers, Director of Planning and Building
Ramsy Hoehn, Street Superintendent
Sara Weaver, Community Service Officer
Seth Martin, Assistant Chief - Fire Marshall
Trent Donat, City Clerk & Business Manager
Wes Whitesell, Community Service Officer

COMMUNICATIONS:

1. Public comments submitted via email

NEW BUSINESS

2. Adoption of Minutes

Motion to approve minutes of November 21, 2024 (00:02:35 in video)

MOVER: Ramsy Hoehn

SECONDER: Seth Martin

RESULT: Adopted

3. Request to add 15mph speed limit sign in front of Pioneer Montessori School

Presented by: Ketchum resident Joni Cashman (00:03:10 in video)

Motion to approve two temporary A-Frame portable 15mph speed signs while working with Pioneer Montessori School for additional school zone notifications (00:15:58 in video)

MOVER: Courtney Hamilton

SECONDER: Seth Martin

RESULT: Approved

4. Request to add two handicap signs in front of 291 1st Avenue

Presented by: Ketchum resident Nadia Fajardo, for Dr. Molly Brown (00:17:00 in video)

Motion to approve of a temporary handicap spot (00:32:57 in video)

MOVER: Seth Martin

SECONDER: Courtney Hamilton

RESULT: Approved

5. Request to add flashing cross walk signs at Warm Springs Road and Bald Mountain Road

Presented by: Ketchum resident Hayden Seder (remote- 00:33:35 in video)

Motion to install pedestrian flashing sign at Warm Springs Road and Bald Mountain Road (00:39:37 in video)

MOVER: Courtney Hamilton

SECONDER: Seth Martin

RESULT: Approved

6. Discussion on potential 10th Street Changes

Presented by: City Clerk Trent Donat (00:40:01 in video)

Public Comment:

- Jeremy Lange, Engle & Associates – 10th street parking changes (remote - 00:49:45 in video)
- Bill Glenn, Ketchum resident – 10th Street parking changes (00:51:01 in video)
- Liz Roquet, Lizzy’s Fresh Coffee – 10th Street parking changes (00:56:29 in video)
- Kat Caminiti, Fit Me SV Pilates Studio – 10th Street parking changes (00:59:24 in video)
- Scott Curtis, Ketchum resident – 10th Street parking changes (1:08:32 in video)
- Ryan Deen, Ketchum Automotive – 10th Street parking changes (1:14:00 in video)

Comments, questions, and discussion among the Traffic Authority. (1:30:08 in video)

Motion to approve existing 10th street proposal with the exception of the loading/unloading zone becoming a temporary 30 minute parking zone (1:42:59 in video)

MOVER: Morgan Landers

SECONDER: Ramsy Hoehn

RESULT: Approved

ADJOURNMENT

Motion to adjourn. (1:45:15 in video)

MOVER: Courtney Hamilton

SECONDER: Morgan Landers

RESULT: Adjourned

Jade Riley
City of Ketchum Traffic Authority Chairperson
City Administrator

Trent Donat
Ketchum City Clerk and Business Manager

To: City of Ketchum Traffic Authority.
Subject: This is an appeal of the decisions made at the Traffic Authority meeting of February 20th, 2025, and their consequent effects, with respect to agenda item #6.

On or about the 17th of February, 2025, I learned that a Traffic Authority meeting scheduled for February 20th, had as agenda item #6, "Discussion of potential 10th street parking changes-City Clerk Trent Donat". I thought, "Perhaps they are finally going to deal with the 10th Street parking mess that has existed for many years, so I'll plan to attend."

I did so, and listened to the presentation, only to learn that not only was the long-standing lack of enforcement of the parking ordinances not going to be addressed, but that the Traffic Authority was going to continue to actively promote Ketchum Automotive's exclusive use of the public right-of-way, and to remove additional parking from public use by establishing a loading zone on Leadville Avenue, likely to be used only by Ketchum Automotive.

My statement at the meeting occurs on the recording of the meeting, from 50:40 to about 56:15, with some additional comment thereafter. For those of you who have not had the opportunity to listen to the recording, following is a summary:

1. I offered the opinion that 10th Street is the victim of Ketchum Automotive's success. It just has too much business in the wrong spot, and the rest of us in the neighborhood pay the price for the chaos that results.
2. Since 1979 I have owned a house on two lots on the opposite end of the block, which is a long-term rental. I am frequently denied access via the alley to the rear of the property for maintenance activities due to construction and landscaping vehicles that are pulling trailers illegally using the alley for parking when accessing the Basecamp mini-mart. This is the direct result of Ketchum Automotive monopolizing the parking on 10th Street for the long-term storage of vehicles, combined with inadequate enforcement of the parking ordinances.
3. The City previously eliminated overnight parking on the westerly side of Leadville Avenue to minimize the long-term storage of vehicles, but every morning starting at 7:00 a vehicle rodeo takes place as Ketchum Automotive moves the vehicles from 10th Street, filling up that side of Leadville, such that the public rarely gets to use the public parking.

4. With respect to the area directly in front of Ketchum Automotive, all parking in Ketchum is designated as parallel parking unless otherwise designated by ordinance. There is no provision in the ordinance for what could be called perpendicular parking, where the cars are parked perpendicular to the direction of travel on the street. Every one of the cars that are double parked in front of Ketchum Automotive in that fashion is illegally parked. Additionally, these cars are parked in these spaces all winter long, in further violation of the winter-time parking ordinances. (The ordinance is directly referenced in writing farther down.)

