



**CITY OF KETCHUM, IDAHO SPECIAL CITY COUNCIL MEETING**

**Monday, May 18, 2020, 4:00 PM**

**480 East Avenue, North, Ketchum, Idaho**

## **Agenda**

**In recognition of the Coronavirus (COVID-19), members of the public may observe the meeting live on the City's website at [ketchumidaho.org/meetings](http://ketchumidaho.org/meetings).**

**If you would like to comment on a PUBLIC HEARING item, please submit your comment to [participate@ketchumidaho.org](mailto:participate@ketchumidaho.org) by noon the day of the meeting. Comments will be provided to the City Council.**

**If you would like to phone in and provide comment on a PUBLIC HEARING item on the agenda, please dial the number below. You will be called upon for comment during that agenda item**

**Dial: 1-253-215-8782**

**Meeting ID 936 6953 6253**

- CALL TO ORDER: By Mayor Neil Bradshaw
- ROLL CALL
- COMMUNICATIONS FROM MAYOR AND COUNCILORS
- CONSENT AGENDA: Note: **(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.
  1. Approval of Minutes: Regular Meeting May 4, 2020
  2. Authorization and approval of the payroll register
  3. Authorization and approval of the disbursement of funds from the City's treasury for the payment of bills in the total sum of \$604,358.92 as presented by the Treasurer
  4. Monthly Financial State of the City - Director of Finance & Internal Services Grant Gager
  5. Recommendation to approve Wine License for 5B Fruit - Director of Finance & Internal Services Grant Gager
  6. Recommendation to approve Purchase Order 20471 with MTI - Director of Finance & Internal Services Grant Gager
  7. Recommendation to approve Purchase Order 20472 with Idaho Power- Director of Finance & Internal Services Grant Gager
  8. Recommendation to Approve Cooperative Fire Protection Agreement #20473 with Bureau of Land Management and US Forest Service
- NEW BUSINESS (no public comment)
  9. Council Review and Discussion of FY 19/20 Budget Reductions--Mayor Neil Bradshaw
  10. Direction from Council on city events including Wagon Days, park reservations, special events and designated parking spots for restaurant operations – Mayor Neil Bradshaw

- 11. ACTION ITEM: Recommendation to approve Contract 20470 with Ollie Dog LLC DBA Leroy's Ice Cream – Assistant City Administrator Lisa Enourato
- PUBLIC HEARING
- 12. ACTION ITEM: Recommendation to Hold a Public Hearing and Approve Thunder Spring Sublot 7 Final Plat (Continued from March 16, 2020) - Senior Planner Brittany Skelton
- 13. ACTION ITEM: Recommendation to Hold a Public Hearing and approve the West Ketchum Residences Townhome Preliminary Plat (continued from March 16, 2020) - Withdrawn at staff's request due to project modifications
- EXECUTIVE SESSION
- 14. Discussion Pursuant to 74-206 (1) (f)(J)
- ADJOURNMENT

Due to the On-going COVID-19 Pandemic, Ketchum City Council meetings will be conducted remotely. Members of the public who would like to observe the meeting may access the meeting at [ketchumidaho.org/meetings](http://ketchumidaho.org/meetings). If you want to provide input to the City Council about an agenda item, comments can be submitted at [participate@ketchumidaho.org](mailto:participate@ketchumidaho.org) by noon the day of the meeting.

If you need special accommodations, please contact the City of Ketchum in advance of the meeting.

This agenda is subject to revisions and additions. Revised portions of the agenda are underlined in bold.

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Thank you for your participation.

We look forward to hearing from you



## Minutes

**In recognition of the Coronavirus (COVID-19), members of the public may observe the meeting live on the City's website at [ketchumidaho.org/meetings](http://ketchumidaho.org/meetings). If you would like to comment on an agenda item, please submit your comment to [participate@ketchumidaho.org](mailto:participate@ketchumidaho.org) by noon the day of the meeting. Comments will be provided to the City Council.**

- CALL TO ORDER

Mayor Neil Bradshaw called the meeting to order at 4:00 pm

- ROLL CALL

PRESENT

Mayor Neil Bradshaw

Council President Amanda Breen - present by video conferencing

Councilor Michael David - present by video conferencing

Councilor Courtney Hamilton - present by video conferencing

Councilor Jim Slanetz

Also PRESENT

City Administrator - Suzanne Frick

Director of Finance & Internal Services - Grant Gager

City Attorney Matt Johnson – present by video conferencing

- COMMUNICATIONS FROM MAYOR AND COUNCILORS

Councilor Michael David commended City Staff and the County for battling thru this.

Councilor Courtney Hamilton reminded the public that were not out of this yet. She stated that this is very hard, everybody should be wearing their masks and continue distancing yourselves.

Council President Amanda Breen agrees with Councilor Courtney Hamilton and said to keep on doing what you are doing. She talked about Town Square and the hand sanitizing station.

Councilor Jim Slanetz agrees with all Councilors. He looks forward to the testing and making more informed decisions.

Mayor Neil Bradshaw advised that the blood draw started this morning at River Run. People who have been selected for the draw have been informed. This is a terrific effort by our Fire Chief Bill McLaughlin and those in the community who have volunteered. Mayor Bradshaw is happy to see City Hall opening step by step. Public will not be coming into City Hall until early next month. Mayor Bradshaw talked about the curve and

seeing the dramatic decline. He advised that we are not putting out chairs in Town Square until the Governor's order allows small gatherings. He talked about how he would like the City to open and requests all to wear a mask and to lead by example. Were all in a place of fear but we must move forward. We need to maintain our flexibility and be able to change course if need be. He is hopeful for the weeks ahead.

1. Proclamation - Mental Health Awareness Month - Mayor Neil Bradshaw  
Mayor Neil Bradshaw read the Proclamation for Mental Health Awareness Month.
2. Proclamation – Kids to Park Day – Mayor Neil Bradshaw  
Mayor Neil Bradshaw read the Proclamation for Kids to Park Day.

- CONSENT AGENDA: Note: **(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.

Councilor Jim Slanetz pulled item #3.  
Councilor Michael David pulled item #8

3. Approval of Minutes: Special Meeting April 17, 2020  
Councilor Jim Slanetz requested the minutes clarified to reflect him saying that he was not concerned about tourism “at this time”.

**Motion to approve minutes as noted.**

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

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

4. Authorization and approval of the payroll register
5. Authorization and approval of the disbursement of funds from the City’s treasury for the payment of bills in the total sum of \$306,551.67 as presented by the Treasurer.
6. Recommendation to approve second addendum to Lease Agreement 20466 to Ohio Gulch Sludge Drying Fields Lease Agreement - Waste Water Superintendent Mick Mummert
7. Motion to approve Contract #20467 for HDR Biosolids Composting Study - Waster Water Superintendent Mick Mummert

**Motion to approve Consent Agenda Items 4-7**

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

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

8. Recommendation to Approve Participating Site Agreement #20468 with Fred Hutchinson Cancer Research Center

Mayor Neil Bradshaw explained the Fred Hutchinson Study. Councilor Michael David requested clarification on who gets accepted and how this study moves forward.

Mayor Neil Bradshaw explained that more than 4,000 people signed up for the study. How people get chosen is a function of the demographics. They tried to pick several people who would represent our

Valley. Mayor Bradshaw talked about the many different studies that are emerging stating that some are FDA approved and some are not and some are more accurate than others. He is expecting more types of testing in the valley.

Fire Chief Bill McLaughlin talked about the length of time it took to put this study together. He stated that we have learned a lot over the last number of months. He talked about the Fred Hutchinson Study and what they have learned. They have wanted to do a much more in-depth study of the blood tests. This will be one of the studies that will show us if immunity can be conferred. It has gotten off to a good start and preliminary results will be available in the next few weeks. He is pleased that the results are more in-depth than other tests throughout the country. He talked about the FDA approval process and stated that starting now, they are giving the test 10 days to prove themselves. He talked about the tests, what they are finding out and the positives of what they are learning.

Mayor Neil Bradshaw stated that he is thrilled about this testing and thanked Fire Chief Bill McLaughlin for his explanation. Councilor Courtney Hamilton asked for clarification that this is a Blaine County Study, but we are the hosts. Bill McLaughlin explained how the study got started. We have had support from all the other agencies, but Ketchum has taken the lead.

Council President Amanda Breen asked about the turnaround time. Fire Chief Bill McLaughlin explained that we will have basic answers in no more than two weeks. Other results will continue to come in over time. Mayor Bradshaw asked about a follow up blood draw. Bill McLaughlin explained that some applicants have consented for more testing in the future. Mayor Bradshaw asked about the cost of the study. Bill McLaughlin explained that the Fred Hutchinson Cancer Research Study is funding all the costs themselves. Ketchum has only contributed his time and a few other employees and St. Luke's is paying for all supplies.

#### **Motion to retroactively approve agreement 20438**

***Motion made by Councilor David Seconded by Councilor Hamilton***

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

- NEW BUSINESS

9. ACTION ITEM: Recommendation to Continue Ketchum Health Order 20-02 to May 29, 2020.

Mayor Neil Bradshaw explained the question before council saying Public Health Order 20-02 will remain in place until the Council removes it. Mayor Neil Bradshaw suggested we extend Public Health Order 20-02 to 5/29/2020. He offered up other alternatives in conversation including the end of stage 1. Mayor Bradshaw is suggesting the council set a date so the hotels and short-term rentals can make plans.

Councilor Courtney Hamilton would like to continue with restrictions with banning travel in and out of the state. She understands the hotels are gearing up to go forward but it makes more sense to continue Public Health Order 20-02 to align with Stage 2 of the reopening. She also asked how the restrictions are going? City Administrator Suzanne Frick explained that the City is on the construction sites twice a day. Some days are better than others. We have issued 5 citations, but only after we have talked to the primary construction managers. Those operations are now in compliance and doing well.

Council President Amanda Breen asked how other cities and counties are handling this? She suggested allowing the hotels and short term rentals to open sooner than the end of the month. This would give the hotels an opportunity to do a soft opening. She sees the value in what Mayor Bradshaw is proposing, and it would be useful to give the hotels a chance to implement their procedures.

Councilor Michael David thinks Council President Amanda Breen has made a great point but questions the self-quarantining for 14 days. Mayor Bradshaw explained the logic of Blaine County and the City of Hailey saying the Governor's order regulates the quarantining question. Michael David stated that this gives people an opportunity to just not quarantine.

Councilor Jim Slanetz agrees with Councilor Amanda Breen and the soft opening.

Council deliberated the situations in hotels as opposed to short term rentals. Mayor Neil Bradshaw talked about dividing up the categories and how it creates issues. Councilor Michael David agrees, and he talked about us doing things differently than the other cities.

Mayor Neil Bradshaw advised we can lift the Public Health Order today, or the end of stage 1 or the end of stage 2. The council talked about no spike since we opened construction 2 weeks ago today. Councilor Jim Slanetz is in favor of ending the Health Order now or at the end of Stage 1. Council President Amanda Breen agrees. Councilor Courtney Hamilton would like to continue to the end of Stage 1 and continue with the education throughout the community. Councilor Michael David agrees with Courtney Hamilton saying it gives the hotels time to get their procedures in place. Council deliberated on the wording of the motion.

Councilor Michael David questioned the rules regarding construction workers eating out in the City of Ketchum? City Administrator Suzanne Frick clarified that workers from Ketchum can go out to lunch or Atkinson's, but it is discouraged. It is also in place in other jurisdictions. They must wear a face mask if leaving the job site.

**Motion to extend the Ketchum Public Health Order 20-02 until the end of Stage I as mandated by Idaho Code and that current criteria for construction shall continue as in guidelines.**

***Motion made by Councilor Hamilton, Seconded by Council President Breen.***

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

- ADJOURNMENT

There was a discussion about future meetings. Mayor Neil Bradshaw advised that Council is invited into City Hall for the next meeting. City Administrator Suzanne Frick explained that we have 2 criteria. We must comply with the 6' distancing and we must provide a remote opportunity for those who would like to comment. Starting on May 18th we will allow the public to participate remotely. That will be the same for the P & Z and KURA meetings.

Mayor Neil Bradshaw asked City Attorney Matt Johnson for comments. Matt Johnson explained that the first time he will be having this situation underway is next Monday with the City of Cascade. There is not a ton of progress. If things do not continue to improve, we will investigate this deeper.

**Motion to adjourn at 5:17 pm.**

***Motion made by Councilor Hamilton, Seconded by Councilor David.***

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

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Neil Bradshaw, Mayor

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Robin Crotty, City Clerk

Report Criteria:

Invoices with totals above \$0 included.  
Paid and unpaid invoices included.  
[Report].GL Account Number = "0110000000"-9648008200,"9910000000"-9911810000"  
Invoice Detail.Voided = No,Yes

Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>GENERAL FUND</b>			
<b>01-2175-8000 P/R DEDUC PBL--EMP CAF FSA-MD</b>			
NBS-NATIONAL BENEFIT SERVI	CP251527	FSA	1,670.16
NBS-NATIONAL BENEFIT SERVI	CP251527	FSA	2,258.30
<b>01-2175-9000 P/R DEDUC PBL--EMP CAF FSA-DC</b>			
NBS-NATIONAL BENEFIT SERVI	CP251527	DCA	302.20
<b>01-2300-0000 DEPOSITS-PARKS &amp; EVENTS</b>			
INTREPID EVENTS	051320	Reservation Refund	450.00
<b>01-3700-3600 REFUNDS &amp; REIMBURSEMENTS</b>			
INTREPID EVENTS	051320	Event Deposit Refund	1,510.00
SHIRLEY, ASHLEY	051320	Park Reservation Refund	90.00
INDO IDAHO, INC.	051320	Park Reservation Refund	80.00
Total :			6,360.66
<b>LEGISLATIVE &amp; EXECUTIVE</b>			
<b>01-4110-2515 VISION REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	751957	FSA/HRA April 2020	22.95
NBS-NATIONAL BENEFIT SERVI	CP251527	HRA Vision	1,036.60
<b>01-4110-4910 MYR/CNCL-TRAINING/TRAVEL/MTG</b>			
US BANK	6235 042720	6235 - Zoom Council Meetings Membership	199.90
Total LEGISLATIVE & EXECUTIVE:			1,259.45
<b>ADMINISTRATIVE SERVICES</b>			
<b>01-4150-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	CP251527	HRA	1,775.00
<b>01-4150-2515 VISION REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	751957	FSA/HRA April 2020	48.75
<b>01-4150-3100 OFFICE SUPPLIES &amp; POSTAGE</b>			
COPY & PRINT, L.L.C.	OUT-1118	Office Supplies	72.96
GEM STATE PAPER & SUPPLY	1025444	Hand Sanitizer	64.95
TREASURE VALLEY COFFEE INC	2160 06668480	Spring Water	23.85
TREASURE VALLEY COFFEE INC	2160 06730744	Spring Water	23.85
US BANK	6235 042720	6235 - Moo Business Cards - Luis & Alicia	144.25
US BANK	6243 042720	6243 - VGA Adapter	14.99
US BANK	6243 042720	6243 - UAP AC Long Range	98.92
US BANK	6243 042720	6243 - Internal Hard Drive	407.98
US BANK	6243 042720	6243 - NAS Diskstation	399.99
<b>01-4150-4200 PROFESSIONAL SERVICES</b>			
CASELLE, INC.	101983	Contract Support and Maintenance	2,204.00
BROWN, LINDA DIANE	2005	Delivery for May 2020	100.00
WESTERN RECORDS DESTRUCT	0486223	April Records Destruction	45.00



Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>01-4150-5100 TELEPHONE &amp; COMMUNICATIONS</b>			
CENTURY LINK	2087267801 04	2087267801 042320	4.06
US BANK	6243 042720	6243 - 8 x 8	2,441.10
COX WIRELESS	047131901 042	047131901 042520	89.00
<b>01-4150-5110 COMPUTER NETWORK</b>			
KETCHUM COMPUTERS, INC.	16986	Computer Support	4,444.20
KETCHUM COMPUTERS, INC.	16986	Computer Support - COVID	911.25
US BANK	6243 042720	6243 - Microsoft	24.59
<b>01-4150-5150 COMMUNICATIONS</b>			
EXPRESS PUBLISHING, INC.	10002196 0430	10002196 043020	93.84
EXPRESS PUBLISHING, INC.	10002196 0430	10002196 043020	562.44
US BANK	6235 042720	6235 - Mailchimp Communications	84.99
US BANK	6235 042720	6235 - Shutterstock Communications	30.74
US BANK	6235 042720	6235 - Vimeo Communications	84.00
US BANK	6235 042720	6235 - Facebook Communications	21.44
US BANK	6235 042720	6235 - Conastant Contact Communications	9.50
US BANK	6235 042720	6235 - Shutterstock Communications	30.74
<b>01-4150-5200 UTILITIES</b>			
CITY OF KETCHUM	043020	9997 - April	318.12
CITY OF KETCHUM	043020	9994 - April	155.36
CITY OF KETCHUM	043020	360 - April	48.76
CITY OF KETCHUM	043020	772 - April	58.30
IDAHO POWER	2203990334 05	2203990334 050820	35.72
IDAHO POWER	2206570869 05	2206570869 050820	10.02
<b>01-4150-5900 REPAIR &amp; MAINTENANCE-BUILDINGS</b>			
GLASS MASTERS, INC.	WO-20973	Plexi Glass Customer Window	203.36
<b>01-4150-6500 CONTRACTS FOR SERVICES</b>			
S & C ASSOCIATES LLC	1605 - 1623	18-1037	172.50
S & C ASSOCIATES LLC	1605 - 1623	20-1008	287.50
S & C ASSOCIATES LLC	1605 - 1623	19-1041	57.50
S & C ASSOCIATES LLC	1605 - 1623	19-1037	345.00
S & C ASSOCIATES LLC	1605 - 1623	20-1014	172.50
S & C ASSOCIATES LLC	1605 - 1623	18-1008	172.50
Total ADMINISTRATIVE SERVICES:			16,293.52
<b>PLANNING &amp; BUILDING</b>			
<b>01-4170-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	CP251527	HRA	247.20
<b>01-4170-2515 VISION REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	751957	FSA/HRA April 2020	22.70
<b>01-4170-4200 PROFESSIONAL SERVICES</b>			
S & C ASSOCIATES LLC	1605 - 1623	20-1004	115.00
S & C ASSOCIATES LLC	1605 - 1623	20-1007	1,322.50
S & C ASSOCIATES LLC	1605 - 1623	20-1017	172.50
S & C ASSOCIATES LLC	1605 - 1623	19-1004	345.00
S & C ASSOCIATES LLC	1605 - 1623	20-1015	230.00
S & C ASSOCIATES LLC	1605 - 1623	19-1011	287.50
S & C ASSOCIATES LLC	1605 - 1623	20-1018	172.50

Vendor Name	Invoice Number	Description	Net Invoice Amount
S & C ASSOCIATES LLC	1605 - 1623	19-1010	57.50
CENTER FOR CONTINUING EDU	5209 - REV AD	April Services	954.00
HARMONY DESIGN & ENGINEE	20001	Trail Creek Bridge Report	406.25
<b>01-4170-4210 PROFESSIONAL SERVICES - IDBS</b>			
DIVISION OF BUILDING SAFETY	050520	April 2020 Building Permit Fees	16,487.40
<b>01-4170-4400 ADVERTISING &amp; LEGAL PUBLICATIO</b>			
EXPRESS PUBLISHING, INC.	10002196 0430	10002196 043020	60.72
<b>01-4170-4900 PERSONNEL TRAINING/TRAVEL/MTG</b>			
PERRY'S	30002 030320	Meeting Sandwiches	56.41
Total PLANNING & BUILDING:			20,937.18
<b>NON-DEPARTMENTAL</b>			
<b>01-4193-4500 1ST/WASHINGTON RENT</b>			
URBAN RENEWAL AGENCY	4014	Parking Lot Rent	3,000.00
<b>01-4193-6500 CONTRACT FOR SERVICE</b>			
SUN VALLEY ECONOMIC DEVEL	1180	Q2 2020	2,500.00
Total NON-DEPARTMENTAL:			5,500.00
<b>FACILITY MAINTENANCE</b>			
<b>01-4194-2515 VISION REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	751957	FSA/HRA April 2020	26.05
<b>01-4194-3500 MOTOR FUELS &amp; LUBRICANTS</b>			
RIVER RUN AUTO PARTS	6538-152547	2-Cycle Oil	23.88
UNITED OIL	938263	38950 043020	171.94
<b>01-4194-4200 PROFESSIONAL SERVICES</b>			
BECK, ROB LLC	6280	Trail Creek Tree Removal	400.00
<b>01-4194-5200 UTILITIES</b>			
CITY OF KETCHUM	043020	532 - April	48.77
CITY OF KETCHUM	043020	9991 - April	48.77
CITY OF KETCHUM	043020	456 - April	13.22
CITY OF KETCHUM	043020	1245 - April	35.55
CITY OF KETCHUM	043020	536 - April	118.98
CITY OF KETCHUM	043020	1127 - April	13.21
CITY OF KETCHUM	043020	9996 - April	48.77
CITY OF KETCHUM	043020	9995 - April	39.66
CITY OF KETCHUM	043020	560 - April	13.22
IDAHO POWER	2203313446 05	2203313446 050720	5.29
<b>01-4194-5300 CUSTODIAL &amp; CLEANING SERVICES</b>			
WESTERN BUILDING MAINTEN	0124771-IN	Monthly Janitorial Services	4,798.12
<b>01-4194-6000 REPAIR &amp; MAINT-AUTOMOTIVE EQUI</b>			
RIVER RUN AUTO PARTS	6538-152331	Clamp and Brake Pads	94.75
<b>01-4194-6100 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b>			
SAWTOOTH WOOD PRODUCTS, I	0000118598	Air Filter, Throttle Trigger, Fuel Filter	76.14
SAWTOOTH WOOD PRODUCTS, I	0000118599	Air Filter, Spark Plugs	69.34

Vendor Name	Invoice Number	Description	Net Invoice Amount
SAWTOOTH WOOD PRODUCTS, I	0000118600	Air Filter, Gasket, Spark Plugs	170.60
<b>01-4194-6950 MAINTENANCE</b>			
A.C. HOUSTON LUMBER CO.	2005-621468	Supplies	61.81
A.C. HOUSTON LUMBER CO.	2005-623993	Paint	9.18
PIPECO, INC.	S3687967.001	Shovel, Rotors, Batteries	218.03
PIPECO, INC.	S3691134.001	Nozzles	25.13
PIPECO, INC.	S3692537.001	Rotor Rainbirds	49.73
PIPECO, INC.	S3692896.001	PVC Nipples and Elbows	13.04
PIPECO, INC.	S3693052.001	Pop-Up Stem	25.70
Total FACILITY MAINTENANCE:			6,618.88

**POLICE****01-4210-2515 VISION REIMBURSEMENT ACCT(HRA)**

NBS-NATIONAL BENEFIT SERVI	751957	FSA/HRA April 2020	6.45
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**01-4210-3200 OPERATING SUPPLIES**

A.C. HOUSTON LUMBER CO.	2005-623186	CSO Hard Hat	20.19
CHATEAU DRUG CENTER	2215395	Hand Sanitizer	6.64
CHATEAU DRUG CENTER	2217799	CSO PPE Gloves	6.99
IDAHO TRANSPORTATION DEPT	KPD1 030520	KPD1 Renewal	23.00
IDAHO TRANSPORTATION DEPT	KPD2 030520	KPD2 Renewal	23.00
IDAHO TRANSPORTATION DEPT	KPD5 030520	KPD5 Renewal	23.00
UNITED OIL	938275	39060 043020	60.11
US BANK	6243 042720	6243 - CSO Shoes	318.00
HINTEMAYER, ALICIA	051220	CSO Uniforms	480.50

**01-4210-3620 PARKING OPS EQUIPMENT FEES**

CALE AMERICA, INC.	159255	April Active Meters	165.00
OMNI PARK	121499	Omni Park Subscription	437.00

**01-4210-4200 PROFESSIONAL SERVICES**

KETCHUM COMPUTERS, INC.	16987	Computer Support - BCSO	769.50
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Total POLICE:

2,339.38

**FIRE & RESCUE****01-4230-2505 HEALTH REIMBURSEMENT ACCT(HRA)**

NBS-NATIONAL BENEFIT SERVI	CP251527	HRA	1,564.38
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**01-4230-2515 VISION REIMBURSEMENT ACCT(HRA)**

NBS-NATIONAL BENEFIT SERVI	751957	FSA/HRA April 2020	81.25
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**01-4230-3200 OPERATING SUPPLIES FIRE**

A.C. HOUSTON LUMBER CO.	2004-620594	5 Gallon Bucket	7.48
A.C. HOUSTON LUMBER CO.	2005-625372	Dishwasher Hose	13.79
CHATEAU DRUG CENTER	2216306	Packing Tape	3.80
CHATEAU DRUG CENTER	2216714	Tape	4.73
CHATEAU DRUG CENTER	2217840	Batteries	25.51
CHATEAU DRUG CENTER	2217940	Clamp and Cleaner	15.09
GEM STATE PAPER & SUPPLY	1022454-01	Soap	8.37
GEM STATE PAPER & SUPPLY	1025708	Paper Supplies	20.62
PERRY'S	30012	Covid Testing Lunches	137.57
RIVER RUN AUTO PARTS	6538-152459	Vehicle Wax	59.70

Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>01-4230-3210 OPERATING SUPPLIES EMS</b>			
A.C. HOUSTON LUMBER CO.	2004-620594	5 Gallon Bucket	7.49
A.C. HOUSTON LUMBER CO.	2005-623819	Tape	21.98
ATKINSONS' MARKET	03538567	Covid Testing Breakfast	12.78
ATKINSONS' MARKET	05295029	Antibody Testing Ice Cubes	3.78
ATKINSONS' MARKET	05296004	Covid Testing Supplies	9.11
BOUNDTREE MEDICAL	83613882	Medical Supplies	294.58
CHATEAU DRUG CENTER	2216306	Packing Tape	3.79
GEM STATE PAPER & SUPPLY	1022454-01	Soap	8.37
GEM STATE PAPER & SUPPLY	1025708	Paper Supplies	20.61
LUTZ RENTALS	105429-1	Antibody Testing Supplies	165.78
MCKESSON	04430608	Mask Respirators	620.72
NORCO	28949827	54794 040120	130.69
NORCO	28998053	54794 040820	53.17
NORCO	29163944	52355 043020	33.30
NORCO	29164990	54794 043020	219.10
PERRY'S	10009	Covid Testing Lunches	121.24
PERRY'S	30004	Covid Testing Lunches	222.44
PERRY'S	30007 051220	Covid Testing Lunches	123.47
PRAXAIR DISTRIBUTION INC.	96180377	Cylinder Rental	51.75
US BANK	4977 042720	4977 - Disinfectant Spray	60.40
HENRY SCHEIN	76817788	Masks	24.51
HENRY SCHEIN	76818668	Medical Supplies	78.53
NRS	883610	KN95 Masks	1,417.73
<b>01-4230-3500 MOTOR FUELS &amp; LUBRICANTS FIRE</b>			
UNITED OIL	938117	37267 043020	222.65
<b>01-4230-3510 MOTOR FUELS &amp; LUBRICANTS EMS</b>			
UNITED OIL	938117	37267 043020	84.22
<b>01-4230-4900 TRAINING/TRAVEL/MTG FIRE</b>			
IDAHO BUREAU OF EMS & PREP	00003381	ALS License Renewal - John Rathfon	25.00
IDAHO BUREAU OF EMS & PREP	00003434	ALS License Renewal - Rebecca Rusch	25.00
IDAHO BUREAU OF EMS & PREP	00003452	ALS License Renewal - Rachel Martin	25.00
IDAHO BUREAU OF EMS & PREP	00003454	ALS License Renewal - Fabrizio Lizano	25.00
IDAHO BUREAU OF EMS & PREP	00003456	ALS License Renewal - Greg Martin	25.00
IDAHO BUREAU OF EMS & PREP	00003457	ALS License Renewal - Michael Witthar	25.00
US BANK	4977 042720	4977 - CPR AHA - John Rathfon	132.00
US BANK	4977 042720	4977 - EMT Recertification - Katelyn Berman	20.00
TARGETSOLUTIONS LEARNING	34418	Target Solutions Premiere Membership and Maint. Fee	2,338.75
<b>01-4230-4910 TRAINING EMS</b>			
TARGETSOLUTIONS LEARNING	34418	Target Solutions Premiere Membership and Maint. Fee	2,338.75
<b>01-4230-4920 TRAINING-FACILITY</b>			
IDAHO POWER	2224210258 05	2224210258 050520	34.29
COX WIRELESS	047339201 050	047339201 050720	99.79
<b>01-4230-5100 TELEPHONE &amp; COMMUNICATION FIRE</b>			
MTE COMMUNICATIONS	056983 050120	056983 050120	15.13
VERIZON WIRELESS	842054354 042	842054354 042320	20.02
<b>01-4230-5110 TELEPHONE &amp; COMMUNICATION EMS</b>			
MTE COMMUNICATIONS	056983 050120	056983 050120	15.12
VERIZON WIRELESS	842054354 042	842054354 042320	20.01

Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>01-4230-6000 REPAIR &amp; MAINT-AUTO EQUIP FIRE</b>			
ALSCO - AMERICAN LINEN DIVI	LBO11797192	5109 042920	29.75
ALSCO - AMERICAN LINEN DIVI	LBO11800357	5109 051120	29.75
KETCHUM AUTOMOTIVE INC.	87677	Mount and Balance Tires	88.00
<b>01-4230-6100 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b>			
NORCO	63739551-00	54794 041520	422.29
<b>01-4230-6110 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b>			
US BANK	4977 042720	4977 - Laptop Battery - Lara	29.99
Total FIRE & RESCUE:			11,738.12
<b>STREET</b>			
<b>01-4310-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	CP251527	HRA	343.45
<b>01-4310-2515 VISION REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	751957	FSA/HRA April 2020	45.90
<b>01-4310-3200 OPERATING SUPPLIES</b>			
GEM STATE PAPER & SUPPLY	1025973	Paper Supplies	193.22
US BANK	2022 042720	2022 - K-Cup Coffee	132.93
US BANK	6243 042720	6243 - Trailer Plates	23.69
<b>01-4310-3400 MINOR EQUIPMENT</b>			
STANDARD PLUMBING SUPPLY	KXTT73	PPE Masks	90.00
<b>01-4310-3500 MOTOR FUELS &amp; LUBRICANTS</b>			
UNITED OIL	938118	37269 043020	748.33
<b>01-4310-5200 UTILITIES</b>			
CITY OF KETCHUM	043020	9999 - April	82.37
CITY OF KETCHUM	043020	9993 - April	90.59
<b>01-4310-6000 REPAIR &amp; MAINT--AUTOMOTIVE EQU</b>			
NAPA AUTO PARTS	011580	Air Filter	11.28
<b>01-4310-6100 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b>			
METROQUIP, INC.	PO3834	Nozzles	64.42
NAPA AUTO PARTS	011679	Clevis and Lock Pins	15.16
NAPA AUTO PARTS	011822	Impact Sockets	57.98
NAPA AUTO PARTS	011827	Trailer Plug	21.77
NAPA AUTO PARTS	570368	Hotpatcher Battery	145.19
<b>01-4310-6910 OTHER PURCHASED SERVICES</b>			
NORCO	29164026	53271 043020	214.50
TREASURE VALLEY COFFEE INC	2160 06683475	COFFEE and Tea	143.46
CINTAS FIRST AID & SAFETY	5017036434	First Aid Supplies	95.78
<b>01-4310-6920 SIGNS &amp; SIGNALIZATION</b>			
ECONO SIGNS LLC	10-959974	Signage	190.86
<b>01-4310-6930 STREET LIGHTING</b>			
IDAHO POWER	2200059315 05	2200059315 050720	5.29
IDAHO POWER	2200506786 05	2200506786 050720	6.07

Vendor Name	Invoice Number	Description	Net Invoice Amount
IDAHO POWER	2201174667 05	2201174667 050720	8.88
IDAHO POWER	2202627564 05	2202627564 050720	7.97
IDAHO POWER	2203027632 05	2203027632 050720	5.29
IDAHO POWER	2205963446 05	2205963446 050720	17.94
<b>01-4310-6950 MAINTENANCE &amp; IMPROVEMENTS</b>			
A.C. HOUSTON LUMBER CO.	2005-623433	Log Wood Screws	10.88
ANDERSON ASPHALT PAVING IN	21	Asphalt	332.22
COLOR HAUS, INC.	232062	Snowplow Shed Epoxy	503.22
COLOR HAUS, INC.	232141	Crosswalk Paint	103.98
COLOR HAUS, INC.	232149	Epoxy	182.34
COLOR HAUS, INC.	232242	Plowshed Epoxy	182.34
COLOR HAUS, INC.	232243	Plowshed Ultraweave	20.98
COLOR HAUS, INC.	232326	Waterborne Epoxy	91.17
COLOR HAUS, INC.	232389	Epoxy	146.39
Total STREET:			4,335.84
<b>RECREATION</b>			
<b>01-4510-2515 VISION REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	751957	FSA/HRA April 2020	19.60
<b>01-4510-3200 OPERATING SUPPLIES</b>			
COLOR HAUS, INC.	232454	Paint	36.00
<b>01-4510-3250 RECREATION SUPPLIES</b>			
PRESS PRINT HOUSE	1182	Park Staff T-Shirts	319.00
<b>01-4510-4200 PROFESSIONAL SERVICE</b>			
BACKGROUND INVESTATION B	CIT025050120-	Background Investigation	35.90
<b>01-4510-6000 REPAIR &amp; MAINT--AUTOMOTIVE EQU</b>			
KETCHUM AUTOMOTIVE INC.	87691	F450 Maintenance	73.66
Total RECREATION:			484.16
Total GENERAL FUND:			75,867.19
<b>WAGON DAYS FUND</b>			
<b>WAGON DAYS EXPENDITURES</b>			
<b>02-4530-4400 ADVERTISING &amp; LEGAL PUBLICATIO</b>			
US BANK	6235 042720	6235 - Squarespace Credit	20.00-
US BANK	6235 042720	6235 - Squarespace Wagon Days	26.00
Total WAGON DAYS EXPENDITURES:			6.00
Total WAGON DAYS FUND:			6.00
<b>GENERAL CAPITAL IMPROVEMENT FD</b>			
<b>GENERAL CIP EXPENDITURES</b>			
<b>03-4193-7190 SIDEWALK/LIGHTING</b>			
S & C ASSOCIATES LLC	1605 - 1623	19-1043	1,610.00
<b>03-4193-7400 COMPUTER/COPIER LEASING</b>			
GREAT AMERICA FINANCIAL SE	26933296	Copier Lease	1,620.44

Vendor Name	Invoice Number	Description	Net Invoice Amount
DELL FINANCIAL SERVICES	80415114	Management Fee	11.30
Total GENERAL CIP EXPENDITURES:			3,241.74
Total GENERAL CAPITAL IMPROVEMENT FD:			3,241.74
<b>ORIGINAL LOT FUND</b>			
<b>ORIGINAL LOT TAX</b>			
<b>22-4910-6080 MOUNTAIN RIDES</b>			
MOUNTAIN RIDES	11297	Monthly Installment 8/12	52,058.34
Total ORIGINAL LOT TAX:			52,058.34
Total ORIGINAL LOT FUND:			52,058.34
<b>ADDITIONAL 1%-LOT FUND</b>			
<b>ADDITIONAL 1%-LOT</b>			
<b>25-4910-4220 SUN VALLEY AIR SERVICE BOARD</b>			
SUN VALLEY AIR SERVICE BOA	050620	Direct Cost's	5,522.66
SUN VALLEY AIR SERVICE BOA	050620	March 2020 Additional 1%	140,091.28
Total ADDITIONAL 1%-LOT:			134,568.62
Total ADDITIONAL 1%-LOT FUND:			134,568.62
<b>FIRE CONSTRUCTION FUND</b>			
<b>FIRE FUND EXP/TRNFRS</b>			
<b>42-4800-4200 PROFESSIONAL SERVICES</b>			
STEVE BUTLER & ASSOCIATES	4356	Geotechnical Report	112.50
US BANK	6243 042720	6243 - LEED Registration	1,200.00
DENNIS POTTS PROJECT MGMT,	1136	Construction Mgmt Services 4/21	43,699.35
<b>42-4800-4205 PROF SERVICES ENGINEERING</b>			
COLE ARCHITECTS PLLC	1493	Fire Station Design	113,321.60
COLE ARCHITECTS PLLC	1523	Fire Station Design	173,082.60
Total FIRE FUND EXP/TRNFRS:			331,416.05
Total FIRE CONSTRUCTION FUND:			331,416.05
<b>WATER FUND</b>			
<b>WATER EXPENDITURES</b>			
<b>63-4340-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	CP251527	HRA	325.71
<b>63-4340-2515 VISION REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	751957	FSA/HRA April 2020	19.60
<b>63-4340-3120 DATA PROCESSING</b>			
BILLING DOCUMENT SPECIALIS	58880	Utilities Billing	430.81
<b>63-4340-3200 OPERATING SUPPLIES</b>			
ALSCO - AMERICAN LINEN DIVI	LBO11800011	5192 050820	24.49
ALSCO - AMERICAN LINEN DIVI	LBO11800014	5493 050820	59.79

Vendor Name	Invoice Number	Description	Net Invoice Amount
PIPECO, INC.	S3677558.001	Blue Marking Paint	66.82
STANDARD PLUMBING SUPPLY	KXHW65	PPE Masks	90.00
USA BLUEBOOK	226230	Case for Hach Replacement	31.78
<b>63-4340-3250 LABORATORY/ANALYSIS</b>			
GO-FER-IT	93988	292-043020	17.00
MAGIC VALLEY LABS, INC.	16195	Water Testing	95.00
<b>63-4340-3500 MOTOR FUELS &amp; LUBRICANTS</b>			
UNITED OIL	938120	37271 043020	179.07
<b>63-4340-3800 CHEMICALS</b>			
GEM STATE WELDERS SUPPLY,I	E262151	55 gal T-Chlor	252.24
<b>63-4340-4200 PROFESSIONAL SERVICES</b>			
DIG LINE	0063342-IN	0000167 043020	118.98
<b>63-4340-5100 TELEPHONE &amp; COMMUNICATIONS</b>			
CENTURY LINK	2087250715 05	2087250715 050420	117.79
CENTURY LINK	2087255045 05	2087255045 050420	53.80
<b>63-4340-6100 REPAIR &amp; MAINT-MACH &amp; EQUIP</b>			
A.C. HOUSTON LUMBER CO.	2005-625111	Nuts and Bolts	65.82
BANYAN TECHNOLOGY INC.	20695	Replace Cooling Fan Northwood Well	212.50
KC TOOL SUPPLY	627640	120 V Cord	26.00
Total WATER EXPENDITURES:			2,187.20
Total WATER FUND:			2,187.20
<b>WATER CAPITAL IMPROVEMENT FUND</b>			
<b>WATER CIP EXPENDITURES</b>			
<b>64-4340-7800 CONSTRUCTION</b>			
S & C ASSOCIATES LLC	1605 - 1623	18-1052	57.50
<b>64-4340-7802 KETCHUM SPRING WA CONVERSION</b>			
S & C ASSOCIATES LLC	1605 - 1623	19-1072	1,150.00
Total WATER CIP EXPENDITURES:			1,207.50
Total WATER CAPITAL IMPROVEMENT FUND:			1,207.50
<b>WASTEWATER FUND</b>			
<b>WASTEWATER EXPENDITURES</b>			
<b>65-4350-2515 VISION REIMBURSEMENT ACCT(HRA)</b>			
NBS-NATIONAL BENEFIT SERVI	751957	FSA/HRA April 2020	45.40
<b>65-4350-3120 DATA PROCESSING</b>			
BILLING DOCUMENT SPECIALIS	58880	Utilities Billing	646.21
<b>65-4350-3200 OPERATING SUPPLIES</b>			
ALSCO - AMERICAN LINEN DIVI	LBOI1800011	5192 050820	24.49
ALSCO - AMERICAN LINEN DIVI	LBOI1800013	5292 050820	115.01
ATKINSONS' MARKET	06412856	Distilled Water	6.06
D & B SUPPLY INC.	40354	Uniforms	149.97
D & B SUPPLY INC.	79897	Uniforms	99.99



Vendor Name	Invoice Number	Description	Net Invoice Amount
US BANK	9642 042720	9642 - Industrial Sprayer	69.99
<b>65-4350-3500 MOTOR FUELS &amp; LUBRICANTS</b>			
UNITED OIL	938119	37270 043020	335.52
<b>65-4350-4200 PROFESSIONAL SERVICES</b>			
ANALYTICAL LABORATORIES, I	71484	chemicals	374.79
<b>65-4350-5200 UTILITIES</b>			
IDAHO POWER	2224304721 05	2224304721 050720	10.88
<b>65-4350-6000 REPAIR &amp; MAINT-AUTO EQUIP</b>			
NAPA AUTO PARTS	010857	Brake and Cleaner	69.47
NAPA AUTO PARTS	010942	Brake Grease	6.76
NAPA AUTO PARTS	011004	Brake Rotor	121.58
<b>65-4350-6100 REPAIR &amp; MAINT-MACH &amp; EQUIP</b>			
ATKINSONS' MARKET	05295464	Distilled Water & Ice Blocks	22.31
CHATEAU DRUG CENTER	2214102	Threadlocker	8.07
NAPA AUTO PARTS	012428	Spark Plug	1.85
US BANK	9642 042720	9642 - O-Rings	50.14
TELEDYNE INSTRUMENTS INC	S020396500	Refridgerator Parts	1,475.29
Total WASTEWATER EXPENDITURES:			3,633.78
Total WASTEWATER FUND:			3,633.78
<b>WASTEWATER CAPITAL IMPROVE FND</b>			
<b>WASTEWATER CIP EXPENDITURES</b>			
<b>67-4350-7800 CONSTRUCTION</b>			
S & C ASSOCIATES LLC	1605 - 1623	19-1063	57.50
Total WASTEWATER CIP EXPENDITURES:			57.50
Total WASTEWATER CAPITAL IMPROVE FND:			57.50
<b>DEVELOPMENT TRUST FUND</b>			
<b>DEVELOPMENT TRUST EXPENDITURES</b>			
<b>94-4900-8000 PEG GATEWAY MARRIOT AUTOGRAPH</b>			
S & C ASSOCIATES LLC	1605 - 1623	19-1035	115.00
Total DEVELOPMENT TRUST EXPENDITURES:			115.00
Total DEVELOPMENT TRUST FUND:			115.00
Grand Totals:			604,358.92

Vendor Name

Invoice Number

Description

Net Invoice Amount

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Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "0110000000"- "9648008200", "9910000000"- "9911810000"

Invoice Detail.Voided = No, Yes

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## City of Ketchum

May 18, 2020

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

### **Recommendation to Receive and File Treasurer's Monthly Financial Report**

#### Recommendation and Summary

Staff is recommending the council receive and file the Treasurer's monthly report in accordance with statutory requirements and adopt the following motion:

***"I move to receive and file the Treasurer's financial report."***

The reasons for the recommendation are as follows:

- State statute establishes requirements for monthly financial reports from the City Treasurer.

#### Introduction and History

Idaho State Statute 50-208 establishes requirements for monthly financial reports from the City Treasurer to the Council. The Statute provides that the Treasurer "render an accounting to the city council showing the financial condition of the treasury at the date of such accounting."

#### Analysis

Pursuant to the above statutory requirements, enclosed for Council review is a monthly financial report showing the financial condition of the City in the current fiscal year. This report, along with complete financial statements, is available on the City's website.

#### Financial Impact

There is no financial impact to this reporting.