5. I noted that I have been speaking with the various CSOs for years, I met with the city engineer, Robyn Mattison, in the neighborhood some years ago, and I met with the chief of police long before that. I always get the answer, "We know we have a problem, and we're working on it", but nothing ever happens.

6. I stated that the City does not own the streets, but rather holds them in trust for the use of the public, and is obligated to ensure that the public has the use of the right-of way. Consequently, the City does not have the authority to allow Ketchum Automotive the use of the right-of-way in a manner that excludes the public, which is exactly what has occurred for years by way of the City failing to enforce the parking ordinances.

My comments were met with a rebuttal by Jade Riley, who chaired the meeting. He said the City has every right to determine the use of the right-of-way, stating that such right has repeatedly been confirmed by the courts. Subsequent to that statement, Mr. Riley made no effort to address the specifics of my complaint about lack of enforcement, but instead moved on with other public comment.

During the rest of the meeting, not only were my comments not addressed, but further inappropriate use of the public right of way was promoted by the proposal to establish a loading zone on Leadville Avenue for Ketchum Automotive. This proposed loading zone, designated in green on the map, would eliminate additional public parking in favor of Ketchum Automotive, and is entirely unnecessary.

Lot 8, Block 10, Original Ketchum Town Site, on which Ketchum Automotive is located is 55' x 100'. The long southeasterly side of the building is about a foot off of the southeasterly property line, and is 80' in length. The building is approximately 34' wide, with a 20' concrete apron outside along the northwesterly, front side of the building. The

northwesterly side of this apron, the northwesterly property line of Lot 8, is approximately 18' from the southeasterly edge of the traveled portion of the asphalt of 10th Street.

This 18' x 100' strip of the public right-of-way along the southeasterly side of 10th Street is the area currently being used exclusively by Ketchum Automotive to park approximately fourteen cars, perpendicular to the direction of travel on the street, in violation of Ordinance 10.08.040 which states:

General. Except as otherwise provided in this section for diagonal or center lane parking, no person shall stop, stand or park a vehicle in a public right-of-way other than parallel with the edge of the roadway, facing in the direction of authorized traffic movement, with the right hand wheels within 18 inches of the curb or edge of the roadway.

Parking cars on the public right-of-way between 2:00 a.m. and 7:00 a.m. from November 1st to May 1st is also a violation of the parking ordinance, regardless of the orientation of the cars.

Additionally, parking cars perpendicular to the direction of travel, with the rear of the cars right to edge of, or often into, the traveled portion of 10th Street, which is a busy thoroughfare, is unnecessarily dangerous to passing drivers due to the poor visibility when backing out into the roadway.

If the parking ordinances were enforced, a loading zone, entirely off the traveled portion of 10th Street, could then exist right in front of the business, where it belongs. With the loading zone established, the remainder of the 100-foot length of the right-of way could then be used for parallel parking only, as required by ordinance.

Note that on Leadville Avenue, several feet above the Ketchum Automotive property, where the proposed loading zone is proposed, the southwesterly edge of the asphalt is about 43' from the northeasterly edge of the right-of way, in front of the Intermountain Construction building. (Note that the grid lines for the streets that are superimposed on the aerial view of the neighborhood are significantly misplaced. For example, the Intermountain Construction building is right on the property line, not set back about four or five feet as shown by the grid lines on the aerial view).

The southwesterly edge of the right-of-way of Leadville Avenue is well past the retaining wall, 10' feet from the northeasterly end of the Ketchum Automotive building, on the lower level. This area, if cleared of items that do not belong on the public right-of-way, could also be a loading zone.

I cannot think of any other place in Ketchum where used tires, and a multitude of other privately-owned business property, are allowed to be stored on the public right-of-way, all winter long, buried in snow. See the attached photos.

Also note that on the southwesterly end of the Ketchum Automotive building, adjacent to the alley, the City of Ketchum holds a 10' wide easement parallel to the southwesterly property line, for a buried sanitary sewer line, said easement dated July 1, 1968, recorded as Blaine County instrument #132268. This easement contains the following statement, "The grantors hereby covenant and agree that they will not place or allow to be placed any permanent structures on the area described for this easement which would interfere with the use of said described easement for the purposes stated herein." In spite of this provision, a roof has been constructed over the easement and a chain link fence installed to enclose the easement, obstructing future maintenance of the sewer line. This area of 10' x 55' could also serve as a loading zone if cleared of the obstructions not permitted by the easement.

Returning to the meeting on February 20th, there was a discussion concerning the parking on the northwest side of 10th Street, in which the term "long-term storage of vehicles" was used. Though that term was not defined, the implication was that Ketchum Automotive would be permitted to continue to store vehicles on the lower, flatter, more westerly portion of the right-of-way, while the steeper, more eastern section was to be given over to normal, all-day parking. This was the result of complaints from the occupants of the 10th Street complex adjacent to Highway 75, who felt that they are being denied their fair-share use of the public parking on 10th Street due to the monopolization of the parking by Ketchum Automotive storing vehicles on the street.

While this was welcome news with respect to the upper portion of the street, I once again assert that the City has no authority to grant, on the lower portion of the street, the exclusive use of the public right-of-way to a private business. This is not the same as temporarily setting aside a few parking spaces for access as part of a building permit. This is not the same as executing a revocable right-of-way encroachment agreement. The City knows full well that for many years this area has been used pretty much exclusively by Ketchum Automotive for the storage of vehicles, leaving no street parking for customers of other businesses in the neighborhood, such as the Base Camp mini-mart.