#### Attachments

- Attachment A: Monthly Financial Report Charts



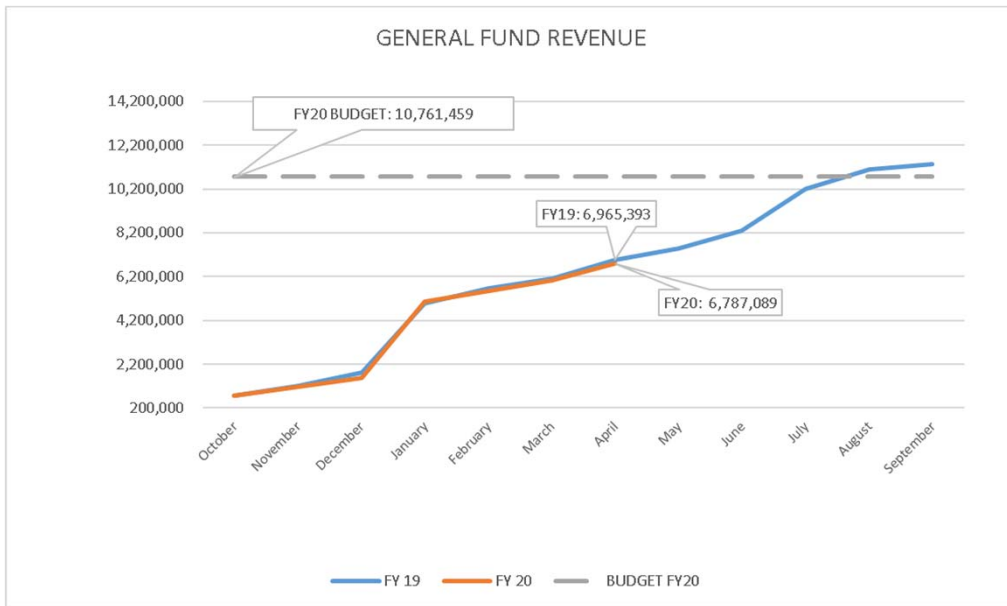
## Monthly Financial Reports

As of April 30, 2020

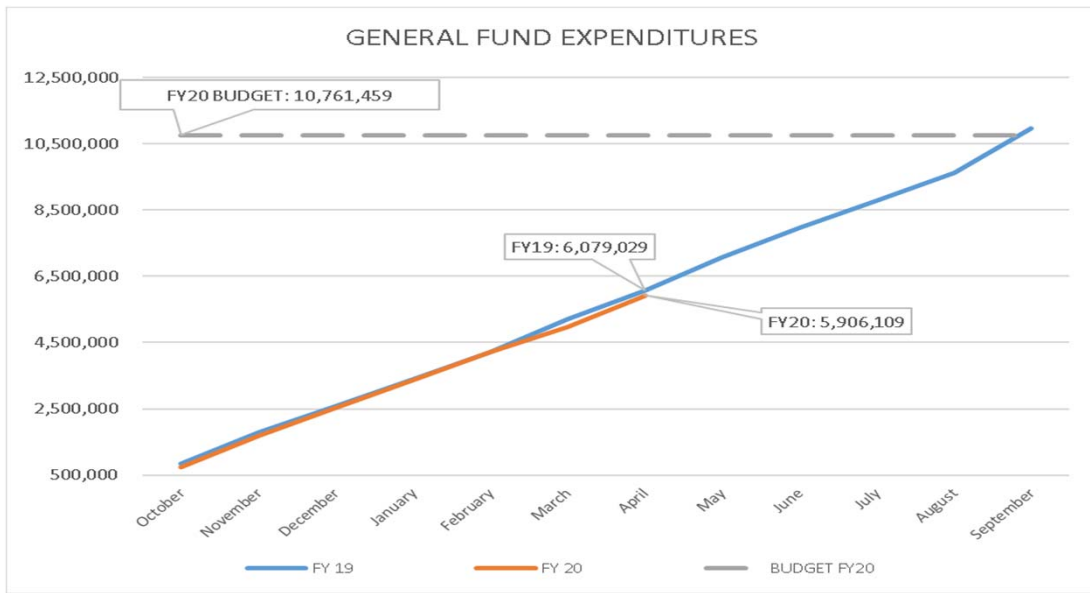
This packet is divided into three sections: (1) General Fund charts (pages 2-13); (2) Original LOT charts (pages 14-18); (3) Enterprise Fund charts (pages 19-23); and Off-Street Parking Lot charts (pages 24-28).

Each chart includes information on current progress relative to the prior year and also the current budget. Where deviations are 5% or greater, an explanation on the major drivers of such changes is included.

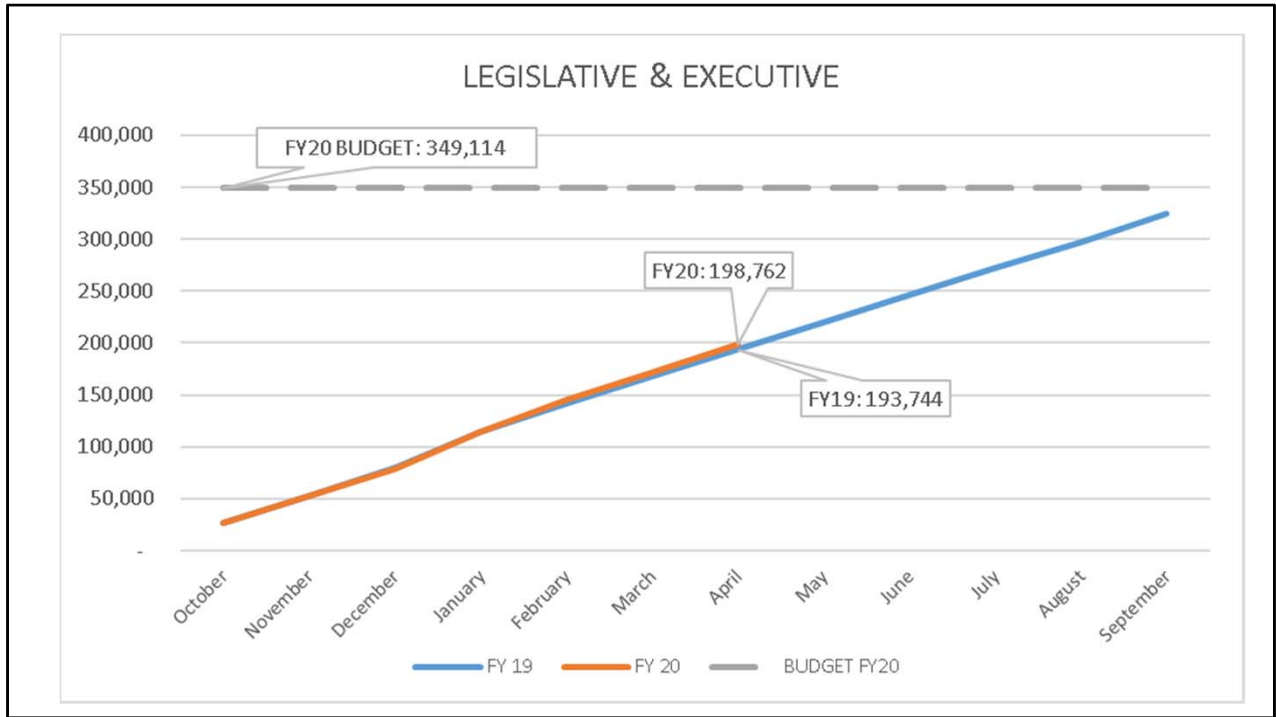
# General Fund



The General Fund revenues are down approximately \$178,304 (2.6%) in FYTD.

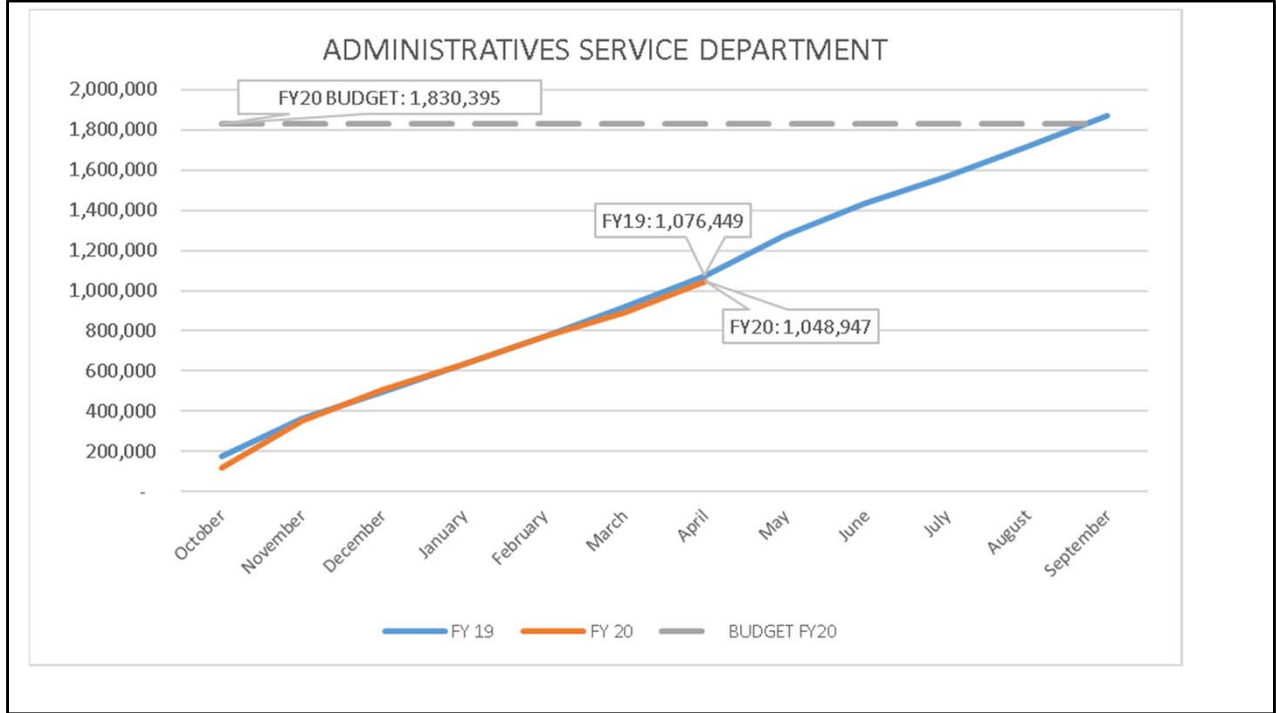


The General Fund expenditures are down \$172,920 (2.8%) FYTD.

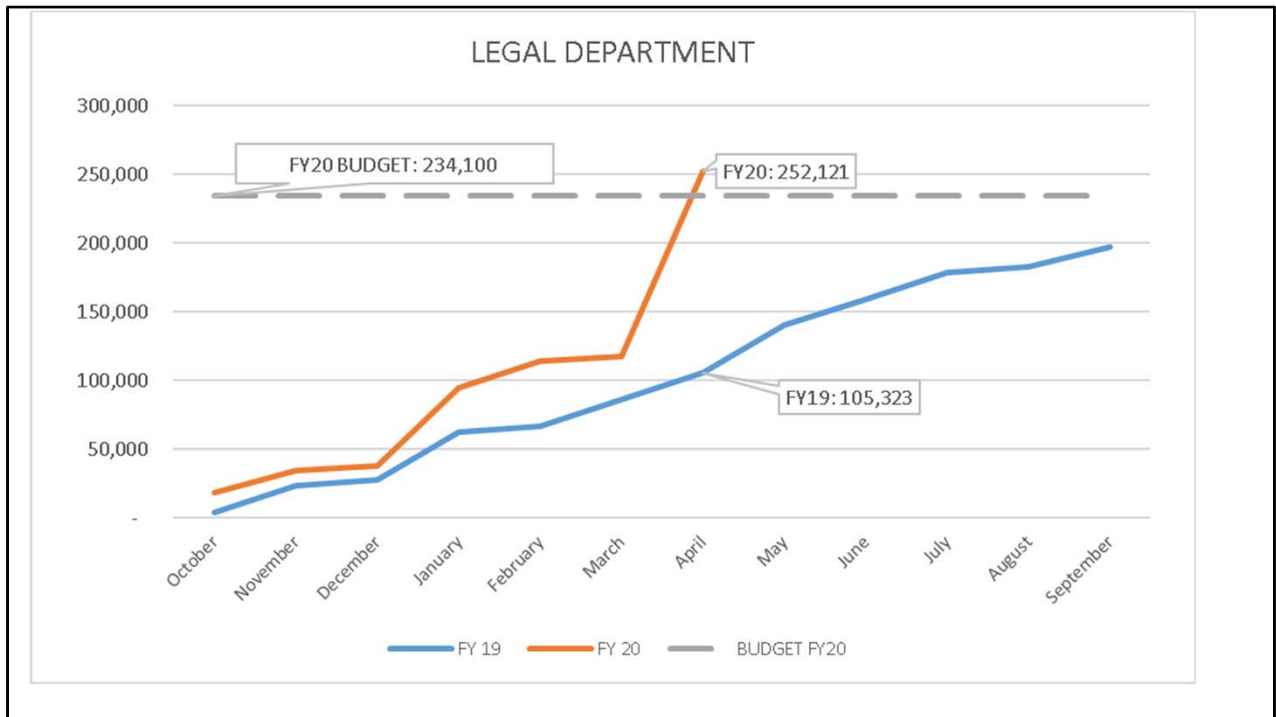


The Legislative & Executive Department expenditures are up \$5,018 (2.6%) FYTD.

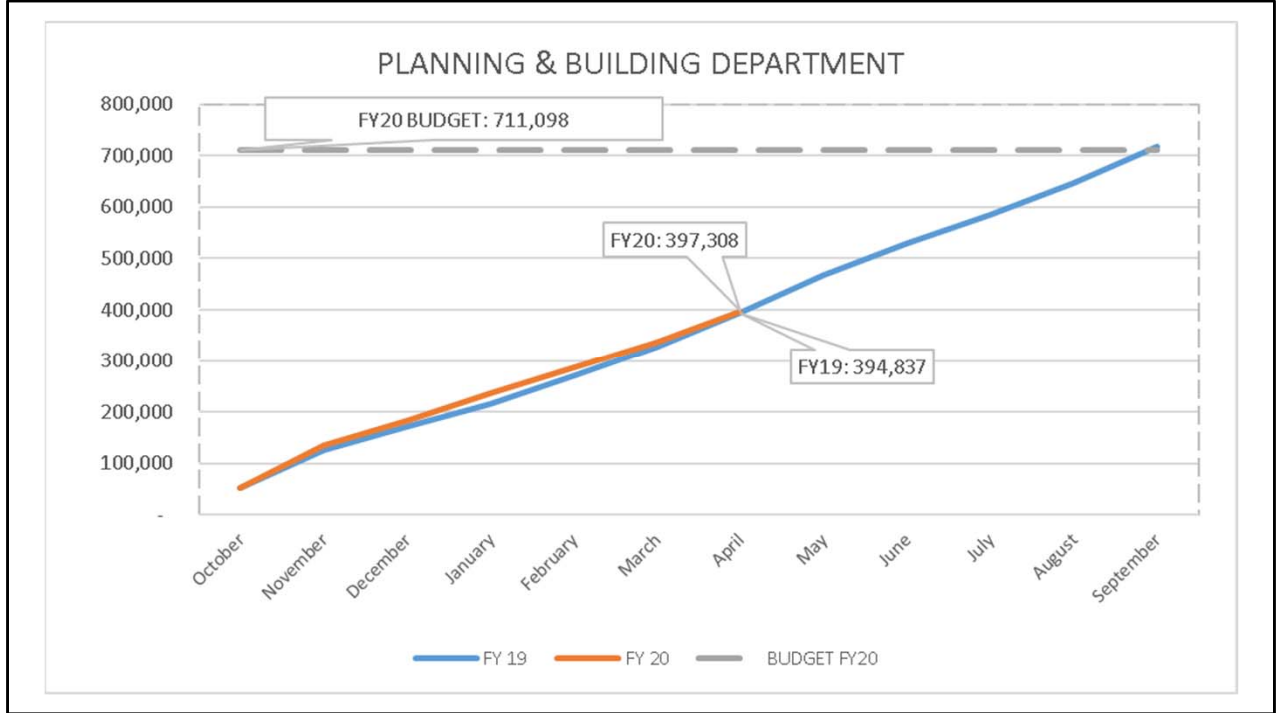




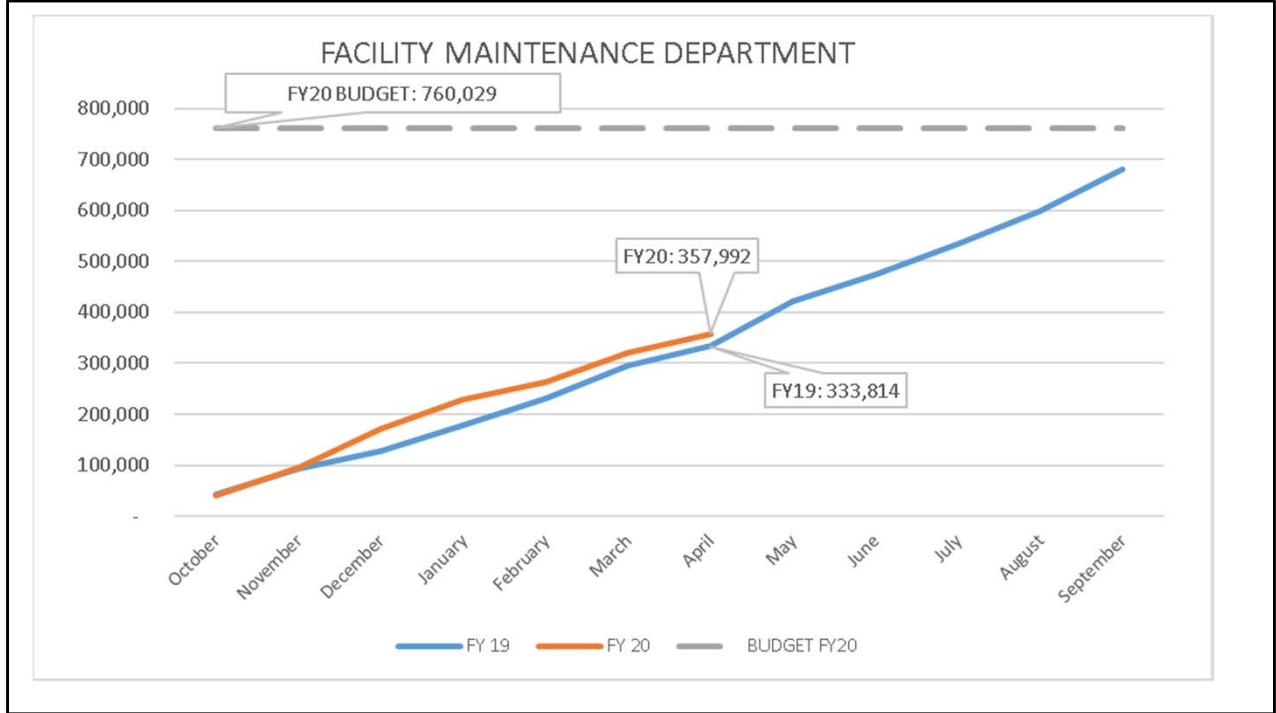
The Administrative Services Department expenditures are down \$27,502 (2.6%) FYTD.



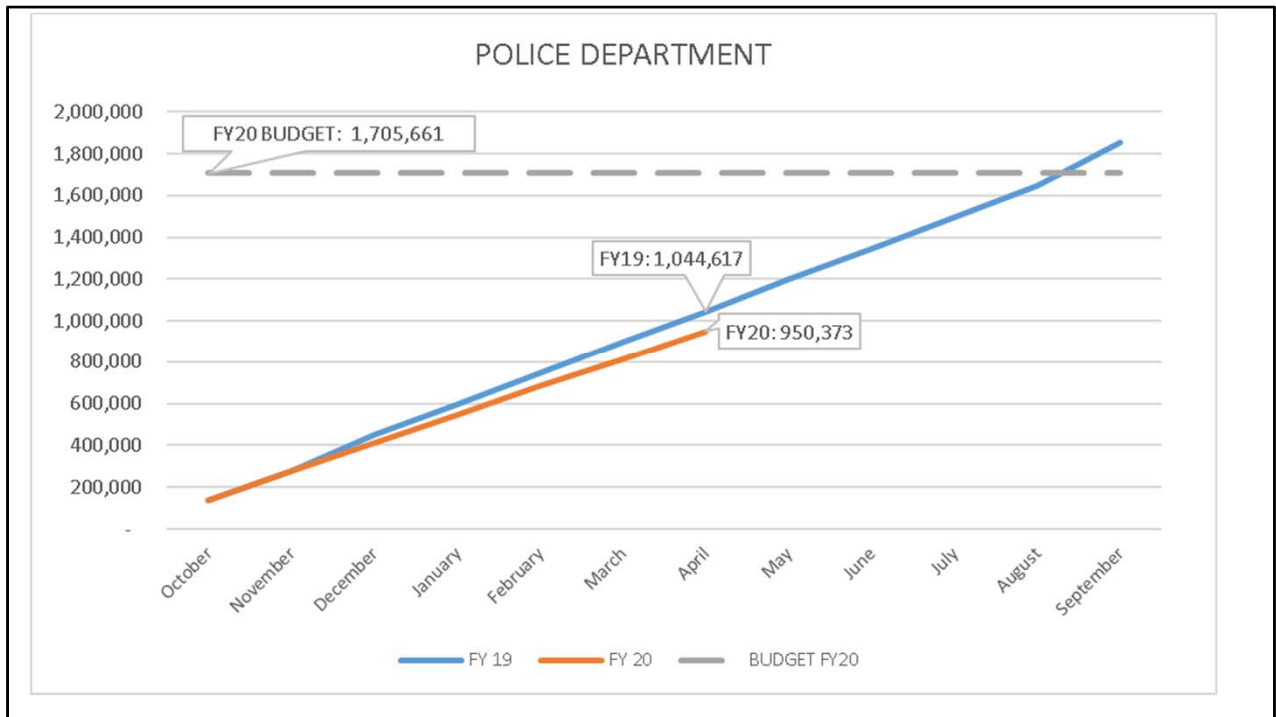
The Legal Department expenditures are up \$146,798 (139.4%) FYTD. This increase is largely due to the timing of the contract billing with White Peterson related to certain legal matters.



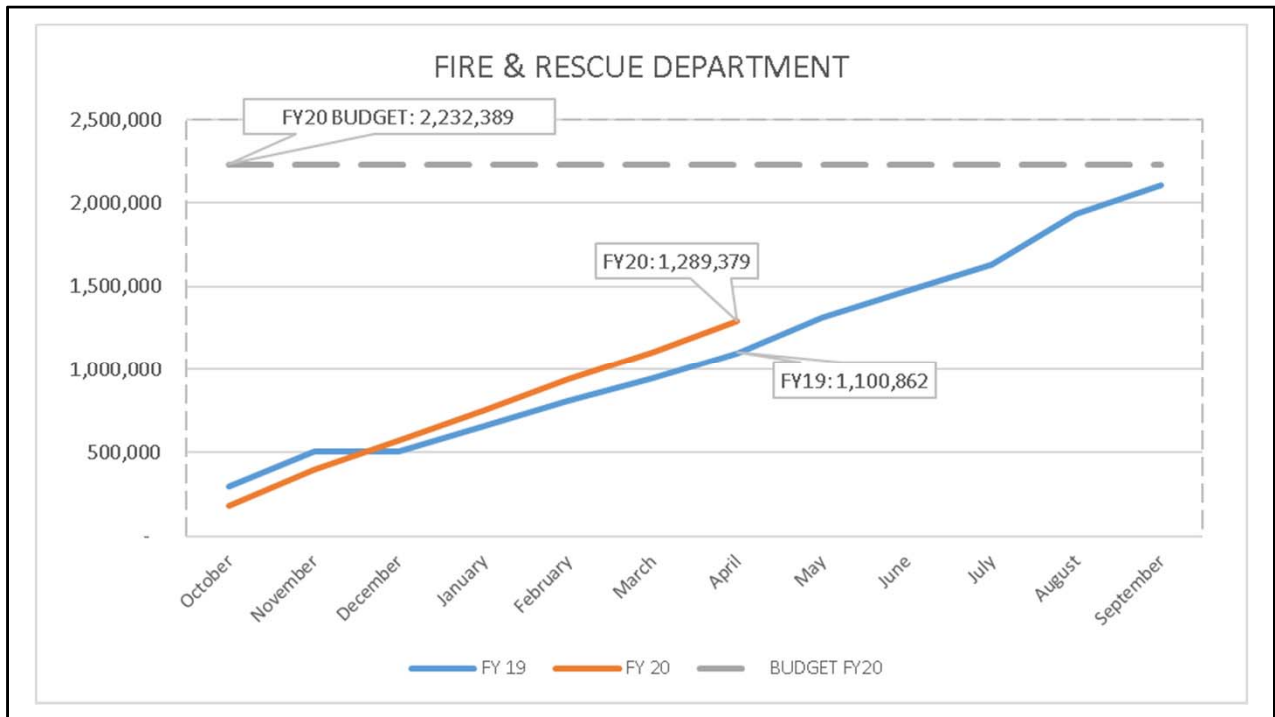
The Planning & Building Department expenditures are up \$2,471 (0.6%) FYTD.