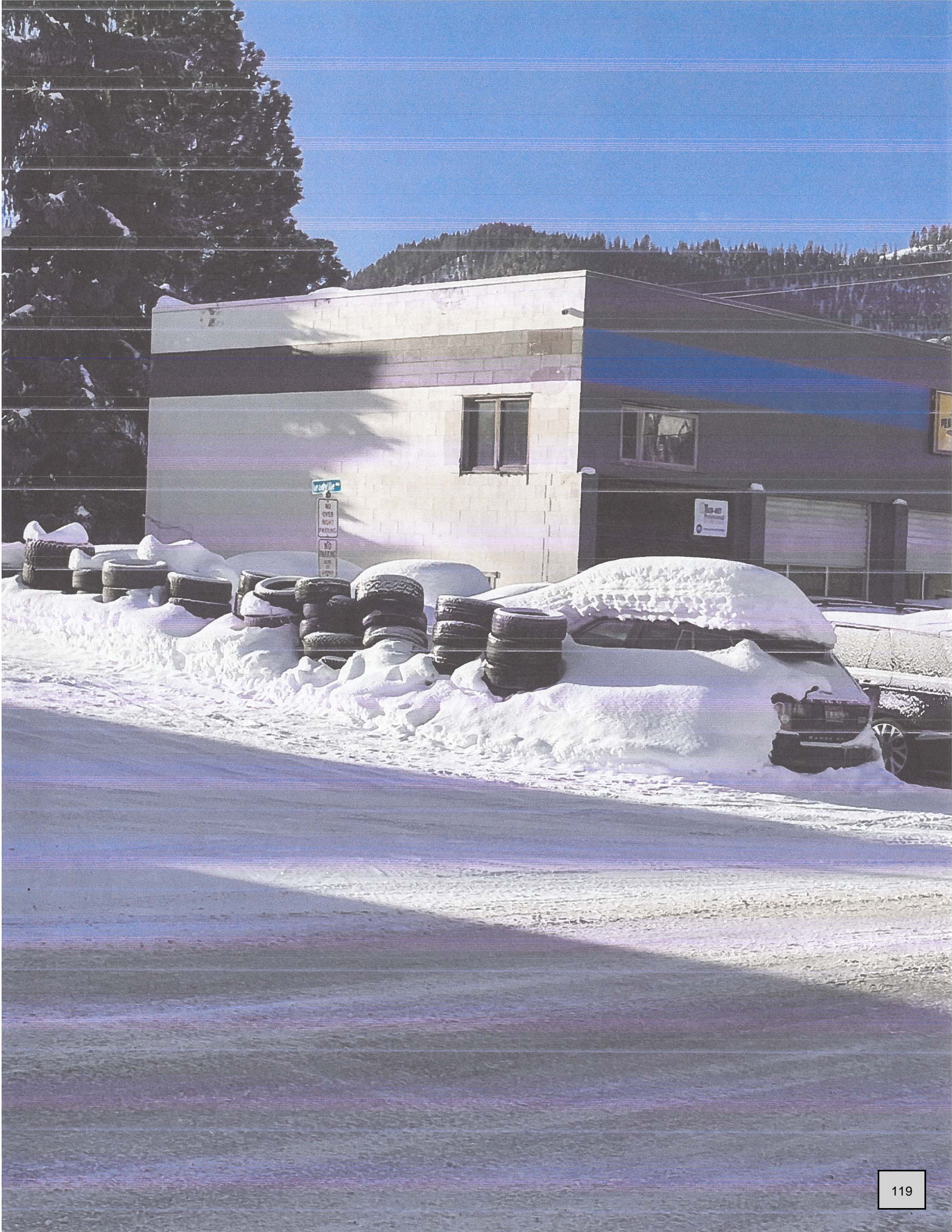
The equal protection clause of the 14th Amendment of the Constitution dictates that the laws, whatever they may be, must be administered fairly without prejudice or favor as to all persons in similar circumstances. For the past twenty-plus years, improper favoritism has been shown Ketchum Automotive by the deliberate lack of enforcement of the parking ordinances, and by its use of the public right-of-way generally, creating the chaos existing today. Chaos such as this exists nowhere else in Ketchum, which supports the contention that Ketchum Automotive is receiving special treatment.

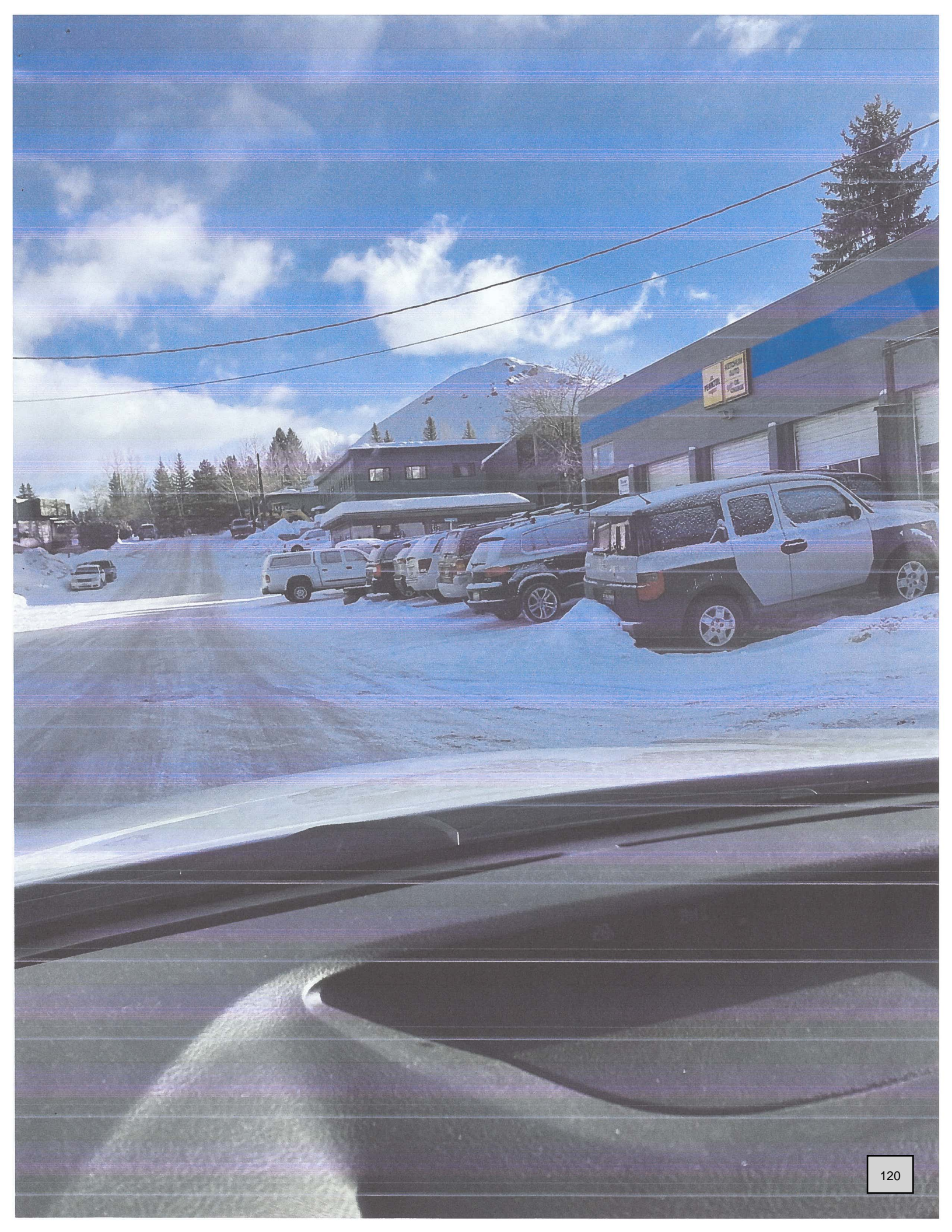
One can only speculate as to why such favoritism has been afforded Ketchum Automotive, but an after-the-meeting comment from a member of City staff suggested that the City feels that Ketchum Automotive offers a valued service to the community and the City would not want to see the business have to relocate. Perhaps this statement explains the favoritism, or perhaps the servicing of city vehicles by Ketchum Automotive figures into the overt lack of enforcement. Regardless, the City of Ketchum has no business picking winners and losers as to who stays and who goes. Every business needs to operate within the confines of the city ordinances; just enforce them without favoritism.

My ownership of property on the south end of the block, opposite Ketchum Automotive, dates from 1979, one year after Pete Cantor built the building and opened the business known then, and now, as Ketchum Automotive. For the twenty-five years that Pete Cantor operated the business, there were few problems with respect to the use of the public streets, owing perhaps to the fact that Pete Cantor was a former Ketchum policeman, in possession of a sense of his civic responsibility.

As an owner of property in the neighborhood of 10th Street and Leadville Avenue who is adversely affected by the abusive use of the public right-of-way, I respectfully ask that you eliminate the favoritism and enforce the ordinances. It is well past time to clean up the mess and eliminate the chaos.

William Glenn idahobill@gmail.com 208-720-4444









City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

Sustainability Impact:

Financial Impact:

Attachments:

-
-

**City of Ketchum
General Fund Financial Forecast**

Version 04.01.25

General Fund Revenues

Revenue Source	W/O Fire Department						
	FY 2024 Actual	FY 2025 Amended Budget	FY 2026 Current Status	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected
1 Undesigned Fund Balance		\$8,032,793	\$3,954,170	\$4,155,250	\$4,272,588	\$4,301,986	\$4,239,048
2 Property Tax	\$5,142,852	\$5,285,263	\$4,693,698	\$4,846,243	\$5,003,746	\$5,166,368	\$5,334,275
3 Franchise Fees	\$622,730	\$624,638	\$665,500	\$678,810	\$692,386	\$706,234	\$720,359
4 Licenses & Permits	\$800,874	\$577,024	\$754,900	\$777,547	\$800,873	\$824,900	\$849,647
5 Grants	\$4,039	\$0	\$0	\$0	\$0	\$0	\$0
6 Highway State Share	\$339,141	\$195,071	\$250,000	\$255,000	\$260,100	\$265,302	\$270,608
7 Liquor Tax	\$362,218	\$395,000	\$395,000	\$402,900	\$410,958	\$419,177	\$427,561
8 Sales Tax Allocation	\$1,114,447	\$1,086,365	\$1,150,000	\$1,161,500	\$1,173,115	\$1,184,846	\$1,196,695
9 County Agreement/Shared	\$1,606,020	\$1,735,076	\$80,000	\$81,600	\$83,232	\$84,897	\$86,595
10 Charges for Services	\$1,311,632	\$728,900	\$851,700	\$877,251	\$903,569	\$930,676	\$958,596
11 Miscellaneous Revenue/Reimbursements	\$1,993,181	\$2,373,803	\$1,690,529	\$1,707,434	\$1,724,509	\$1,741,754	\$1,759,171
12 LOT Transfer & Reimbursement	\$2,005,000	\$2,005,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000
13 Total	\$15,302,133	\$15,006,140	\$11,731,327	\$11,988,285	\$12,252,488	\$12,524,153	\$12,803,505