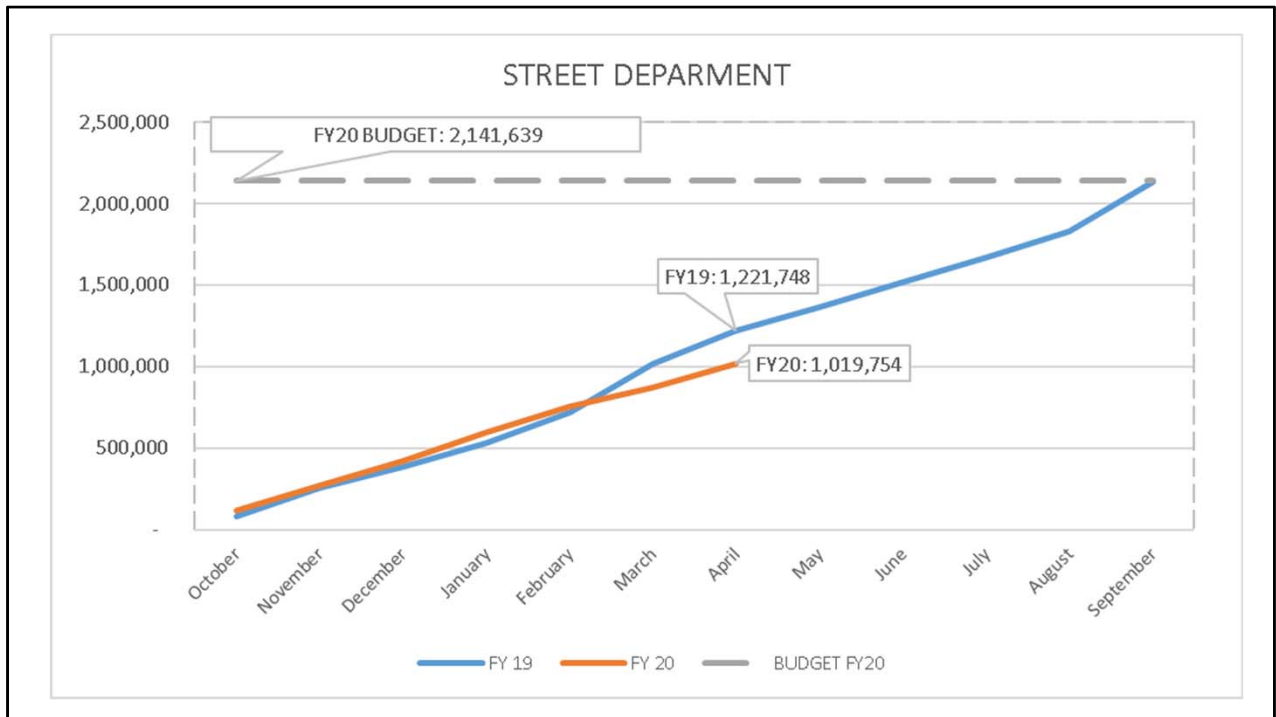
The Facilities Maintenance Department expenditures are up \$24,178 (7.2%) FYTD. This increase is largely due to increased utilization of Professional Services including for holiday lighting and snow removal.



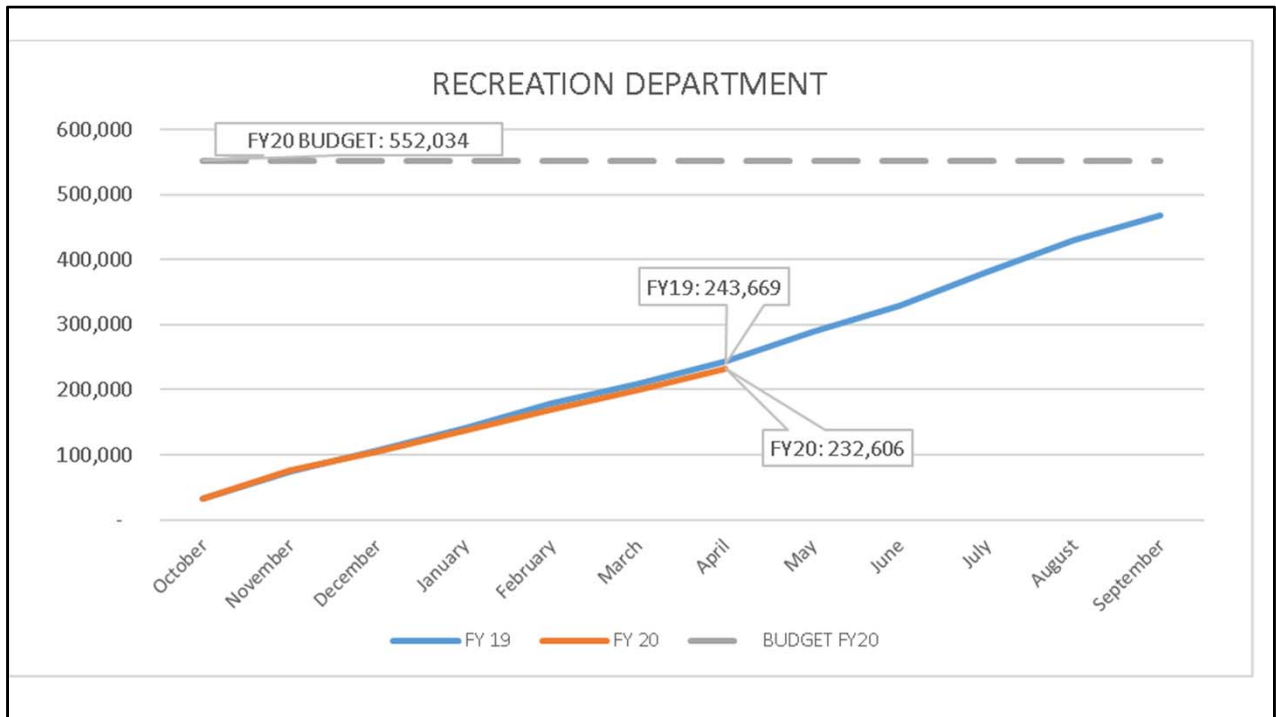
The Police Department expenditures are down \$94,244 (9.0%) FYTD. This decrease is largely due to a partial vacancy in the Community Service function that has recently been filled.



The Fire & Rescue Department expenditures are up \$188,517 (17.1%) FYTD. This increase is due largely to an increase in materials and supplies and also the filling of a vacant position.



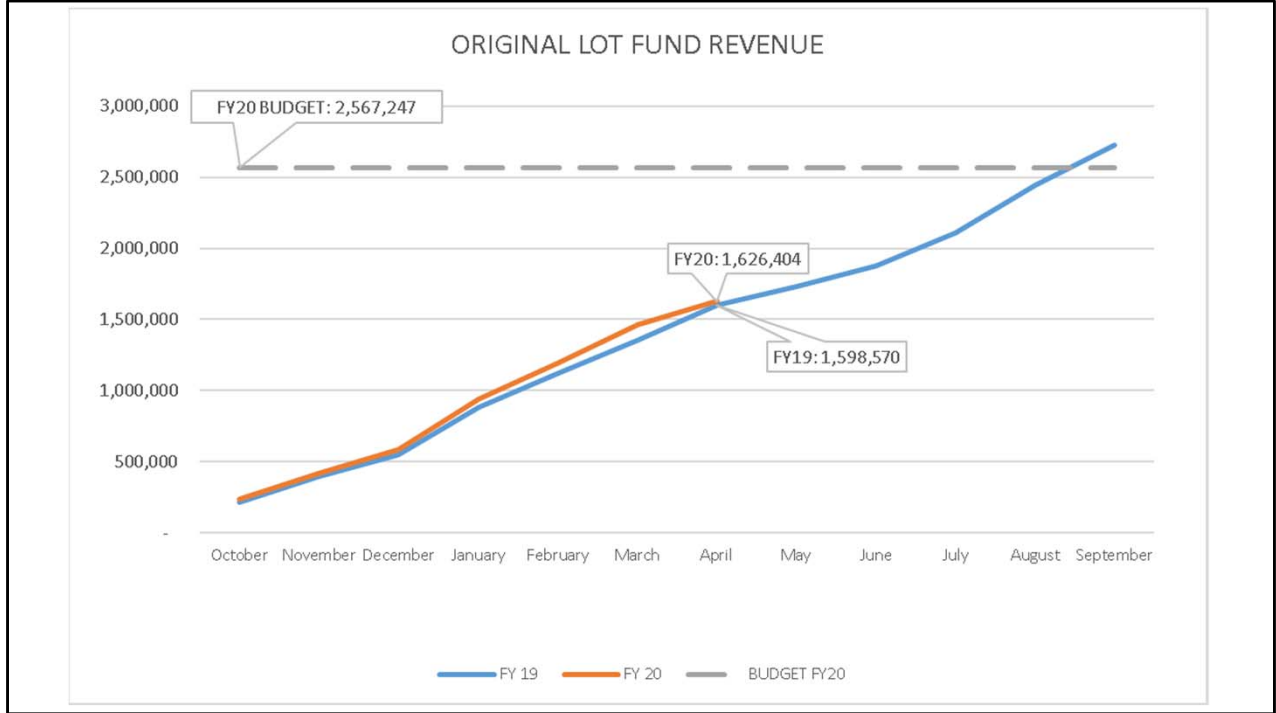
The Streets Department expenditures are down \$201,994 (16.5%) FYTD. This decrease is due to timing of payments and also a lighter snow year.



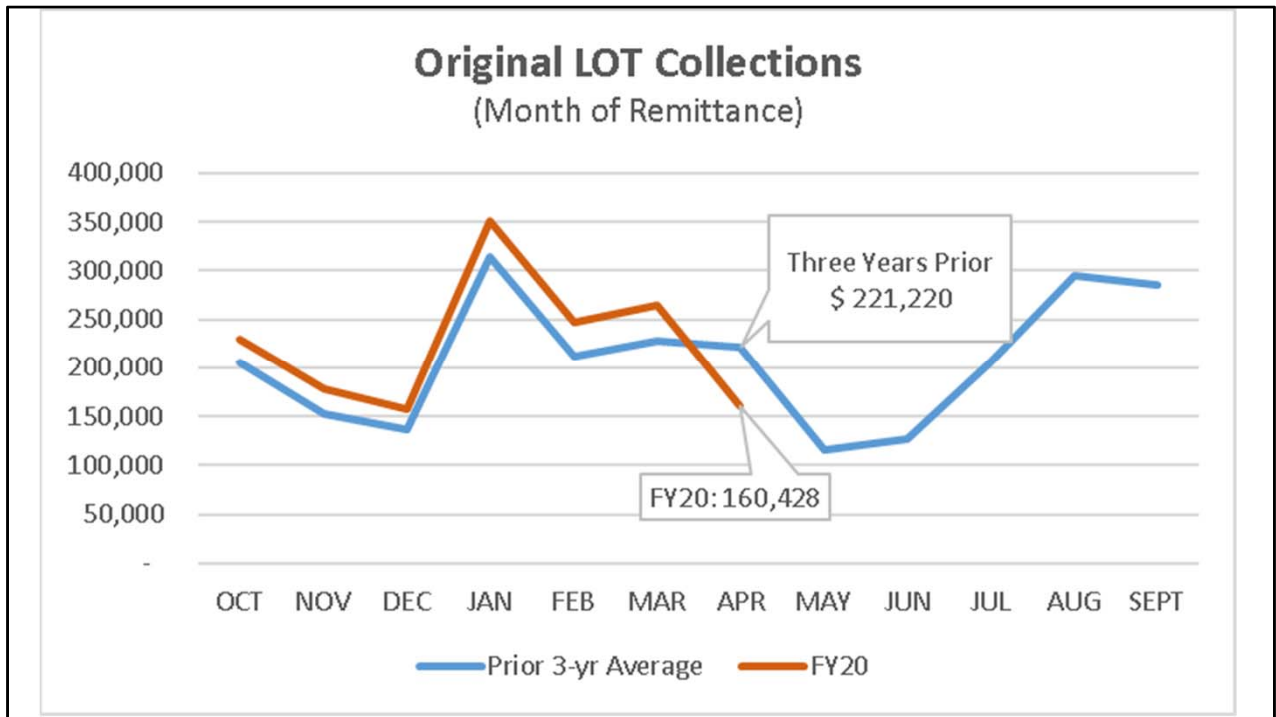
The Recreation Department expenditures are down \$11,063 (4.5%) FYTD.



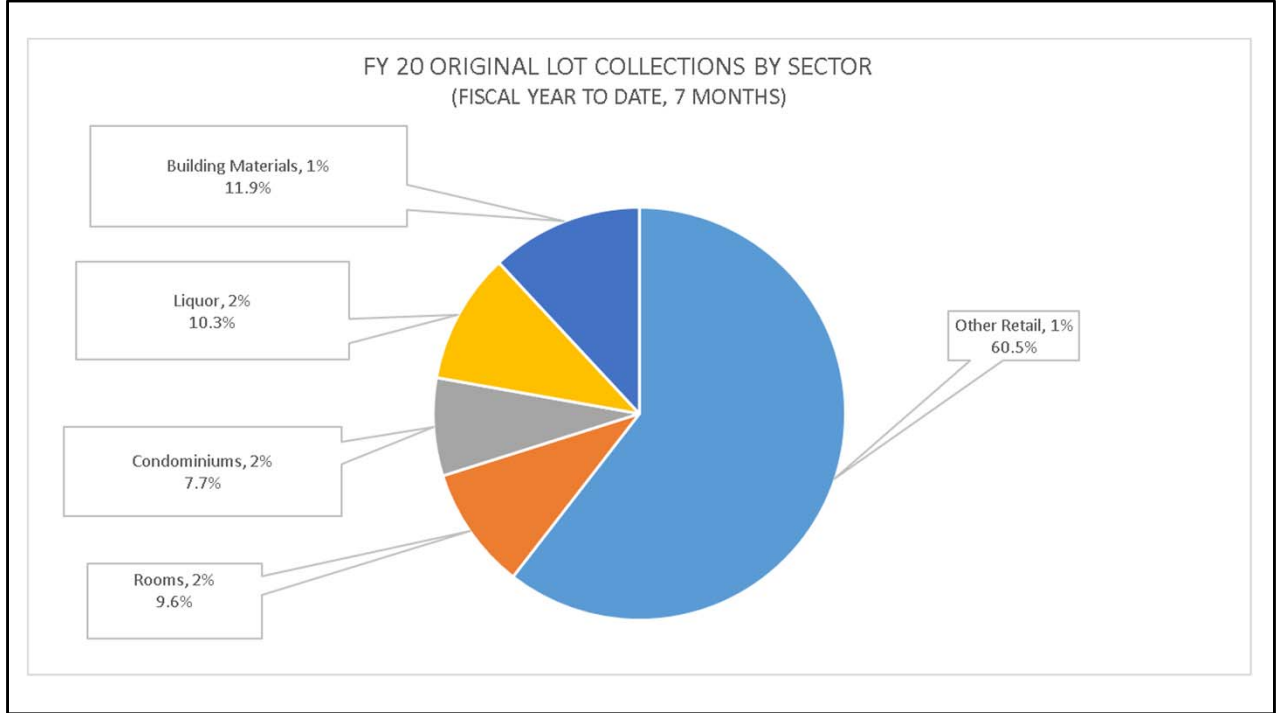
# LOT Analysis



Revenue to the Original LOT Fund is up approximately \$27,834 (1.7%) FYTD due to greater tax receipts.

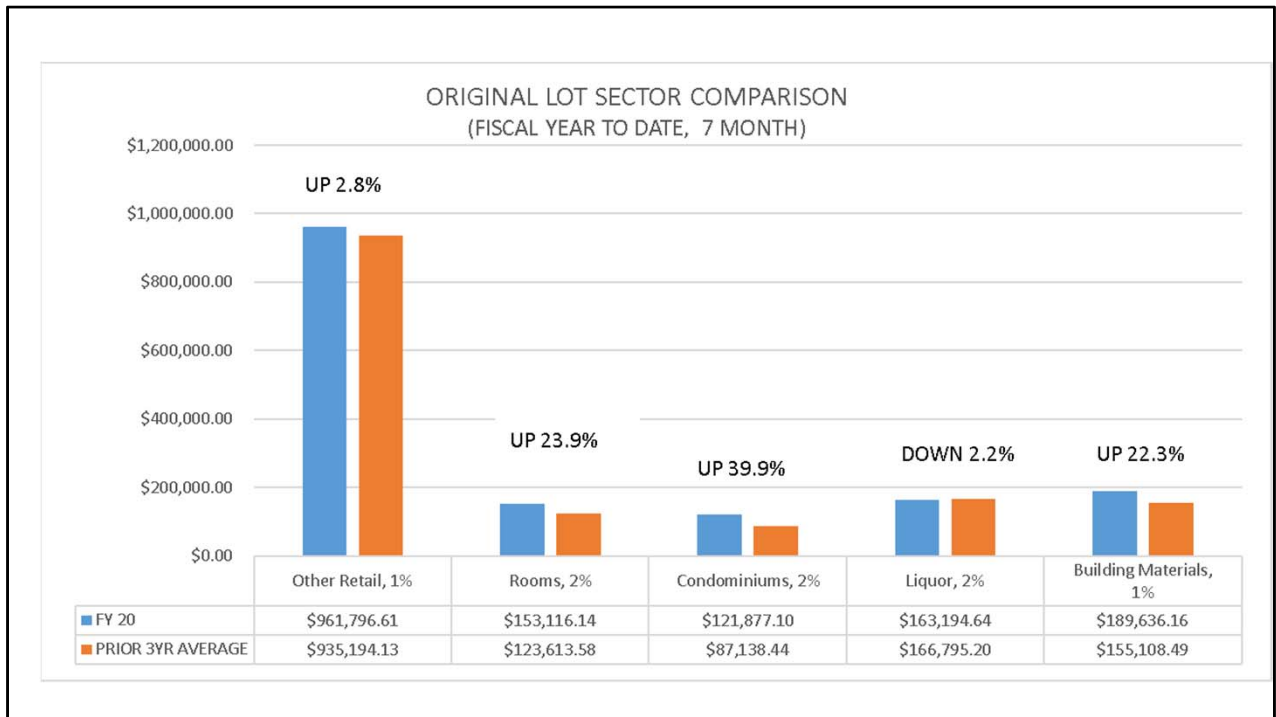


Revenues from Original LOT covered sales are down approximately 27.5% over the average of the prior three years.



To date in FY 20 (7 months), Original LOT collections have been generated by each sector as follows:

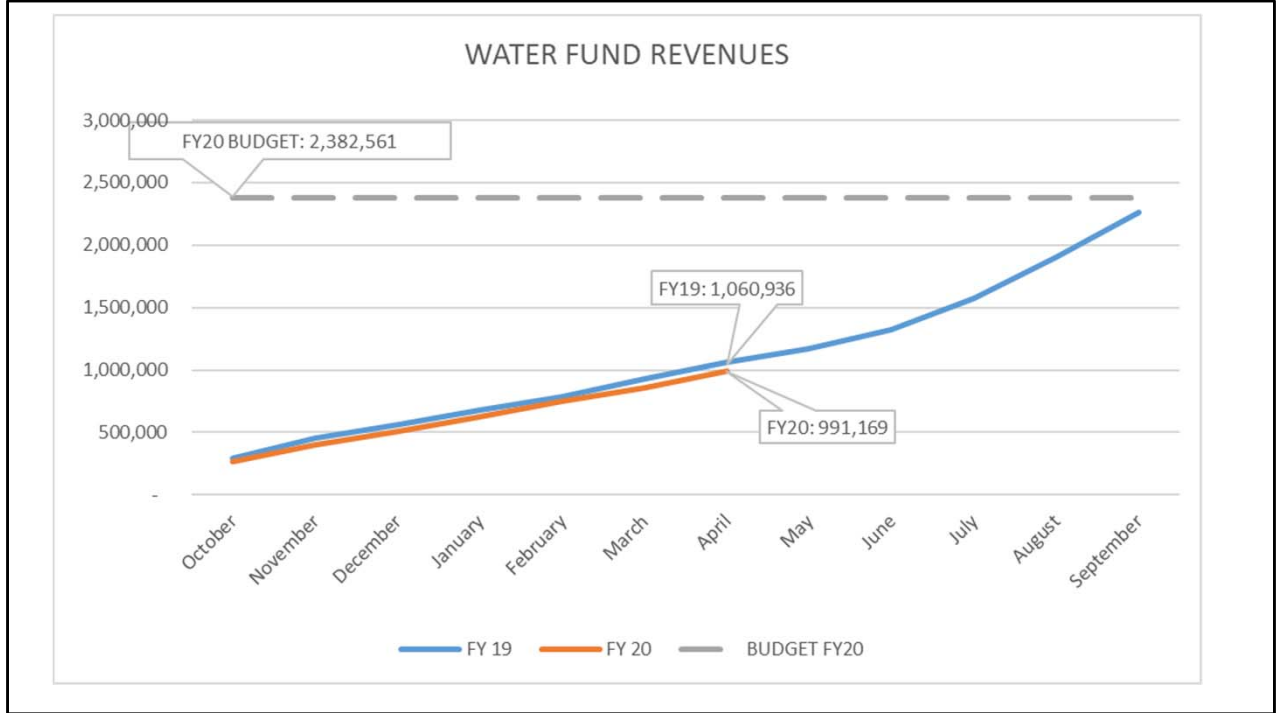
1. Retail has generated 60.5% of the total.
2. Building Materials have generated 11.9%.
3. Liquor has generated 10.3%
4. Rooms have generated 9.6%.
5. Condominiums have generated 7.7%.



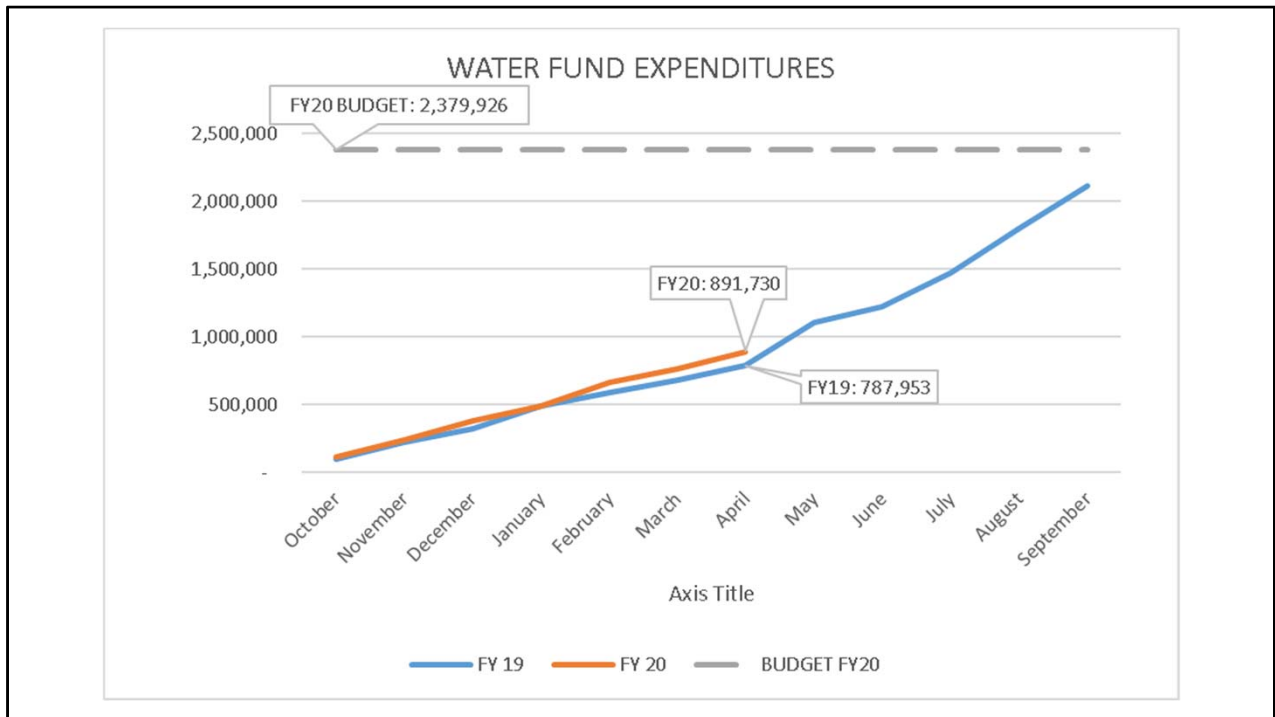
Through the first 7 months of FY 20, collections compared to the prior three-year average are as follows:

1. Retail is up 2.8%.
2. Rooms are up 23.9%.
3. Condominiums are up 39.9%
4. Liquor is down 2.2%.
5. Building Materials are up 22.3%.

# Enterprise Funds

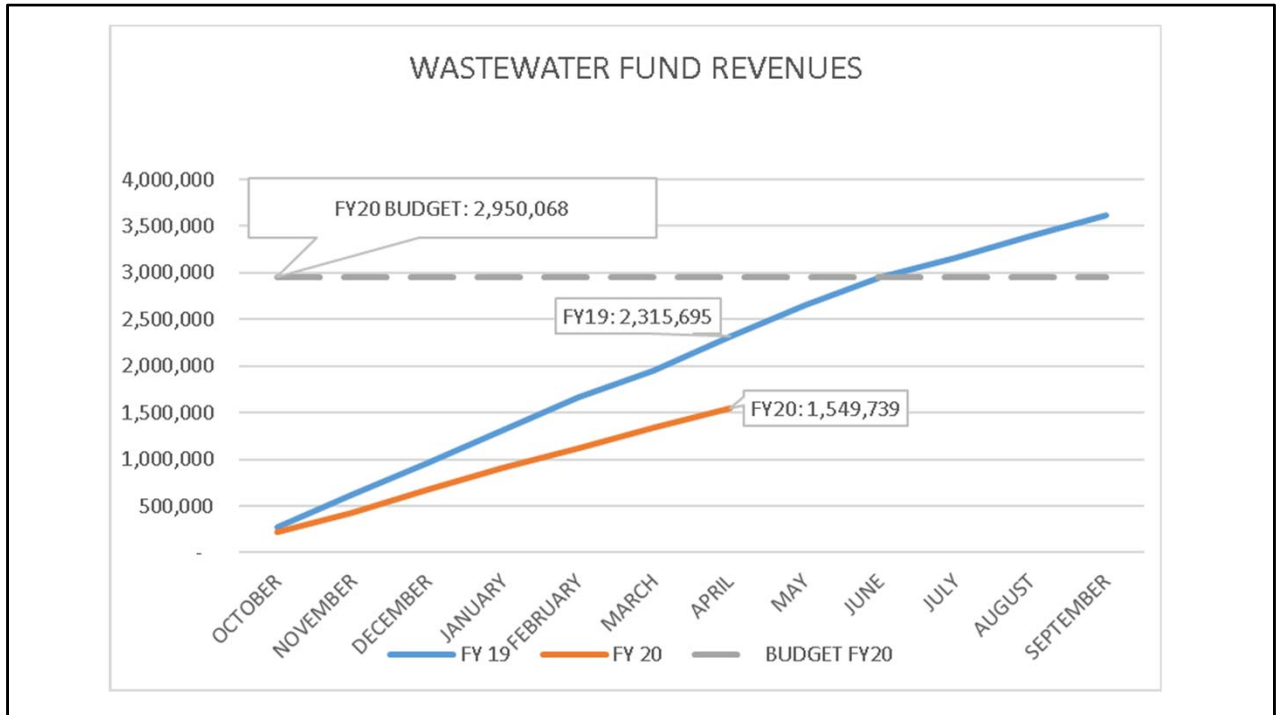


The Water Fund revenues are down \$69,797 (6.6%) FYTD due to lower billed usage.

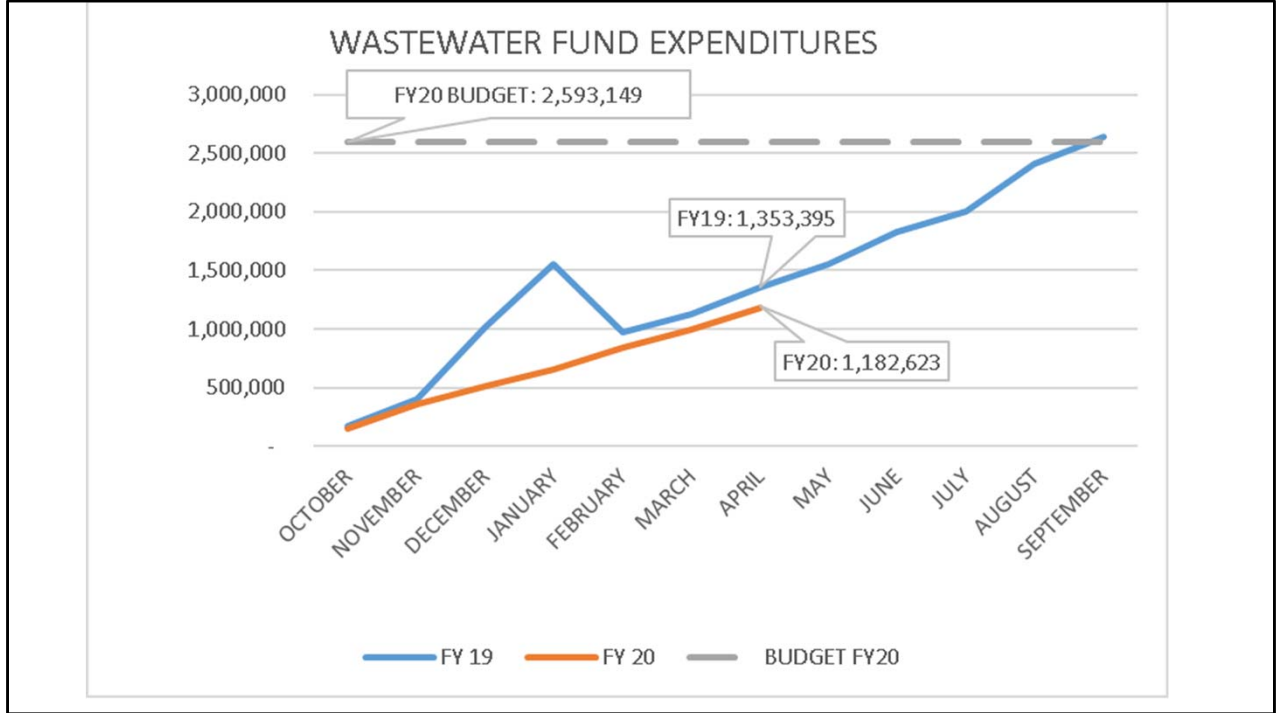


The Water Fund expenditures are up \$103,777 (13.2%) FYTD due to transfers to the CIP.



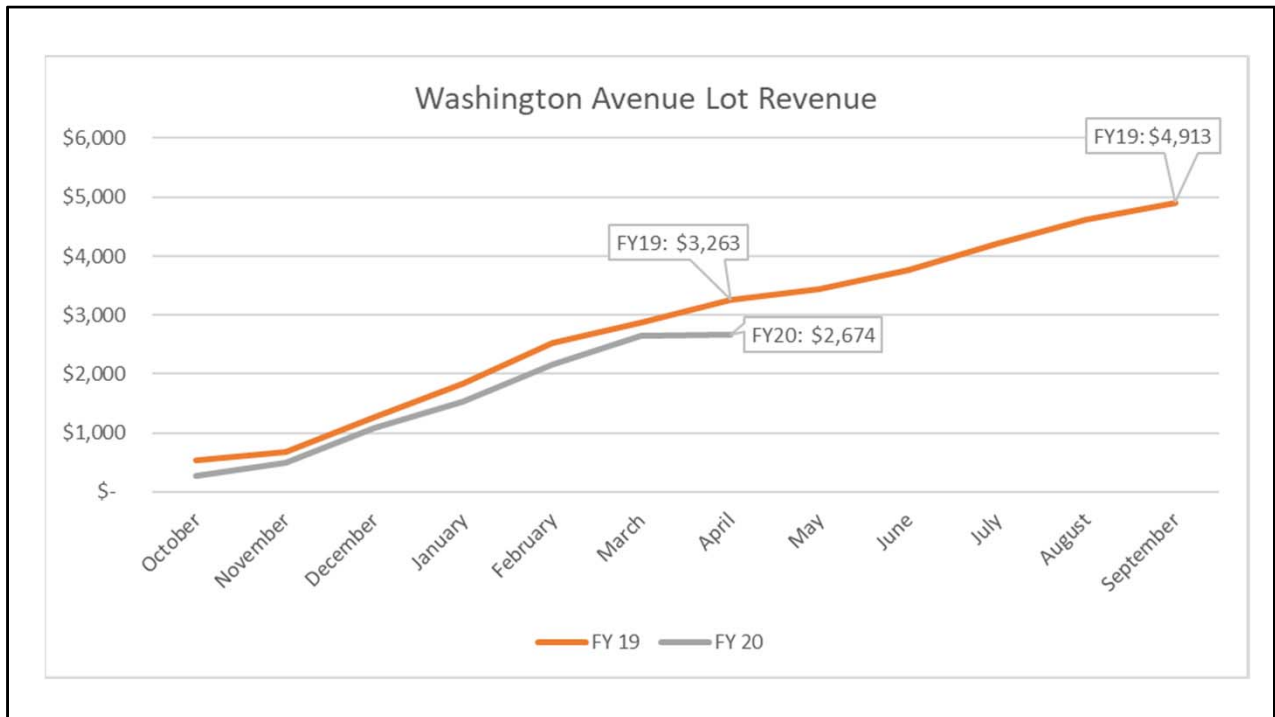


The Wastewater Fund revenues are down \$765,956 (33.1%) FYTD. This decrease is due to lower reimbursements from the Sun Valley Water and Sewer District for the now complete Headworks project.

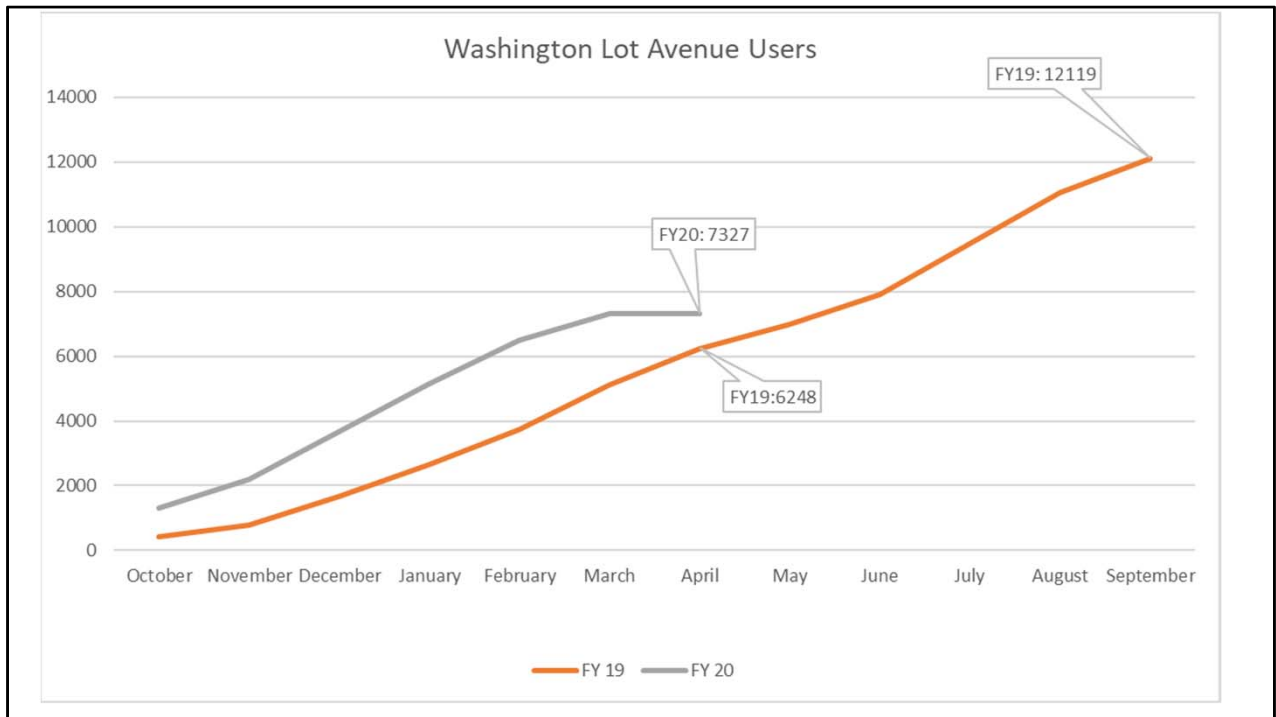


The Wastewater Fund expenditures are down approximately \$170,772 (12.6%) FYTD. The decrease is largely due to lower contracted expenditures in FY20.

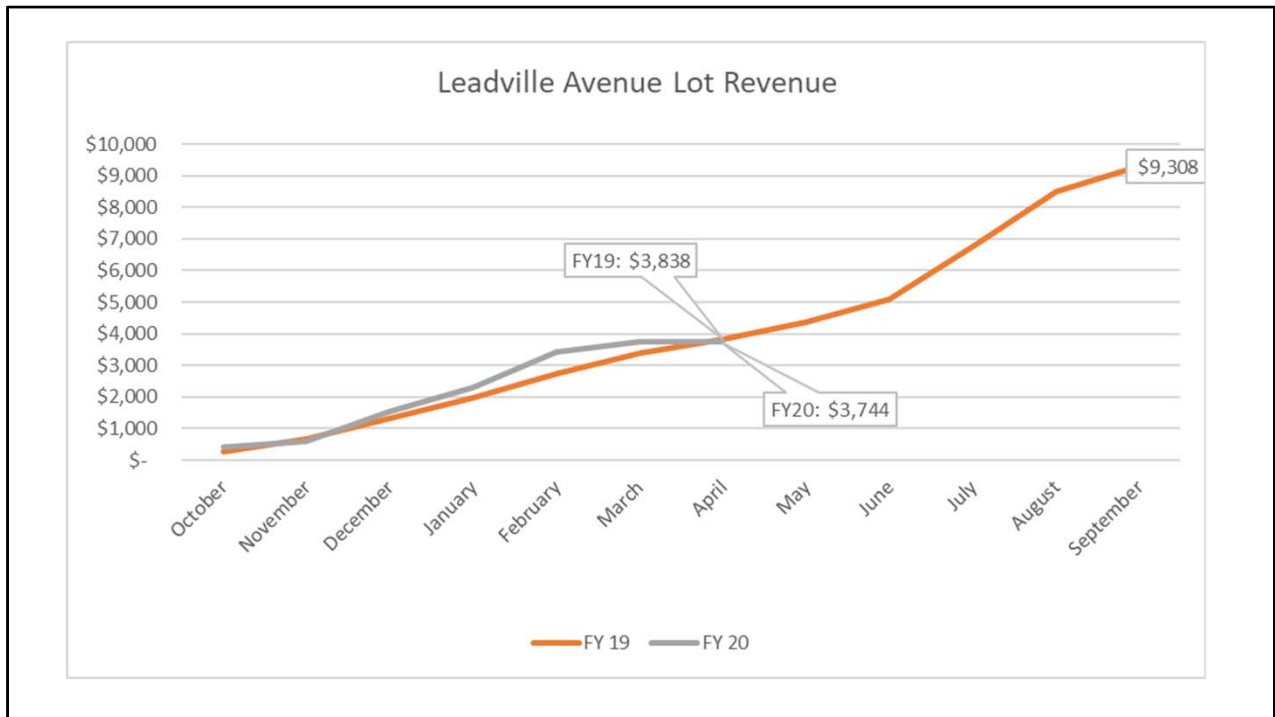
**Off-Street Parking Lots**



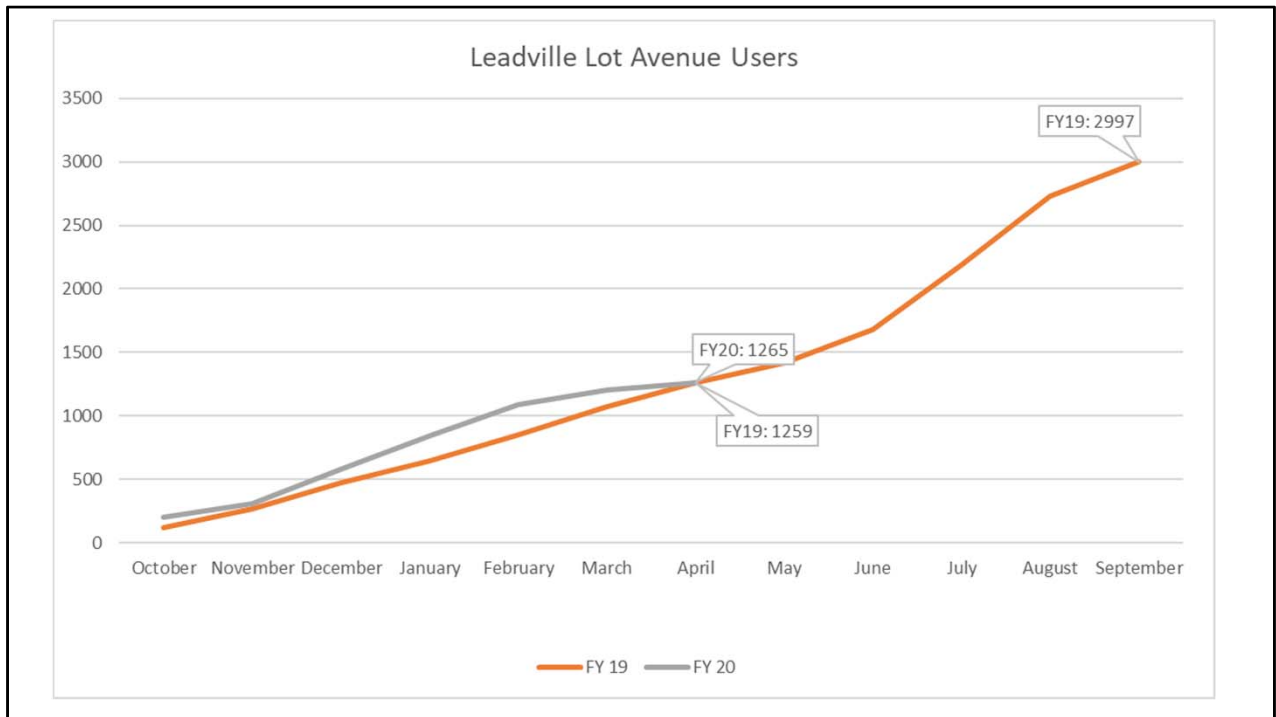
In the fiscal year to date, revenues at the Washington Avenue parking lot are down \$589 (18.1%) relative to the prior year.



In the fiscal year to date, the number of transactions registered at the Washington Avenue parking lot is up 1079 (17.3%) relative to the prior year.



In the fiscal year to date, revenues at the Leadville Avenue parking lot are down \$94 (2.5%) relative to the prior year.



In the fiscal year to date, the number of transactions registered at the Leadville Avenue parking lot is up 6 (0.5%) relative to the prior year.



City of Ketchum

May 18, 2020

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

**Recommendation to Approve Alcohol Beverage Licenses**

Recommendation and Summary

Staff is recommending the council to approve the license and adopt the following motion:

*I move to approve Alcohol Beverage Licenses for the applicant included in the staff report.*

The reasons for the recommendation are as follows:

- Ketchum Municipal Code Requires certain licenses to sell liquor, beer or wine.
- At this time, the application is for the period of May 1, 2020 – July 31, 2020, the Council approval is requested to complete the process of issuing such beer, wine and liquor licenses.

Introduction and History

In accordance with Municipal Code 5.04.020, Alcoholic Beverage Sales, it is unlawful for any person to sell liquor, beer, or wine at retail or by the drink within the City without certain licenses as required pursuant to Ordinance 367. All City licenses for liquor, beer, and wine expire annually and require renewal by August 1<sup>st</sup>. The businesses will be vending beer, wine and liquor on premise (wine is included in the liquor fees) and not to be consumed on premise, per application.

Analysis

At this time, the following businesses has filed for their license and Council approval is requested to complete the process of issuing such beer, wine and liquor licenses.

Financial Impact

- The City of Ketchum will realize revenue of \$50.01 from approval of these licenses in accordance with the current fee structure.