General Fund Expenditures

Expenditure Type	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
	Prelim. Actual	Amended Budget	Projected	Projected	Projected	Projected	Projected
14 Personnel	\$7,545,466	\$8,316,959	\$5,785,770	\$6,017,201	\$6,257,889	\$6,508,204	\$6,768,533
15 Materials & Services	\$5,876,479	\$6,495,124	\$5,463,477	\$5,572,747	\$5,684,201	\$5,797,886	\$5,913,843
16 Operating Capital	\$207,487	\$207,430	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000
17 Operating Contingency/Transfers	\$1,018,479	\$4,065,249	\$260,000	\$260,000	\$260,000	\$260,000	\$260,000
18 Total	\$14,647,911	\$19,084,763	\$11,530,247	\$11,870,947	\$12,223,090	\$12,587,090	\$12,963,376
19 Net Surplus/(Assumed Use of Fund Balance)	\$654,222	-\$4,078,623	\$201,080	\$117,338	\$29,398	-\$62,937	-\$159,871
20 Net Surplus to CIP Fund			\$201,080				
21 Total Fund Balance		\$3,954,170	\$4,155,250	\$4,272,588	\$4,301,986	\$4,239,048	\$4,079,178
22 17% Assigned Fund Balance		\$3,244,410	\$1,960,142	\$2,018,061	\$2,077,925	\$2,139,805	\$2,203,774
23 Projected Unassigned Fund Balance		\$709,760	\$2,195,108	\$2,254,527	\$2,224,060	\$2,099,243	\$1,875,404

*Annual growth assumptions (revenues): Property Tax 3.25%; Franchise Fees, Licenses & Permits 3%; Highway & Liquor 2%; Sales Tax 1%

*Annual growth assumptions (expenses): Personnel 4.0%; Materials & Services 2.0%




FY 2026 Budget Kickoff & Long Term Financial Strategies

April 7, 2025

1

1




Background

- A “Comprehensive” approach was promised previously given the competing asks
- Significant Pressure/Tradeoffs (General Fund Resources)
 - Capital Improvement Plan (CIP)
 - Housing
 - Streets
 - Parking

2

2




What to Expect

Topic to be addressed in three distinct stages:

- February 17th:** Tools available and educational clarity
 - Today**(April – Early June): Scenarios presented for council feedback, and refinement
 - First Pass
 - Public Outreach on recommended financial scenarios prior to Budget Workshop
 - Budget Workshop:** Formally present options for Council Action

3

3




“Today”

Handouts Provided:
General Fund 5-Year Financial Forecast
Financial Scenarios for Discussion/Feedback

4

4



General Fund Forecast (as of 3.25.25)


Revenues: lines 1-13

General Fund Revenues Revenue Source	FY 2024	FY 2025	W/O Fire Department FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
	Actual	Amended Budget	Current Status	Projected	Projected	Projected	Projected
1 Undesignated Fund Balance		\$8,032,793	\$3,954,170	\$4,254,172	\$4,474,179	\$4,610,138	\$4,657,806
2 Property Tax	\$5,142,852	\$5,285,263	\$4,693,698	\$4,846,243	\$5,003,746	\$5,166,368	\$5,334,275
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6 Highway State Share	\$339,141	\$195,071	\$250,000	\$255,000	\$260,100	\$265,302	\$270,608
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13 Total	\$15,302,133	\$15,006,140	\$11,731,327	\$11,988,285	\$12,252,488	\$12,524,153	\$12,803,505

Material Items:

- Removed Fire Department
 - Reduction in Property Tax
 - No EMS Contract Revenue
- Modest increase in Development Revenue
- Reduction in LOT funds to General Fund, \$2.0M to \$1.2M

5



General Fund Forecast (as of 3.25.25)

Expenditures/Net: lines 14-23

Expenditure Type	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
	Prelim. Actual	Amended Budget	Projected	Projected	Projected	Projected	Projected
14 Personnel	\$7,545,466	\$8,316,959	\$5,785,770	\$6,017,201	\$6,257,889	\$6,508,204	\$6,768,533
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18 Total	\$14,647,911	\$19,084,763	\$11,530,247	\$11,870,947	\$12,223,090	\$12,587,090	\$12,963,376
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23 Projected Unassigned Fund Balance		\$709,760	\$2,195,108	\$2,254,527	\$2,224,060	\$2,099,243	\$1,875,404

Material Items:

- Removed Fire Department Expenses
 - Personnel & Operations
- Comprehensive refinement line by line
- Health Costs Pending

6



Baseline Assumptions Discussion

Property Tax:

- 3% property tax base increase
 - Less the \$800k reduction as part of the Fire District creation

Employee Compensation Increases:

- Connected to property tax base increase
- Base
 - 3% on the aggregate
- One-time
 - Merit one-time compensation

Development Revenue:

- Plan Checks
 - FY 2024 Actuals: \$784k
 - FY 2025 Budget: \$421k
 - FY 2026 Proposed: \$525k
- Building Permits
 - FY 2024 Actuals: \$607k
 - FY 2025 Budget: \$305k
 - FY 2026 Proposed: \$450k

7

7



Scenarios Sideboards

What we have heard:

- Too many one-off financial proposals
- Timeline too tight

Our recommendation:

- Wholistic Approach
 - Coordinate with other taxing jurisdictions regarding proposals
- Early and Often
- Adjust as/if needed (November election)

8

8

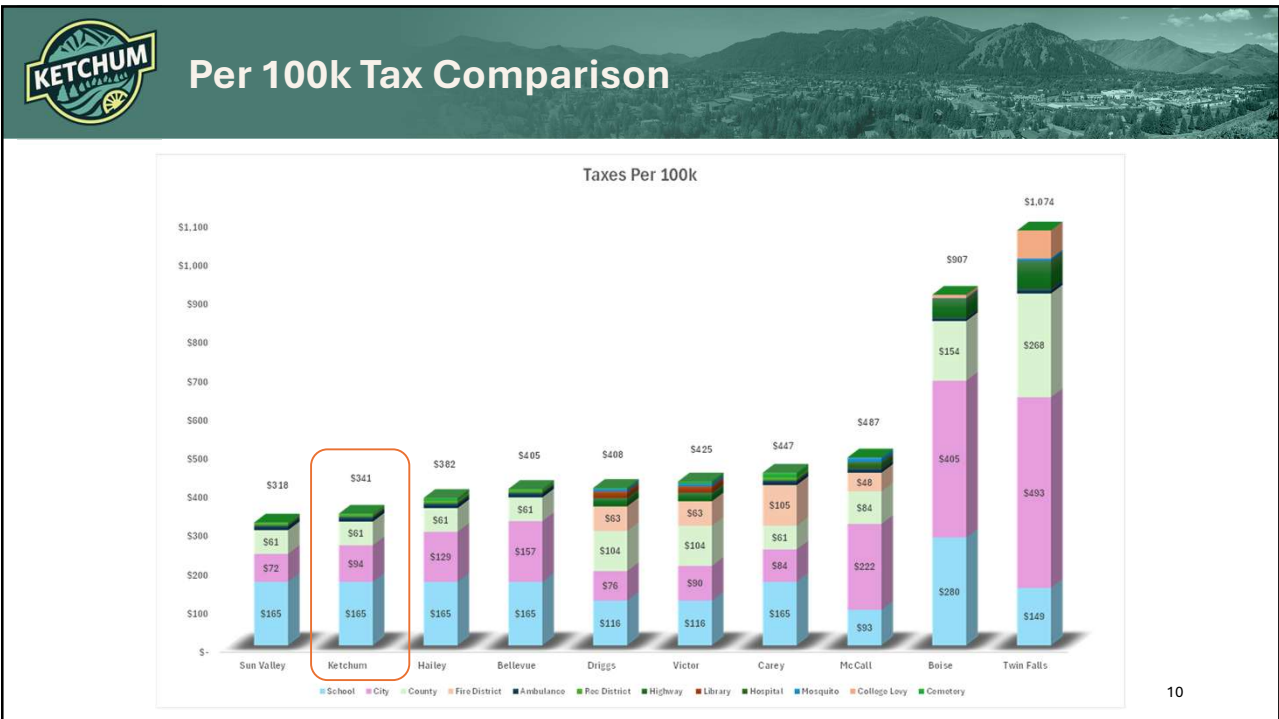
Establishing a Stable CIP Funding Source

Under Funded Capital Improvement Plan


- As presented at Mobility Open House on 03/19
 - ~\$1.5M additional needed annually
- Streets Funding
- General Capital Improvements Needs
 - Parks
 - Facilities
 - Equipment Replacement
 - Parking
 - Housing

*There are projects that will require specialized funding needs due to the size of the project

9



10

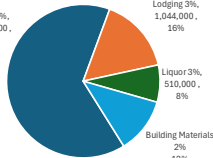


Potential Scenarios

LOT Tax Increase/Changes:

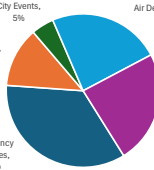
- **Additional 1% Retail**
 - Move to 3% Retail, matching Sun Valley
 - Generates an estimated \$2.1M per year
 - Based on market conditions and public vote
- **No Retail Change Alternatives**
 - ~1.3% increase on all other categories
 - Lodging (room & condo)
 - Liquor
 - Building Materials
 - ~3% increase for Lodging
 - ~6% increase for Liquor
 - ~4% increase for Building Materials
- **Potential Future Changes to 1% Additional LOT**
 - Possible adjustment to the split for Air and Housing

Total LOT Sources



Category	Percentage	Value	Relative Value
Retail	2%	4,200,000	64%
Lodging	3%	1,044,000	16%
Liquor	3%	510,000	8%
Building Materials	2%	-	12%


Total LOT Uses



Category	Percentage
Emergency Services	35%
Air Development	24%
Housing	24%
Mountain Rides	13%
City Events	5%

11

11



Potential Scenarios

Permanent Override Levy:

- Additional \$1.5M per year
 - Additional tax on all Ketchum property owners
 - Estimated \$24 per \$100k Taxable
 - Most stable funding source, requires super majority vote

General Fund Cost Cutting/Tradeoffs:

- Cost cutting measures are standard procedure
 - Savings in excess of \$500k in prior 11 months
- \$1.5M is 10.4% of Current Year Adopted Budget
 - Would include significant service level changes
 - Program eliminations and staffing changes
 - Highly unlikely that tradeoffs could account for the entire need