<u>Company</u>	<u>Beer Consumed on Premises</u>	<u>Beer Not to be Consumed on Premises</u>	<u>Wine Consumed on Premises</u>	<u>Wine Not to be Consumed on Premises</u>	<u>Liquor</u>	<u>Approved by Council for 2019-20</u>	<u>Total Amount of Fees</u>
5B Fruit			X			5/18/2020	50.01

Sincerely,

Grant Gager  
Director of Finance and Internal Services  
Attachments: Alcohol applications





**City of Ketchum**

**Beer, Wine & Liquor-by-the Drink License Application**

Submit completed application and fees below to the City Clerk Office, PO Box 2315, 480 East Ave. N., Ketchum, ID 83340. If you have questions, please contact Business License & Tax Specialist, Kathleen Schwartzenberger at [taxes@ketchumidaho.org](mailto:taxes@ketchumidaho.org) or (208) 726-3841.

APPLICANT INFORMATION		
Applicant Name: <u>5B Fruit LLC / Parker Morris</u>		Doing Business As: <u>5B Fruit LLC</u>
Physical Address where license will be displayed: <u>ste 107 511 Leadville Ave</u>		
Mailing Address: <u>PO Box 1916 Ketchum ID 83340</u>		
Recorded Owner of Property: <u>Lynn Knudsen</u>		
Applicant Phone Number: <u>208 720 5469</u>		Applicant Email: <u>5bfruitketchum@gmail.com</u>
STATE LICENSE NO: <u>#2193</u> (copy required)		COUNTY LICENSE NO: _____ (copy required)
Corporation: <input checked="" type="checkbox"/> Partnership: <input checked="" type="checkbox"/> Individual: <input type="checkbox"/> If Applicant is a Partnership or Corporation, is the corporation authorized to do business in Idaho? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		List names and addresses of corporation officers and/or partners: _____ _____ _____
BEER LICENSE FEES		
	Draft or Bottled or Canned Beer to be consumed on premises	\$200.00
	Bottled or Canned Beer NOT to be consumed on premises	\$ 50.00
WINE LICENSE FEES		
<input checked="" type="checkbox"/>	Wine, to be consumed on premises	<del>\$200.00</del> <u>50.01</u>
	Wine, NOT to be consumed on premises	\$200.00
LIQUOR LICENSE FEES		
	Liquor by the Drink	\$560.00
Total Fees Due		<del>\$200.00</del> <u>\$50.01</u>
ADDITIONAL INFORMATION		
Has the applicant, any partners of the applicant, any member of the applying partnership, the active manager of the applying partnership or any officer of the applying corporation been convicted of a violation of any law of the State of Idaho, or any other state, or of the United States regulating, governing, or prohibiting the sale of alcoholic beverages or intoxication liquor, and has any one of them within the last three years forfeited or suffered the forfeiture of a bond for his/her appearance to answer charges of any such violation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Has the applicant or any partner or actual active manager or officer of the applicant been convicted of any felony within the last five years? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

Applicant agrees to observe all City ordinances, laws and conditions imposed. Applicant agrees to defend, hold harmless and indemnify the City of Ketchum, its officers and employees from all liability claims, suits and costs arising from incidents or accidents occurring under this permit. Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct.

The undersigned hereby acknowledges and consents that the License(s) requested are subject to the provisions of the Ketchum Municipal Code, Title 5, Chapter 5.04 (amended by Ordinance 882), City of Ketchum, Idaho, Blaine County.

Parker Morris Owner  
Applicant Signature Relation to Business  
4/23/20  
Date

Subscribed and sworn to (or affirmed) before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Kathleen Schwab Berger  
Notary Public or City Clerk or Deputy

OFFICIAL USE ONLY		
Date Received: <u>4.2</u>	License Fee Paid: <u>\$ 50.01</u>	License No: <u>2193A</u>
To the City Council, Ketchum, Idaho; The undersigned, a Corporation <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Individual <input type="checkbox"/> , does hereby make application for a license to sell during the year of <u>August 1, 20</u> <sup>May</sup> - July 31, <u>20</u> .		
Approved by City of Ketchum Idaho by;		
_____ Mayor		



City of Ketchum  
City Hall

May 18, 2020

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, ID 83340

Mayor Bradshaw and City Councilors:

**Recommendation to approve Purchase Order 20471  
For Soil Borings**

**Recommendation and Summary**

Staff is recommending the council approve Purchase Order 20471 with Atlas Materials Testing & Inspection for soil borings for the new fire station and adopt the following motion:

**"I move to approve Purchase Order 20471 for \$6,303 with Atlas Materials Testing & Inspection and authorize the Mayor to sign the PO."**

The reasons for the recommendation are as follows:

- The City of Ketchum fire station project is progressing and a recent ground penetrating radar test has encouraged further review of certain areas of the project site.
- The City of Ketchum does not have the required skills and equipment to perform the testing in-house.

**Introduction and History**

The City of Ketchum voters approved construction of a fire station on November 5, 2019. As the design of the station has progressed, the project team performed sub-surface investigations to minimize the uncertainty involved in the project. A recent ground penetrating radar test indicated areas of disturbance on certain portions of the site and the team agreed that further review would be prudent.

**Analysis**

The City of Ketchum is seeking to engage the services of a testing and inspection firm to perform soil borings in six locations on the project site. The firm will provide a soils report upon conclusion of the borings for analysis by the project team.

**Sustainability Impact**

There is no sustainability impact from this action.

**Financial Impact**

The project is being funded by a voter-approved \$11.5 million bond sale and this amount is included within that budget.

**Attachments**

- Attachment A: Purchase Order 20471
- Atlas MTI Quote



City of Ketchum  
City Hall

## Purchase Order

Number: 20471  
Date: 5/18/2020

Vendor: ATLAS Materials Inspection and Testing  
2283 Wright Avenue  
Twin Falls, ID 83301

Quote Ref: See Attached

Quantity	Description	Total Cost
1	MTI Field Investigation	856.00
1	Drilling Subcontractor	4,372.00
1	Limited Report	665.00
1	Sieve Analysis	190.00
1	Atterberg Limits	220.00
<b>Total</b>		<b>6,303.00</b>

The City of Ketchum is a tax-exempt political subdivision of the State of Idaho.

Please confirm this City of Ketchum Purchase Order with Grant Gager, Director Finance & Internal Services, at [ggager@ketchumidaho.org](mailto:ggager@ketchumidaho.org) or (208) 726-3841.

Please Coordinate Work With:

City of Ketchum  
Attn: Grant Gager  
480 East Avenue N  
Box 2315  
Ketchum, ID 83340

Order Submitted By:

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

**GRANT GAGER  
CITY OF KETCHUM  
PO Box 2315  
Ketchum, ID 83340**

**PHONE: (208) 727-5073  
E-MAIL: ggager@ketchumidaho.org**

**Re:    Subsurface Geotechnical Investigation Proposal – Revision #1  
      Ketchum Fire Station  
      Saddle Road  
      Ketchum, Idaho  
      Latitude: 43.6884077, Longitude: -114.3710762**

Dear Mr. Gager:

Materials Testing & Inspection (MTI) would like to thank you for requesting a proposal from our firm to provide a geotechnical investigation for this project.

The subsurface investigation will be conducted to provide information needed in design of the proposed project. The project is expected to consist of a two-story fire station structure that is approximately 12,500 square-foot in size. The site to be developed is approximately 1.0 acre. In addition, paved areas will be developed for the project. Drainage is expected to be directed to onsite infiltration facilities. Location and size of the infiltration facilities are unknown at this time. Revisions may be required based on final design requirements.

Exploration and recommendations will be prepared under the supervision of a registered professional engineer. Qualified personnel will perform all field work. In accordance with your request, our proposed subsurface exploration will include the following services:

#### **Subsurface Soils Investigation**

- Underground public utility locate services will be contacted prior to commencement of field work. The client, property owner, and/or developer are responsible for private utility locates as MTI cannot be held responsible for the cost of replacement of utility services.
- As requested by the City of Ketchum, borings will be advanced to the following depths and locations: 1 boring to 10 feet in the proposed parking lot and 4 borings to 10 feet in the proposed building location. Borings will be backfilled at completion of exploration. Excavated soils will be left onsite in an inconspicuous location. If needed, these soils can be transported offsite for an additional fee.
- Soil will be classified in the field in accordance with applicable standards, including ASTM D2488.
- Representative soil samples will be collected and transported to our laboratory for additional testing, per ASTM or other recognized standards.

#### **Geotechnical Engineering Report: Option 1 – Limited Report**

- Results of field and laboratory testing will be included.
- Final logs will be provided based on field classification, laboratory test data, and classification of soils per ASTM D2487. These logs will incorporate all subsurface soil and/or rock profile properties that may affect engineering conclusions.
- A summary of soil conditions encountered will be provided.
- Approximate exploration locations will be provided on a site map.

### **Geotechnical Engineering Report: Option 2 – Full Report**

- Information regarding regional geology will be provided.
- A seismic site evaluation will be conducted, and recommended Site Class and Seismic Design Parameters will be provided.
- Potential geologic hazards will be identified.
- Results of field and laboratory testing will be included.
- Final logs will be provided based on field classification, laboratory test data, and classification of soils per ASTM D2487. These logs will incorporate all subsurface soil and/or rock profile properties that may affect engineering conclusions.
- A summary of soil conditions encountered will be provided.
- Approximate exploration locations will be provided on a site map.
- Hydrology
  - A review of localized groundwater conditions will be included.
  - Estimated soil infiltration rates will be provided based on soil classification.
- Foundations and Floor Slabs-on-Grade
  - Bearing capacity for applicable foundation types will be provided.
  - Recommended frost embedment depths will be included.
  - Foundation and floor slab subgrade preparation and drainage recommendations will be presented.
- Applicable pavement section recommendations will be provided.
- Fill material type and placement recommendations will be presented.
- Recommendations for construction activities will be included.

MTI will proceed with the work on the basis of verbal authorization; however, please sign and return a copy of this proposal. MTI anticipates issuing our findings and recommendations within 10 business days from the last date field work is performed or soil samples are obtained. **The attached Project Data Sheet provides us with values used in our design calculations. Please consult the project design team, complete the sheet to the fullest extent possible, and return at your earliest convenience.** Unless otherwise noted, MTI will provide only a PDF copy of the final report.

MTI appreciates the opportunity to offer its services to you and looks forward to working with you on this project. If you have any questions regarding this proposal or if MTI can be of further assistance, please contact us at (208) 376-4748.

Respectfully Submitted,  
Materials Testing & Inspection



Ethan Salove, P.E.  
Geotechnical Engineer

Attachments:

Services and Fees  
Project Data Sheet

- Environmental Services     Geotechnical Engineering     Construction Materials Testing     Special Inspections

It is proposed that the cost of these services be invoiced on a lump sum basis as outlined below.

	Unit Rate	Units	Subtotal
<b>FIELD INVESTIGATION</b>			
MTI Field Investigation Fees			\$856.00
Drilling Subcontractor Fees			\$4,372.00
<b>REPORTING</b>			
Option 1 - Limited Report Fees			\$665.00
Option 2 - Full Report Fees			\$1,510.00
<b>LABORATORY TESTING</b>			
Sieve Analysis (ASTM C117/C136)	\$95.00	2	\$190.00
Atterberg Limits (ASTM D4318)	\$110.00	2	\$220.00
<b>MISCELLANEOUS</b>			
Groundwater Monitoring, per trip	\$400.00	0	\$0.00
Meetings/Consultation, per hour (if needed)	\$90.00	0	\$0.00
<b>REPORT OPTION 1 - PROJECT TOTAL:</b>			<b>\$6,303.00</b>
<b>REPORT OPTION 2 - PROJECT TOTAL:</b>			<b>\$7,148.00</b>

The individual signing below represents and warrants that he/she has full authority to enter into this Agreement on behalf of CLIENT. By signing below, CLIENT is acknowledging and agreeing to [Materials Testing and Inspection's Terms and Conditions](#) (or available upon request). If the individual below lacks such authority, he/she shall be personally responsible for payment of obligations under this Agreement. IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date indicated below.

**Materials Testing & Inspection**

**City of Ketchum**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

- Environmental Services     Geotechnical Engineering     Construction Materials Testing     Special Inspections

PROJECT DATA SHEET GEOTECHNICAL INVESTIGATION & RECOMMENDATIONS

PLEASE PROVIDE THE FOLLOWING WHEN RETURNING THIS DATA SHEET:

1. PROJECT NAME: \_\_\_\_\_
2. PROJECT LOCATION: \_\_\_\_\_
3. YOUR JOB NO: \_\_\_\_\_ PURCHASE ORDER NO: \_\_\_\_\_
4. PROJECT MANAGER: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_
5. DESCRIPTION OF PROJECT: \_\_\_\_\_

MAXIMUM WALL LOADS (KLF)? \_\_\_\_\_ MAXIMUM ISOLATED COLUMN (KIPS)? \_\_\_\_\_

MULTI STORY BUILDING? IF YES, HOW MANY STORIES? \_\_\_\_\_

BASEMENT AND/OR RETAINING WALLS PLANNED? IF YES, PROVIDE DEPTH. \_\_\_\_\_

ON SITE DISPOSAL OF STORM WATER? IF YES, PROVIDE TYPE OF FACILITY. \_\_\_\_\_

PLANNED FINISHED FLOOR ELEVATION COMPARED TO EXISTING GRADE? \_\_\_\_\_

PAVEMENT SECTION REQUIRED? \_\_\_\_\_ 10 OR 20 YEAR DESIGN? \_\_\_\_\_

DAILY TRUCK TRAFFIC? \_\_\_\_\_ SEPARATE TRUCK ACCESS AREAS? \_\_\_\_\_

WHAT LOCAL JURISDICTION(S) WILL GOVERN THE FOLLOWING?

PAVEMENTS: \_\_\_\_\_ STORM WATER FACILITIES: \_\_\_\_\_

KLF = KIPS PER LINEAR FEET; KIPS = KILO POUNDS (1,000 LBS)

6. DISTRIBUTION OF REPORTS (IF PAPER COPIES ARE REQUIRED, INDICATE QUANTITY):

<p>( ) PAPER COPY    ( ) PDF COPY</p> <p>To: _____</p> <p>ATTN: _____</p> <p>_____</p> <p>EMAIL: _____</p>	<p>( ) PAPER COPY    ( ) PDF COPY</p> <p>To: _____</p> <p>ATTN: _____</p> <p>_____</p> <p>EMAIL: _____</p>
--	--

<p>( ) PAPER COPY    ( ) PDF COPY</p> <p>To: _____</p> <p>ATTN: _____</p> <p>_____</p> <p>EMAIL: _____</p>	<p>( ) PAPER COPY    ( ) PDF COPY</p> <p>To: _____</p> <p>ATTN: _____</p> <p>_____</p> <p>EMAIL: _____</p>
--	--

7. INVOICE PHYSICAL ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- INVOICE EMAIL ADDRESS(ES): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. PRESENT OWNER \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- SITE CONTACT: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





City of Ketchum  
City Hall

May 18, 2020

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, ID 83340

Mayor Bradshaw and City Councilors:

**Recommendation to approve Purchase Order 20472  
For Power Service**

**Recommendation and Summary**

Staff is recommending the council approve Purchase Order 20472 with Idaho Power for power service for the new fire station and adopt the following motion:

**"I move to approve Purchase Order 20472 for \$25,726 with Idaho Power and authorize the Mayor to sign the PO."**

The reasons for the recommendation are as follows:

- The City of Ketchum fire station project is progressing and, with construction preparing to begin this summer, the project site is ready to receive power service.

**Introduction and History**

The City of Ketchum voters approved construction of a fire station on November 5, 2019. In order to move forward with the project and provide power to the fire station, Idaho Power will need to locate a three-phase transformer on the southeast corner of the project. This transformer will serve the project site during and after construction.

**Analysis**

The City of Ketchum is working with other service providers to ensure that the trench accessing this project will be jointly shared among various utilities. This purchase order is being advanced due to the lead times associated with the transformer.

**Sustainability Impact**

There is no sustainability impact from this action.

**Financial Impact**

The project is being funded by a voter-approved \$11.5 million bond sale and this amount is included within that budget.

**Attachments**

- Attachment A: Purchase Order 20472
- Idaho Power Quote



City of Ketchum  
City Hall

## Purchase Order

Number: 20472  
Date: 5/18/2020

Vendor: Idaho Power  
PO Box 3909  
Hailey, ID 83333

Quote Ref: Service Request No. 00447863

Quantity	Description	Total Cost (\$)
1	Engineering	1,140.00
1	Line Installation	18,266.00
1	Terminal Facilities	6,320.00
	<b>Total</b>	25,726.00

The City of Ketchum is a tax-exempt political subdivision of the State of Idaho.

Please confirm this City of Ketchum Purchase Order with Grant Gager, Director Finance & Internal Services, at [ggager@ketchumidaho.org](mailto:ggager@ketchumidaho.org) or (208) 726-3841.

Please Coordinate Work With:

City of Ketchum  
Attn: Suzanne Frick  
480 East Avenue N  
Box 2315  
Ketchum, ID 83340

Order Submitted By:

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

**Service Request Number: 00447863**

**CITY OF KETCHUM-107 SADDLE RD/KETCHUM NEW FAC FOR FIRE STATION**

Work Order Number:	<b>27546833</b>	Eng Hours:	<b>00015</b>
Request Type:	<b>CS</b>	Eng Fee Amount(Att98):	<b>1,140.00</b>
Rate Sch.:	<b>09S</b>	Eng Fee Amount(Att16):	
Reply By:		Eng Fee Service Agreement No:	
		Eng Fee Service Agreement Date:	
		Customer No:	
Feeder:	<b>KCHM13B</b>		
Service Location:	<b>107 SADDLE RD KETCHUM, ID 83340</b>		
Required in Service Date:	<b>6/26/2020</b>		
Planning Center/Team:	<b>HAILEY</b>		

**Contact Detail:**

<b>CUST</b>	<b>CITY OF KETCHUM - GRANT GAGER</b>	<b>208.727.5073</b>
	<b>PO BOX 2315, KETCHUM ID 83340</b>	
<b>IPCO</b>	<b>CYNDI BRADSHAW</b>	<b>208.788.8002</b>
	<b>SR DISTRIBUTION DESIGNER,</b>	
<b>RFND</b>	<b>CITY OF KETCHUM</b>	<b>208.727.5073</b>
	<b>PO BOX 2315, KETCHUM ID 83340</b>	

**Attribute Information**

**RES/COM**

Service Voltage	<b>120/208</b>	No. Of Meters	<b>ONE</b>
Number of Phases	<b>THREE</b>	Meter Location	
KW Motor Load:	<b>28HP</b>	Ct Loc	
Largest Motor	<b>7.5HP</b>	Primary OH/UG	<b>UG</b>
1 Phase KW Demand		Service OH/UG	<b>UG</b>
3 Phase KW Demand		Srv Owner	<b>CUSTOMER</b>
Vested Int. Connected Load	<b>500KW</b>	Panel Amp Size	<b>1600 AMP</b>
Commercial Deposit Amount		Service Pole Riser	
SIC Number			

**Description**

Install new underground primary line extension from existing sector SE66 to new 300KVA 120/208 padmount transformer.

CT's and meter will be located at the new transformer. Customer owned service conductors and conduit system from FS99 to main distribution panel at building.

**\*\*JOINT TRENCH PROJECT\*\***



Idaho Power Company  
Service Request

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Service Request Number: 00447863

CITY OF KETCHUM-107 SADDLE RD/KETCHUM NEW FAC FOR FIRE STATION

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Any changes to the project including but not limited to increases in load, timing of load schedule, location of service, and requested voltage may result in additional charges and/or delay of service. It is necessary to communicate changes as soon as possible.

---

Client Signature

Date

*Cyndi Bradshaw*  
Idaho Power Representative Signature

04/14/20  
Date



# CUSTOMER COST QUOTE IDAHO

Customer or Project Name: CITY OF KETCHUM-107 SADDLE RD/KETCHUM NEW FAC FOR FIRE STATION

**Construction Costs**

Line Installation Costs		
1. Line Installation/Upgrade Charge		\$19,567
2. Customer Credits (Betterment, <u>Metering</u> , Salvage)		\$(1,301)
3. Customer Performed Construction Work Credit		\$0
<b>4. Net Line Installation Cost</b>		<b>\$18,266</b>
Unusual Conditions		
5. Unusual Conditions		\$0
6. Unusual Conditions Bank Letter of Credit (Only for over \$10,000)		\$0
<b>7. Net Unusual Conditions</b>		<b>\$0</b>
Terminal Facilities Costs		
8. Terminal Facilities		\$12,145
9. Terminal Facilities Allowances		\$(5,825)
10. Terminal Facilities Salvage		\$0
<b>11. Net Terminal Facilities Cost</b>		<b>\$6,320</b>
<b>12. Underground Service and Attachment Charges</b>		<b>\$0</b>
<b>13. Engineering Charge</b>		<b>\$1,140</b>
<b>14. Permits</b>		<b>\$0</b>
<b>15. Relocation or Removal</b>		<b>\$0</b>
<b>16. Miscellaneous Charges/Adjustments</b>		<b>\$0</b>
<b>17. Net Construction Costs</b> (Line Items 4, 7, 11, 12, 13, 14, 15, 16)		<b>\$25,726</b>
18. Prepaid Charges (Engineering, Permits & Right-of-Way)	\$0	
19. Vested Interest Charge		\$0
<b>20. Customer Payment Due Prior to Construction Scheduling</b>		<b>\$25,726</b>

This cost may not include all construction costs, see page 3 if additional service charges apply.

**Notes:**

**Notice:** This Customer Cost Quote shall be binding on both Idaho Power Company ("Idaho Power") and Customer for a period of 60 days from the quoted date indicated below, subject to changes in information provided by the Customer or changes in Idaho Power's ability to obtain satisfactory rights-of-way or to comply with governmental regulations, including but not limited to the rules, regulations, and tariffs of the Idaho Public Utilities Commission ("IPUC") and the Public Utility Commission of Oregon ("OPUC"). Customer must make payment of the quoted amount not less than (30) days prior to the start of the construction work set forth in this agreement ("Work"). However, Idaho Power does not represent or warrant that the Work will commence within 30 days of receipt of payment. The start of the Work is subject to Idaho Power's ability to obtain the necessary labor, materials and equipment.

<b>Internal use</b>			Page 1 of 3
Service Request Number:	Work Order Number:	Design Number:	Version: <span style="border: 1px solid black; padding: 2px;">61</span>
<b>00447863</b>	<b>27546833</b>	<b>0000141462</b>	<b>001</b>

By Initialing below, Customer acknowledges and agrees to the following:

NA  
Customer initials Charges for relocation, transfer or removal of non-Idaho Power equipment attached to Idaho Power facilities are not included in this Customer Cost Quote. It is the Customer's responsibility to coordinate this work with the affected utility. All charges associated with this work are the responsibility of the Customer. For utility contact information, please call 208-388-2886.