12

12



FY 2026 Budget Development Key Dates

- May 5th: Enterprise Funds Budget Forecast/Proposed Fee Changes
- May 5th: General CIP Draft Review/Refined Long-term Financial Scenarios
- May 19th: Finalize Proposed General CIP
- June 3rd: Draft Electronic Budget Book Delivered to Mayor & Council
 - Any proposed material changes?
- June 16th: Budget Book Hard Copy Delivered to Mayor & Council
- June 24th: Budget Workshop
- July 9th & 16th: Published Notice
- July 21st: Public Budget and Fee Hearings

13

13



Short-Term Next Steps

- Discussion today to inform refined scenarios
- Potential late April/Early May check-in with Council
- May/June series of public outreach sessions on refined scenarios
 - In preparation for Budget Workshop

14

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City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

There is no recommended motion. Staff will review a brief presentation of key projects and then stand for questions/direction from the City Council.

Policy Analysis and Background:

- o The annual work plan is a key component (see attachment 1) to ensure alignment with the long-term Comprehensive Plan.
- o During the October 21 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)
- o Staff developed a calendar at-a-glance tool to assist council with upcoming meeting topics and public outreach on major workplan items.
- o Staff will review the following key projects:
 - E-Bike education/regulations
 - Resort Cities Coalition – 2025 legislative update
 - Public feedback from recent Mobility Workshop and update on 2025 construction projects
 - Warm Springs Preserve bidding results
 - 4th Street draft concept design

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. Visual of City Planning Model |
| 2. 2025 Plan |
| 3. 2025 Communications calendar |



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 (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 - Museum & partnership with SVMOA		TBD	Determine scope and timeline of partnership; postponing public outreach; get aligned on exterior upgrades
	6 Survey of historic assets		Spring/Summer 2025	Grant received, executing grant agreement
7 World Cup event planning		Winter 2025	Holding weekly coordination meetings with key partners to complete planning for event. No major red flags at this point.	
Community Design & Future Land Use (page 23 & page 63)	8 Comprehensive Plan & Code update			
	Comprehensive Plan		Spring 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 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 (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 (page 19)	Housing Action Plan Year 3			
	12a Produce & preserve community housing			
	1 1st & Washington (~64 homes)			Pending open houses regarding the LID/parking structure
	2 Identify parcels for acquisition		Ongoing	Council approved purchase of 291 N 2nd Avenue
	3 Dialogue w/ significant site owners; 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 - conversin rate decreasing; Council review of next steps in March, staff recommending winding down the 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 occurring and agreements reached (stability for 22 people). FY25 - 12 inquiries, 3 meditations with stay extensions. Many new inquiries 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.	
Mobility (page 39)	Master Transportation Plan projects_planning			
	13 Lewis Street & Warm Springs Road roundabout		TBD	Mobility Open House - March 19 (Main Street construction review, chip seal schedule, South of Town schedule, sidewalk construction, private projects)
	14 Serenade & 2nd Avenue intersection		TBD	Researching state & federal grants. Submissions slated for early 2026.
	15 Sidewalk inventory & 10-year plan		Winter 2025	Scope/design dependent on Lift Tower Lodge/Trail Creek housing redevelopment projects.
	16 Street conditions survey & 10 year plan		Winter 2025	Present initial findings, public engagement, get alignment on strategy with Council
	17 Downtown stop sign/traffic calming study		Summer 2025	Present initial findings, public engagement, get alignment on strategy with Council
	18 Bike/ped plan		Winter 2025	Scope of work to come.
	19 Update right-of-way standards		Spring 2025	Researched dedicated east/west connections. Bike network workshop(s) held in December. On hold but revising concept of 4th Street for council feedback. Will advise the public on the hold at the workshop.
	Main Street/HWY75 reconstruction			Will be evaluated during Comp Plan process - will initiate project planning meetings in Winter 24/25 (CH priority: trees)
	20 4th to 10th roadway & sidewalk rebuild		Fall 2025	
	21 10th to Saddle separated multi-use path		TBD	Pending funding changes from ITD, likely only 4th-6th will be completed this year
	22 Saddle Road pedestrian underpass		TBD	Progress design
	23 Roadway maintenance			Initiate concept design
Chip seal		Summer 2025	Awarded on March 3. Work to begin/be completed mid-June.	

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	24	Seal coating of Warm Springs and Saddle bike paths		August 2025	3-4 day expected closure
	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	2024 summer installation complete. 2025 plan on Traffic Authority agenda.
Natural Resources (page 29)	27	Warm Springs Preserve Master Plan			
		Completion of local & state permitting		Fall 2025	IDWR stamp of approval received. Floodplain development permit approved by P&Z
		General contractor bid		Fall 2025	Bid documents published (mid-February)
		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	Scope finalizing in Sept 2024, bids expected early winter, construction slated for spring
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	Final recommended plan to Council in Spring.
	33	Complete negotiations with tenant and/or begin RFP process		March 2025	Staff has begun has discussions with tenant for renewal lease.
Public Safety & Utilities (page 51)	34	Fire Department consolidation w/WR Fire & Rescue		January 2025	New Commission held first meeting and has begun working on phase one (transition to stand alone district). Phase two will consist of merging with Wood River Fire & Rescue.
					Recruitment for Chief underway.
	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 presentation slated for December 16.
		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		TBD	Approved March 3rd. Work schedule for May, completion by mid-June.
	42	Wildlife proof trash cans		Fall 2025	Testing another cart option; working with Clear Creek on costing & timeline implementation
Strong & Diverse Economy (page 15)	43	Address Post Office service delivery challenges		Complete	Free service for Group E
	44	City's Economic Development framework		TBD	In concert with Comp Plan feedback