NA  
Customer initials The Customer has received the Underground Residential Conduit Installation brochure/packet or will access the information available online at <https://docs.idahopower.com/pdfs/ServiceBilling/customerservice/newConstruction/UGResConduitInstall.pdf>

✓                      **Final Grade:** Customer understands that as of ✓                      the above-named project will be ready for facilities to be installed by Idaho Power. All roadways and cable routes must have all grading and sub grading completed by this date. The project must be properly referenced and have grade stakes installed at all Idaho Power device locations and as might be necessary to establish proper elevations and burial depths Idaho Power facilities. The Customer will be responsible for the total cost of damage to Idaho Power facilities resulting from any subsequent changes in property, any needed relocation, repair, or lines, lot lines, elevations, grades, excavations, or profiles causing improper locations or burial depths of above-ground equipment, below-ground equipment, cable, or conduit.

NA  
Customer initials **Unusual Conditions:** As defined in Idaho Power's line installation tariff, Rule H, Unusual Conditions are construction conditions not normally encountered, but which Idaho Power may encounter during construction which impose additional, project-specific costs. These conditions include, but are not limited to: frost, landscape replacement, road compaction, pavement replacement, chip-sealing, rock digging/trenching, boring, nonstandard facilities or construction practices, and other than available voltage requirements. The total cost for all Unusual Conditions, in connection with the work as set forth on this Customer Cost Quote will be based on the actual costs incurred by Idaho Power related to the conditions encountered during performance of the Work. Upon completion of all Work, Idaho Power will refund to Customer any Unusual Conditions amount set forth on this Customer Cost Quote sheet but, not incurred by Idaho Power.

Prior to commencement of the work, Customer shall identify for Idaho Power the location of all underground pipes, lines, and other facilities (collectively, the "Underground Lines") that may be on Customer's property where Idaho Power is working. Customer agrees to be responsible for identification and location of all Underground Lines and shall indemnify, defend, reimburse and hold harmless Idaho Power and its successors and their respective directors, officers, members, employees, representatives and agents for, from, and against any and all claims, liabilities, losses, damages, expenses, suits, actions, proceedings, judgement and costs of any kind (collectively, "Damages"), whether actual or merely alleged and whether directly incurred or from a third party, arising out of or relating to Customer's failure to properly or adequately identify and locate the Underground Lines, except to the extent finally determined by a court of law that such Damages resulted from the gross negligence or willful misconduct of Idaho Power, its agents, subcontractors, employees, officers or directors.

<b>Internal use</b>			Page 2 of 3
Service Request Number: <b>00447863</b>	Work Order Number: <b>27546833</b>	Design Number: <b>0000141462</b>	Version: <b>62</b> <b>001</b>

The Customer acknowledges Idaho Power's Rule C (Service and Limitations), Section 7 (Right of Way) on file with the IPUC OPUC: "The Customer shall, without cost to Idaho Power, grant Idaho Power a right-of-way for Idaho Power's lines and apparatus across and upon the property owned or controlled by the Customer, necessary or incidental to the supplying of Electric Service and shall permit access thereto by Idaho Power's employees at all reasonable hours." By signing this Customer Cost Quote, Customer grants to Idaho Power a perpetual right-of-way over the Customer's property for the installation, operation, replacement and maintenance of power facilities to provide electrical service to the Customer and any future owners of the Customer's property.

**Construction Costs available for refund**

(Vested Interest limited to 5 years or 4 additional applicants)

\$14,613

---

**Customer Payment Due Prior to Scheduling Construction**

**\$25,726**

NA

Customer  
initials

**Underground Service Attachment Charges to be billed separately**

The Customer understands that Underground Service Attachment Charges will be billed separately on the first month's power bill after service installation has been completed. In addition, the Customer has reviewed and acknowledges their responsibility for these costs. Idaho and Oregon cost information are available online at:

**ID:** <https://docs.idahopower.com/pdfs/ServiceBilling/customerservice/newConstruction/IdahoCostInfo.pdf>

**OR:** <https://docs.idahopower.com/pdfs/ServiceBilling/customerservice/newConstruction/OregonCostInfo.pdf>

**Please sign and return all relevant forms along with the amount stated on the Customer Cost Quote to:**

IDAHO POWER COMPANY  
PO Box 3909  
Hailey, ID 83333

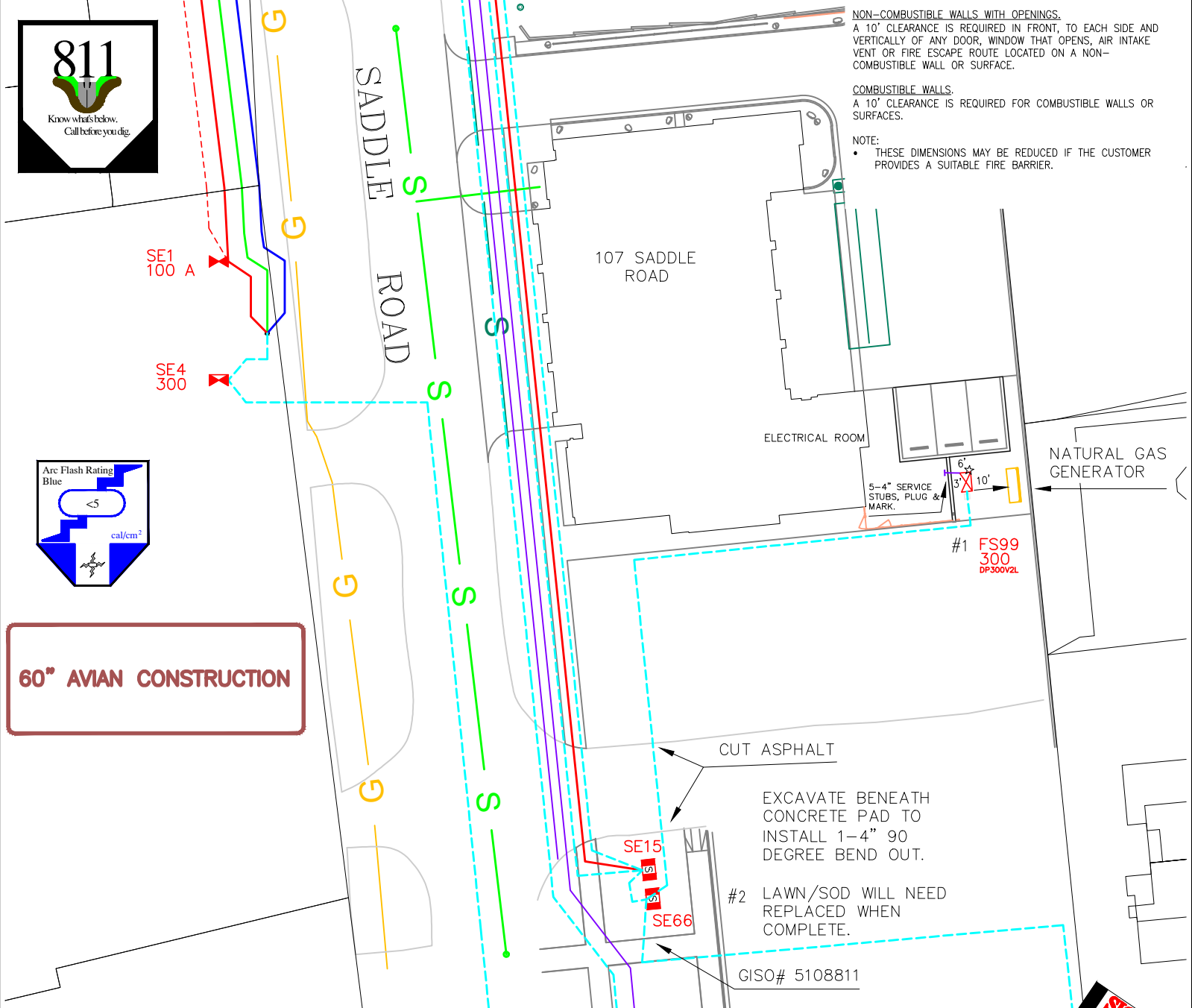
Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Idaho Power Representative *Cyndi Bradshaw* Quote Date 04/14/20

<b>Internal use</b>			Page 3 of 3
Service Request Number: <b>00447863</b>	Work Order Number: <b>27546833</b>	Design Number: <b>0000141462</b>	Version: <b>63</b>



**60" AVIAN CONSTRUCTION**



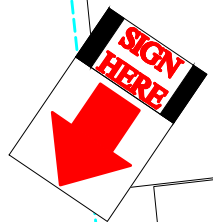
**NON-COMBUSTIBLE WALLS WITH OPENINGS.**  
A 10' CLEARANCE IS REQUIRED IN FRONT, TO EACH SIDE AND VERTICALLY OF ANY DOOR, WINDOW THAT OPENS, AIR INTAKE VENT OR FIRE ESCAPE ROUTE LOCATED ON A NON-COMBUSTIBLE WALL OR SURFACE.

**COMBUSTIBLE WALLS.**  
A 10' CLEARANCE IS REQUIRED FOR COMBUSTIBLE WALLS OR SURFACES.

**NOTE:**  
• THESE DIMENSIONS MAY BE REDUCED IF THE CUSTOMER PROVIDES A SUITABLE FIRE BARRIER.

**UNDERGROUND CABLE NOTES**

POINT NUMBER	FROM	TO	CONDUCTOR CU	CABLE SIZE	CABLE LENGTH	TRENCH LENGTH	CONDUIT CU	CONDUIT SIZE	CONDUIT LENGTH	COMPACTION LENGTH
1	SE66	FS99	DCP10	1/0-3	280	250	DDB4	4	250	230
1	FS99	5 SERVICE STUBS				5	DDB904 SR	4	5	



TIMES SCALE 0 1 2 3 4 Customer: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: **CITY OF KETCHUM-107 SADDLE RD/KETCHUM NEW FAC FOR FIRE STAT**

Additional Description: **INSTALL NEW UNDERGROUND THREE PHASE PRIMARY LINE EXTENSION FOR NEW FIRE STATION. CT METER ON TRANSFORMER.**

SWPP: ----



Feeder Map File Name: <b>KCHM1301</b>					Surveyed or GPS: <b>SURVEYED</b>		FDR By: ----		Designer: <b>CDC0468</b>	
Joint Use Attachment: <b>NO</b>					Pre-Built Date: ----		Date: ----		Design No: <b>0000141462</b>	
Qua <b>1</b>	Twn <b>04N</b>	Rng <b>17E</b>	Sec <b>12</b>	Mer <b>BM</b>	Built as Designed: ----		ArcFM By: ----		Work Order No: <b>275 64 33</b>	
State <b>ID</b>		County <b>Blaine</b>			Construction Date: ----		Date: ----			
Operating Voltage: <b>12.5kV</b>										





## City of Ketchum

May 18, 2020

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

### **Recommendation to Approve Agreement 20473 2020 Forest Service and BLM Annual Operating Plan and Cooperative Fire Agreement**

#### Recommendation and Summary

Staff is recommending the council approve Agreement 20473 and adopt the following motion:

I move to authorize the Mayor to approve Agreement 20473

The reasons for the recommendation are as follows:

- This is a reoccurring Agreement between Ketchum and the BLM and Forrest Service
- This Agreement allows cooperation between agencies to fight wildland fires

#### Introduction and History

For many years the City of Ketchum has signed an Annual Operating Plan and Cooperative Fire Agreement with the US Forest Service and the BLM. This Agreement provides our citizens and property owners a higher level of protection by utilizing a closest available resource model to immediately respond to, and if possible, mitigate wild land fires before they grow out of control.

#### Analysis

This Agreement allows Ketchum to use Forest Service and BLM resources and the Forest Service and BLM to use Ketchum resources on wildland fires for a period of up to twenty-four (24) hours without cost to either agency except for federal wildland agency firefighting aircraft which are charged to the agency whose jurisdiction a wildland fire starts.

#### Financial Impact

There is no financial impact for the first twenty-four (24) hours of initial attack firefighting other than normal payroll costs associated with any emergency response. Incidents lasting longer than twenty-four (24) hours are billed to the responsible agency under extended attack agreements.

Attachments:  
Agreement 20473

**OPERATING PLAN**  
**for**  
**COOPERATIVE FIRE PROTECTION AGREEMENT**  
**Between The**  
**KETCHUM CITY FIRE DEPARTMENT**  
**And The**  
**USDI, BUREAU OF LAND MANAGEMENT**  
**TWIN FALLS DISTRICT**  
**And The**  
**USDA, FOREST SERVICE**  
**SAWTOOTH NATIONAL FOREST**

This Operating Plan (OP) is prepared and pursuant to the Cooperative Fire Protection Agreement No. BLM-MOU-ID-TF-2019-01 and Forest Service Cooperative Fire Protection Agreement (CFPA) No. 19-FI-11041400-015, between the Bureau of Land Management, Twin Falls District, and U.S. Forest Service, Sawtooth National Forest, and Ketchum City Fire Department. This OP becomes attached to, and made part of said agreement, and is effective upon the date of last signature through May 31, 2021.

This OP will be reviewed annually, and Parties to this agreement agree to meet preseason to identify critical resource areas. Any changes to this OP will be agreed upon by all parties, and the modified OP will be signed by all parties in order to supercede any previous versions.

The Parties hereto agree as follow:

## **I. COOPERATION**

All parties to this operating plan agree to provide mutual aid assistance and support the protecting party with available resources.

The DEPARTMENT is primarily responsible for the prevention, protection and suppression of structural fires and wildland fires occurring to property of residents within their jurisdictional boundaries. These structures and lands protected by the District/Department are intermingled or adjacent to lands protected by the Federal Agencies.

The AGENCIES are primarily responsible for the prevention, protection and suppression of wildland fires within the protection boundaries of federally administered lands adjacent or intermingled with state and private lands. The Federal Agencies will not assume responsibility for structure fire suppression and/or protection that is the legal jurisdictional of another entity (State, County, Local, Tribal or property holder). The Federal Agencies are not responsible for suppressing structure fires. However, the Federal Agencies may assist in providing structure

protection, but not structure suppression. Such activities will be limited to the exterior of structures, and only when such actions can be accomplished safely and in accordance with established wildland fire operations standards.

The AGENCIES are not funded, trained or equipped to respond to medical emergencies. Under no circumstances will the AGENCIES resources be dispatched for medical emergencies.

The mission and intent of this OP is to provide for cooperation by the Parties in the prevention, detection and suppression of wildland fires to the extent the provision of such support is properly authorized.

1. The mutual aid period for the purposes of this OP shall be 24 hours
2. The mutual aid areas are established reciprocal initial attack zones for lands of intermingled or adjoining protection responsibility. See Map EXHIBIT A.
3. All assistance beyond the 24 hours shall be reimbursable assistance and the billing period will begin at the end of the 24-hour mutual aid period.
4. For the purpose of this OP, all initial attack ground resources and overhead are understood by the Parties to be mutual aid resources. All aircraft and their associated support personnel costs are considered reimbursable assistance.
5. On multi-jurisdictional incidents a cost share agreement shall be developed, documented and signed. Incidents within the mutual aid period not utilizing reimbursable assistance resources do not require a cost share.
6. No Party to this agreement will be required to deplete its own fire protection resources, services and facilities to the detriment of its fire protection responsibilities.

Requested Assistance outside of the Mutual Aid area, when requested by the Agencies, will be under agreement with the Agencies, and requested via a Resource Order. Such requested assistance is reimbursable.

Fires located on private lands that are under another Department/Districts jurisdiction, where resources are ordered under a Chief to Chief agreement, are **not** reimbursable under this agreement.

All resources provided by District/Department for suppression activities on the federal jurisdiction fires during the “off season” will be considered reimbursable assistance. The off-season period is October 1 to June 1 each year and includes the area identified in the Off Season/Area Map, EXHIBIT B. Closest available resources concept will be utilized.

For any “off season” federal fires to be considered for reimbursable assistance, the District/Department must:

1. Contact the South Central Idaho Interagency Dispatch Center immediately, and provide a verbal size-up of the incident upon arrival of the initial attack Incident Commander (IC).
2. Furnish the Protecting Party a written incident report within ten (10) days. A sample fire report is included as Exhibit H.
3. Notify the federal duty officer if additional resources are needed beyond the initial response.

All billings for fire assistance during this period of time will be billed directly to the appropriate federal agency.

## II. COMMUNICATIONS

A coordination meeting between The DEPARTMENT/DISTRICT and the AGENCIES will be held annually, prior to June 1. This meeting is intended to review the past year of cooperative assistance, and revise this OP if needed. All Exhibits, including maps, frequencies, and contact information will also be reviewed, and modified, if necessary, and will be attached to the updated OP. It is preferred that maps be produced in a GIS format.

Agency Contact information will be provided by all parties to this OP and are provided in EXHIBIT G.

Both parties are authorized to use the frequencies listed in EXHIBIT D, during emergency operations only. When multi-agency or a rapidly expanding incident occurs, the use of these frequencies for the tactical channel is mandatory to ensure common communications on the fire ground. Weather warnings, emergency broadcasts, tactical changes etc. will be transmitted over the command frequency to all units on the scene. A frequency repeater map will also be attached as EXHIBIT E.

Prior to the fire season, ALL PARTIES should review and/or provide updated EXHIBITS to this OP, specifically EXHIBITS A,B,C, D, E, F, and G.

If either party to this plan issues burning permits to the public in an area of mutual concern, they will contact the other agency's dispatch center with the location, name of party receiving the permit, dates, phone number, and acreage permitted.

All parties to the OP will coordinate fire restrictions or closures, due to weather or fire severity. The "Idaho Interagency Fire Restrictions Plan" will be used as a guide. A copy of this document can be found at: <https://www.blm.gov/sites/blm.gov/files/2018-Idaho-Fire-Restrictions-Plan.pdf>

### III. NOTIFICATIONS

Dispatch Contact information:

1. Structure/Private lands: 9-1-1
  
2. South Central Idaho Interagency Dispatch Center  
213 West F Street  
Shoshone, ID 83352  
208-732-7265

### IV. OPERATIONS

Rapid dispatching of personnel and equipment to fires is primary to both Parties. It is critical that dispatch organizations have clear direction and understanding of procedures. It is equally important that initial attack resources understand their roles and responsibilities, and those of the other agencies. Personnel shall be familiar with the following:

DEPARTMENT/DISTRICT resources which are mobilized outside of SCIIDC area will utilize their agreements with Idaho Department of Lands (IDL), and must have completed an Idaho Cooperator Certificate Form (CCF) with IDL. Payments for resources traveling outside of their local area, cannot be reimbursed utilizing this local mutual aid agreement.

Standards for qualifications, training, and physical fitness as set in the National Wildfire Coordinating Group (NWCG) PMS 310-1 “*Wildland Fire Qualification System Guide*” or National Incident Management System (NIMS) Certification Standards are required. At the time of the request, the Supporting Party will identify the person in charge of responding resources.

During initial action, all agencies (federal, state, local and tribal) accept each other’s standards. When an incident exceeds initial attack and jurisdiction has been clearly established, the standards of the agency(s) with jurisdiction prevail.

Prior to the fire season, federal agencies should meet with their state, local and tribal agency partners and jointly review the qualification/certification standards and Personal Protective Equipment (PPE) that will apply to the use of local, non-federal firefighters during initial attack on fires on lands under the jurisdiction of a federal agency. Each Party will advise the other of applicable cross training opportunities for personnel.

Personal Protective Equipment: All fire personnel assigned to fire line suppression duties on an uncontrolled wildfire incident will wear appropriate personal protective equipment (PPE).

1. Required Personal Protective Equipment (PPE) will include the following:
  - a. Flame resistant clothing (Pants, Long-sleeved Shirt, or Jumpsuit) Clothing must be National Fire Protection Association (NFPA) 1977 compliant
  
  - b. Hard hat with chinstrap

- c. Leather gloves
  - d. New Generation Fire Shelter (M2002), carried or in a readily accessible manner.
  - e. Leather boots, 8 inch high, leather-laced, with melt-resistant soles.
  - f. Additional fire suppression duties and activities may require the use of ear and eye protection; and/or the use of specialized leg protection (chaps) during chainsaw use; and/or turnout gear and structure fire equipment during structure firefighting and structure protection activities.
2. Personnel who are not properly equipped with the appropriate PPE will be released from active fireline duty and will be reassigned to other support functions, or released from the incident.

Before fire suppression efforts begin, all fire fighters will be briefed about the nature of the fire, fuel conditions, weather information, safety reminders, potential hazards, command structure, and radio use.

The Incident Commander, in coordination with Unified Command personnel if applicable, shall ensure that the incident is named; a command structure, communications plan, and incident objectives, are developed and shared; and identifying and sharing known hazards. The Incident Commander will be identified as the IC and shall inform the protecting agency dispatch center with the incident name, and also provide to dispatch their name or agency position title (i.e. Battalion 44).

The IC, or designee, will order and track all resources through a single point. Once unified command is established, the South Central Idaho Interagency Dispatch Center will become the single point of ordering. The use of the AGENCIES incident organizer is encouraged by the IC.

**SCIIDC Idaho:** <https://gacc.nifc.gov/gbcc/dispatch/id-scc/index.htm>

It shall be the policy of all parties to release the SUPPORTING PARTY'S personnel and equipment from emergency duties as soon as practical and mutually agreed upon between the Incident Commander and the SUPPORTING PARTY.

Each Party will make available and familiarize their officers with the contents of this AOP.

Personnel and equipment of the parties to this agreement may enter upon the lands administered or protected by the other parties in order to effect this agreement.

The PROTECTING PARTY is responsible for extended mop-up operations of the incident.

## **V. AIRCRAFT OPERATIONS**

The DEPARTMENT may request federal aviation resources. All operational control of federally-leased or owned aviation resources will remain under the direction of South Central Idaho Interagency Dispatch Center (SCIIDC). SCIIDC will direct the use of aircraft. The DEPARTMENT/DISTRICT may order federally controlled aircraft (large air tanker, SEAT, helicopter, or observation flight) through the responsible dispatch center or on-scene federal agency command representative, but the aviation operation will remain under the direction of SCIIDC. The requesting DEPARTMENT/DISTRICT will provide mission objectives, geographic location, ground contact information, and hazards in the area such as (power lines, towers, houses etc.). All federally controlled aircraft requested for use on non-federal land, will be billable to the non-federal requesting party. All AGENCIES aircraft is considered Assistance by Hire.

For safety reasons, the utilization of non-government aircraft is discouraged. If a DEPARTMENT or private entity attempts to utilize aircraft from other than SCIIDC it may hinder or stop the operations of AGENCY aircraft. Communications, operational control, and coordination are key to safe, successful aviation operations. Fire Traffic Area (FTA) protocols (supervision, communications, frequencies, entry/exit, etc.) must be adhered to, by any, and all aircraft responding to a mutual aid incident.

Any aircraft not ordered from the SCIIDC is limited to operations on private land, and Federal personnel will not exercise any operational control. Aerial coordination will be part of the annual coordination meeting agenda. The AGENCIES will not pay for aircraft that is not federally carded for use on federal lands.