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INTERNAL CHAPTERS	PROJECT	CC PRIORITY	COMPLETION TARGET	NOTES
High Performing Community & City (page 59)	Improve City planning framework			BASED ON RECENT JOINT PZ MEETING - get schedule from Morgan's deck. Next draft ... updated drfat based on public to be reviewed in April by P&Z and begin public hearing process.
	45 Comprehensive Plan		March 2025	(see above)
	46 Guide Book		Spring 2025	Design build pending (for Clarion to tie-in as implementation chapter of comp plan)
	Annual Plan		Ongoing	Monthly check-ins with Council
	County-wide collaboration			
	Housing		Ongoing	(see above)
	Public Safety			
	Fire Station consolidation		Ongoing	(see above)
	47 Future Highway 75 improvements			County forming small work group to begin discussions with district engineer to explore options such as dedicated transit lane
	48 Blaine County Public Employee Health Trust		TBD	Feasibility analysis
49 Resort Cities Coalition		Ongoing	Passage of liquor bill 1381a & defeat of (anti-city) STR bill; Summit w/ITD; Meeting w/IHFA	
People & Culture	50 People Strategy Build		Ongoing	Vision & Values; Leadership Learning series; city-wide People Strategy
Financial	51 Refine holistic funding strategy for short - & long-term (Housing LOT, renewal of Original LOT, CIP, etc.)		Ongoing	Update 5yr forecase 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	
	52 Continued reporting improvements			
	53 Accounts payable			
	54 Business tax & business licensing			
55 Short-term rentals				
Technology/Business System	Strategic Road Map/IT plan			
	56 IT Education and Support		Spring 2025	Final design & roll out
	57 Code Matrix/System of Record		Completed	In production
	58 Evaluation & inventory of all GIS data city-wide		Spring 2026	deferred to 2026
	59 Ketchumldaho.org revamp planning		2025 launch	Work with departments on needs and request bids from contractors

March	
COUNCIL:	
<ul style="list-style-type: none"> Mobility check-in LOT/L-T check-in L2L/Rooted Renter 	
NOTES/OTHER:	
<ul style="list-style-type: none"> May ballot language due WSP bid interviews 	
3	COUNCIL
	Tobacco text amendment
	Main Street check-in
	Lease to Locals update
6	Open Holst RFP
11	P&Z
17	COUNCIL
	2nd reading - cigar code
	Mobility (& Main) review
	Annual plan check-in
	KSAC check-in
19	Mobility Open House
22-27	World Cup
24-28	Spring Break
25	P&Z
	Public hearing on Plan
28	WSP RFP bid closure
PUBLIC:	
<ul style="list-style-type: none"> WSP open house (what to expect) Mobility Open House WORLD CUP! 	

April	
COUNCIL:	
<ul style="list-style-type: none"> Award WSP RFP MRTA check-in 	
NOTES/OTHER:	
<ul style="list-style-type: none"> FY26 budget build begins Holst: select & schedule interviews 	
4	WSP RFP bid closure (extended)
7	COUNCIL
	FY25 review / long-term funding
	KAC check-in
	e-bikes / annual plan
	mobility workshop review
8	P&Z
	Public hearing
11	Housing RFP bid closure
21	COUNCIL
	MRTA check-in
	SV Road/1% for Art
	Code changes / scope
	Snow melt policy
	Preservation program
22	P&Z
PUBLIC:	
<ul style="list-style-type: none"> WSP break ground (TBD) WSP open house (TBD) (what to expect) RFP submission updates (press releases) LOT/Housing Open House(s) (long-term funding options) (or May) Mobility 'pulse' survey campaign 	

May	
COUNCIL:	
<ul style="list-style-type: none"> Holst check-in Award RFP 	
NOTES/OTHER:	
<ul style="list-style-type: none"> Main St (KBAC) Award Holst RFP FY26 budget build 	
5	COUNCIL
	1st Hearing - Comp Plan (TBD)
	Water/WW forecast
	Award of Holst RFP
	bike/ped/4th Street plan
13	P&Z
19	COUNCIL
	FY26 budget preview
	2nd Hearing - Comp Plan (TBD)
	1st Reading - Code (TBD)
26	Memorial Day
27	P&Z
PUBLIC:	
<ul style="list-style-type: none"> Spring elections Fire District "listening session" 5th/Spruce undergrounding LOT/Housing Open House(s) (long-term funding options) (or April) Mobility 'pulse' survey campaign 	

June	
COUNCIL:	
<ul style="list-style-type: none"> Budget workshop MRTA check-in 	
NOTES/OTHER:	
2	COUNCIL
	2nd Reading - Code
10	P&Z
16	COUNCIL
19	Juneteenth
24	BUDGET WORKSHOP
24	P&Z
PUBLIC:	
<ul style="list-style-type: none"> Chip sealing Main Street, 4th-6th 2nd & 5th sidewalks 	

July	
COUNCIL:	
<ul style="list-style-type: none"> MRTA check-in 	
NOTES/OTHER:	
4	4th of July/holiday
7	COUNCIL
	FY26 Budget
8	P&Z
21	COUNCIL
	Public hearing - budget
22	P&Z
PUBLIC:	

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

September	
COUNCIL:	
NOTES/OTHER:	
<ul style="list-style-type: none"> 	
2	COUNCIL
9	P&Z
15	COUNCIL
23	P&Z
PUBLIC:	