## **VI. CAUSE AND ORIGIN INVESTIGATIONS**

Each party will be responsible for cause and origin investigations within the boundaries of their own jurisdictional areas. If multiple jurisdictions are affected by the same wildland fire the jurisdiction in which the suspected origin is located, will serve as the lead for the investigation. Any party may request assistance from agencies outside the suspected origin jurisdiction

Evidence and other information concerning incendiary fires, etc. will be shared with all parties to increase probability of prosecution and/or cost recovery.

## **VII. WILDLAND URBAN INTERFACE**

The operational roles of the federal agencies as partners in the wildland urban interface are wildland firefighting, cooperative prevention and education. Structural fire suppression is the responsibility of tribal, state, or local governments. Federal agencies may assist with exterior structural fire protection activities under this fire protection agreement.

## **VIII. SHARING FACILITIES**

Administrative/Training: Sharing of facilities for the purpose of training is beneficial for all agencies to this agreement; therefore there will be no charge for the use of Agencies' facilities for training.

## **IX. BILLING PROCEDURES**

Reimbursable AGENCIES costs may include costs from the point of mobilization, transportation, salary for actual hours worked, benefits, overtime premiums, per diem and travel to the point of demobilization of the member(s) deployed.

Additional costs may include dispatch support, warehouse/cache supplies and support, supplies, operating costs, mileage, contracted equipment and repairs. Reimbursement to other State and local agencies, Airport fees, cost of retardant, and extended service hours for aircraft.

### **Federal Excess Personal Property (FEPP) Equipment Rates**

Reimbursement for FEPP equipment allows for operator and supplies only. FEPP rates are calculated at .666 percent of the equipment portion of the daily/hourly rate. The FEPP rate is calculated to cover operating expense of the equipment only, with no allowance for depreciation. FEPP equipment is listed in EXHIBIT G.

Reimbursable DEPARTMENT/DISTRICT costs may include costs from the point of mobilization, transportation, salary for actual hours worked, benefits, overtime premiums, per diem and travel to the point of demobilization of the member(s) deployed. The cost of "backfilling" employees into local home unit positions for personnel that have been mobilized to incidents is authorized and reimbursable except for Volunteer Fire Departments/Districts. For the purpose of this agreement, "backfill" is defined as those additional costs to cover an individual that has been mobilized such as the overtime premium or out of class premium.

SUPPORTING party shall submit a bill within 120 days of the end of the suppression action. Invoices will be identified by incident name, location, incident number, and will be supported by adequate documentation, including any applicable cost share agreements.

Adequate documentation is defined as: copies of resource orders, including authorization for lodging or per diem transaction statements (or equivalent) and approved incident time reports, shift tickets, and use invoices. See EXHIBIT's I, J and K. These documents will support all invoices to the DEPARTMENT/DISTRICT or AGENCIES.

The invoice with original signature and supporting documentation are to be submitted by the DEPARTMENT/DISTRICT or AGENCIES to the appropriate Administrative Contact listed below.



Invoices and supporting documents should be submitted to:

<b>BLM Incidents:</b>	<b>Forest Service Incidents:</b>
Twin Falls District BLM Brandi Van Kleeck 400 West F Street Shoshone, ID 83352 Email: <a href="mailto:bvankleeck@blm.gov">bvankleeck@blm.gov</a> Phone: 208-732-7259	Sawtooth National Forest Susan L Brown 370 American Ave Jerome, ID 83338 Email: <a href="mailto:slbrown@fs.fed.us">slbrown@fs.fed.us</a> Phone: 208-423-7575

For BLM incidents, the invoices will be marked “Approved for Payment” then dated and signed by the local BLM approving official and sent to the National Operations Center (NOC) by the local unit certifying officer.

For U.S. FOREST SERVICE incidents, the invoices will be marked “Approved for Payment” then dated and signed by the U.S. FOREST SERVICE approving official, and sent to: Albuquerque Service Center Incident Finance-Cooperative Agreements, by the local certifying officer.

**X. AUTHORIZED REPRESENTATIVES.**

By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this instrument. In witness whereof, the parties hereto, have executed this instrument, as of the last date written below.

---

BILL MCLAUGHLIN, Fire Chief Date  
 Ketchum City Fire Department

---

NEIL BRADSHAW, Mayor Date  
 Ketchum City Fire Department

---

MICHAEL C COURTNEY, District Manager Date  
 Twin Falls District, Bureau of Land Management

---

JIM DEMAAGD, Forest Supervisor Date  
 Sawtooth National Forest

**The authority and format of this instrument have been reviewed and approved for signature. (20-FO-11041400-016)**

MALLORY MUNZ Digitally signed by MALLORY MUNZ  
Date: 2020.03.31 08:26:12 -06'00'

---

MALLORY MUNZ Date  
 U.S. Forest Service Grants Management Specialist

LINDA PITZER Digitally signed by LINDA PITZER  
Date: 2020.04.01 09:45:24 -06'00'

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LINDA PITZER Date  
 BLM Agreement Reviewer

Burden Statement

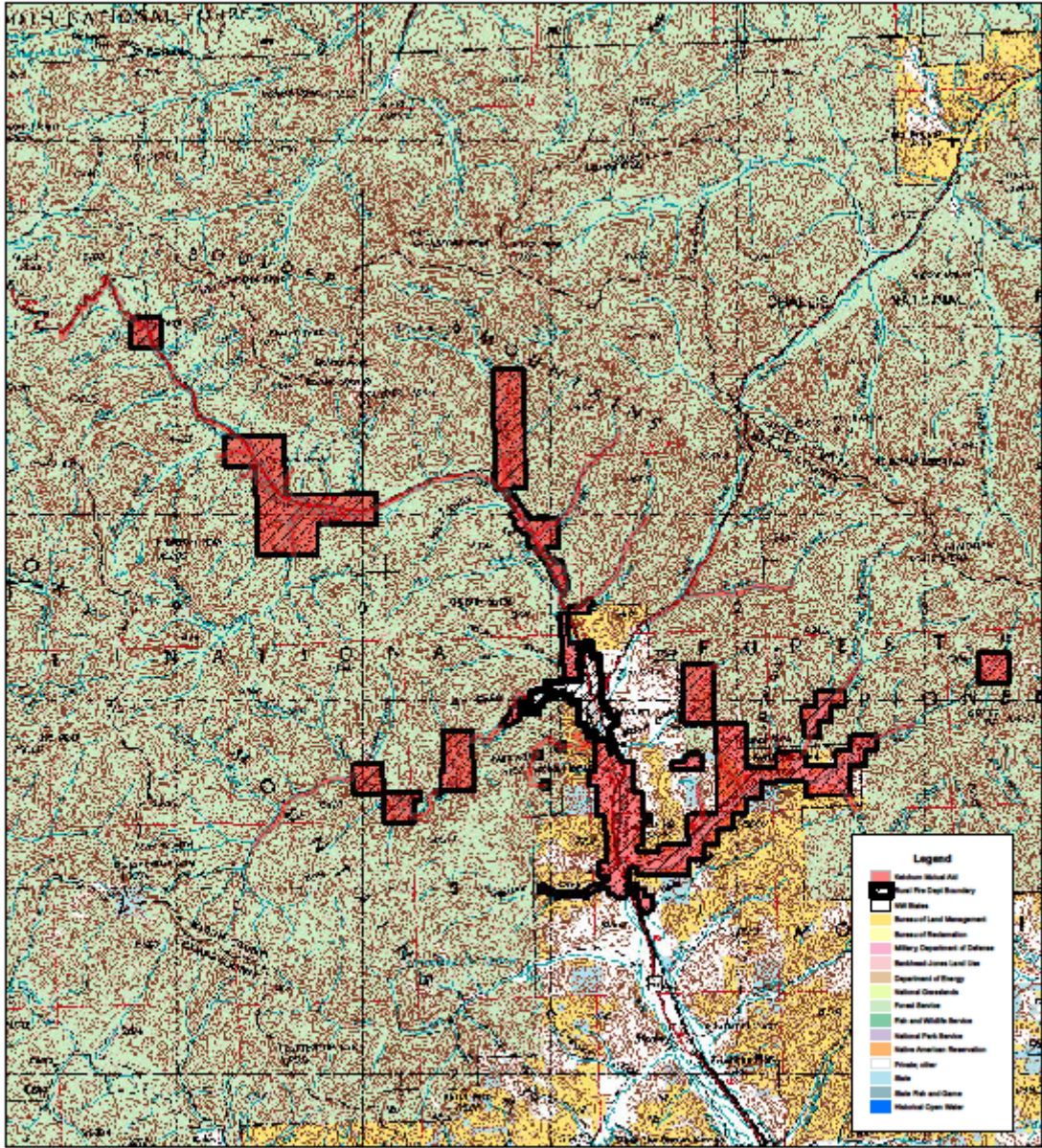
According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.


The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

**EXHIBIT A  
MUTUAL AID AREA MAP**

**Ketchum City/Rural Mutual Aid Boundary**






Map Created: 5/2/2018



The surface management status ("land ownership") should be used as a general guide only. Official land records, located at the Bureau of Land Management (BLM) and other offices, should be checked for up-to-date information concerning any specific tract of land.

No warranty is made by the Bureau of Land Management. The accuracy, reliability, or completeness of these data for individual use or aggregate use with other data is not guaranteed. The following cannot be made Section 508 compliant. For help with its data or information, please contact the BLM Idaho State Office Webmaster at 208-373-4000.

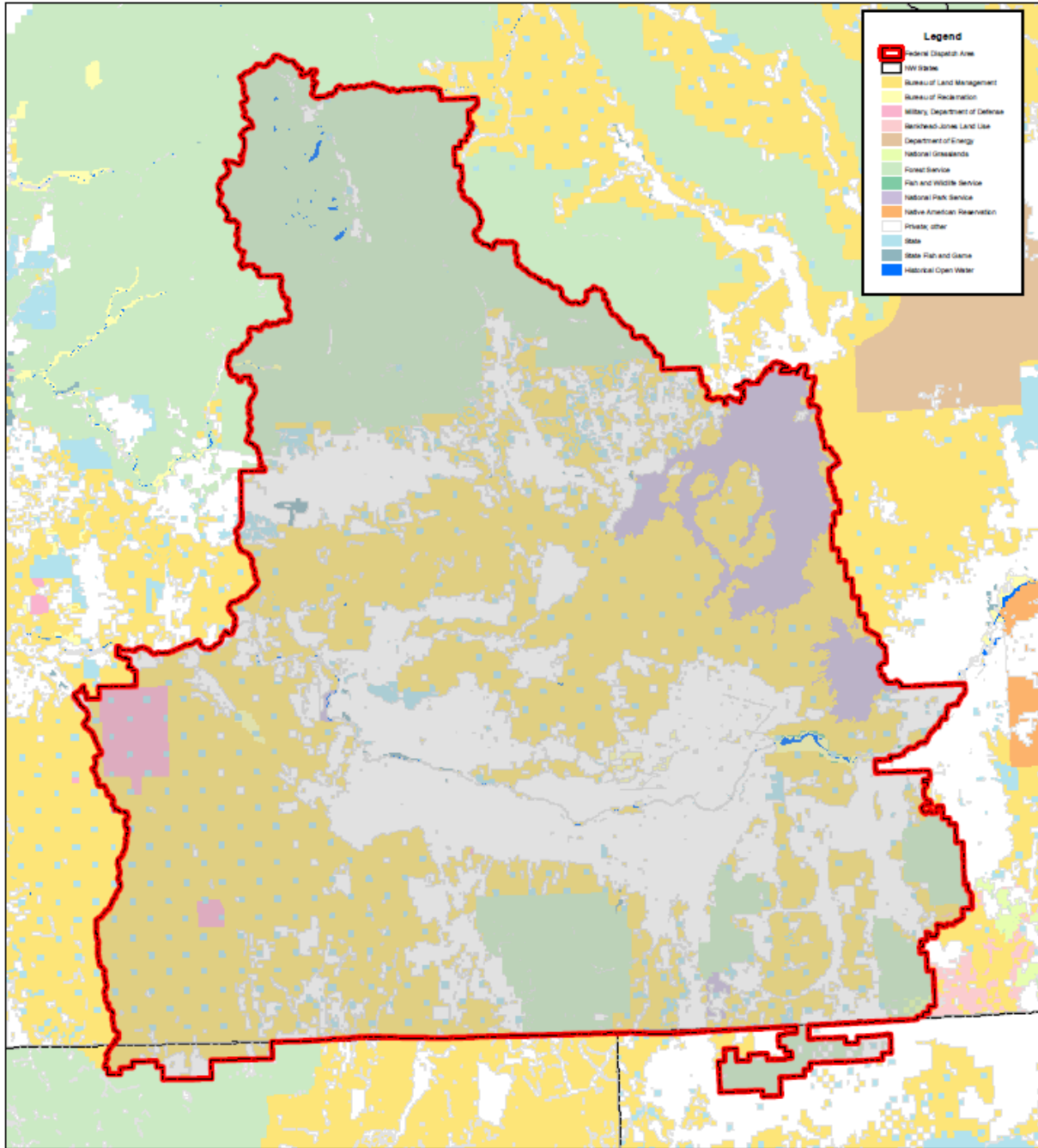
1:290,577




Map Projection: NAD 1983 UTM Zone 11N

## EXHIBIT B OFF-SEASON/DISPATCH AREA MAP



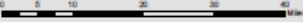


Map Created: 5/2/2018



The surface management status ("land ownership") should be used as a general guide only. Official land records, located at the Bureau of Land Management (BLM) and other offices, should be checked for up-to-date information concerning any specific tract of land.

*No warranty is made by the Bureau of Land Management. The accuracy, reliability, or completeness of these data for individual use or aggregate use with other data is not guaranteed. The following cannot be made Section 508 compliant. For help with its data or information, please contact the BLM Idaho State Office Webmaster at 208-373-4000.*

1:1,439,515

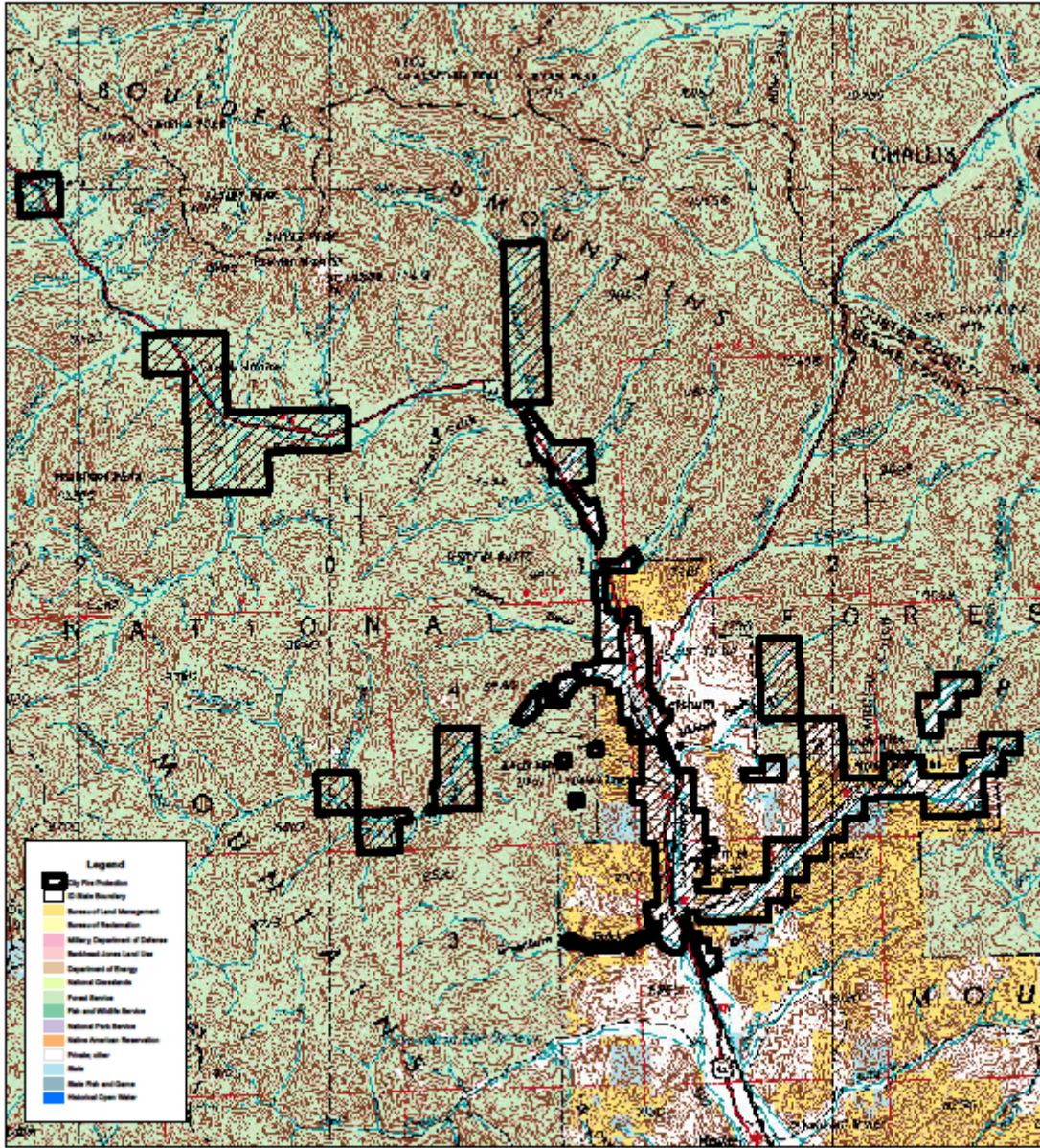



Map Projection: NAD 1983 UTM Zone 11N

**EXHIBIT C  
DEPARTMENT/DISTRICT PROTECTION AREA MAP**

**Ketchum City/Rural Protection Boundary**






Map Created: 5/2/2018



The surface management status ("land ownership") should be used as a general guide only. Official land records, located at the Bureau of Land Management (BLM) and other offices, should be checked for up-to-date information concerning any specific tract of land.

No warranty is made by the Bureau of Land Management. The accuracy, reliability, or completeness of these data for individual use or aggregate use with other data is not guaranteed. The following cannot be made Section 508 compliant. For help with its data or information, please contact the BLM Idaho State Office Webmaster at 208-373-4000.

1:217,000



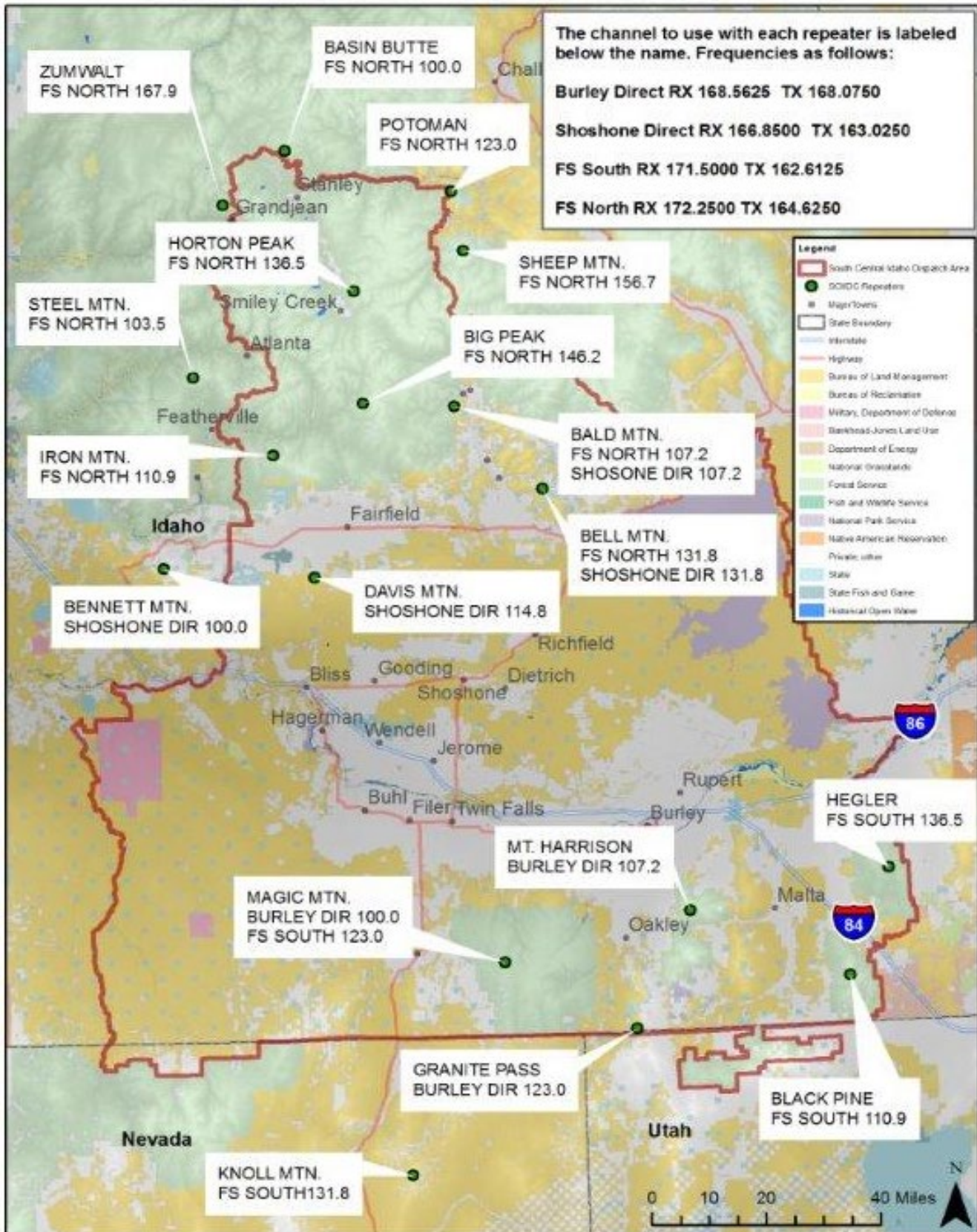
Map Projection: NAD 1983 UTM Zone 11N

**EXHIBIT D  
FREQUENCIES**

<b>NAME</b>	<b>RX</b>	<b>RX TONE</b>	<b>TX</b>	<b>TX TONE</b>	<b>WD/NAR</b>
A/G 19	168.1250		168.1250		N
A/G 54	168.5375		168.5375		N
A/G IDL	151.1450		151.1450		N
AIR GUARD	168.6250	110.9	168.6250	110.9	N
BALD RPTR	166.8500		163.0250	107.2	N
BELL RPTR	166.8500		163.0250	131.8	N
BENNETT RPTR	166.8500		163.0250	100.0	N
BLM DAVIS	166.8500		163.0250	114.8	N
BLM HARSN	168.5625		163.0750	107.2	N
BLM MAGIC	168.5625		163.0750	100.0	N
BLM TAC 1	172.7750		172.7750		N
BLM TAC 2	173.8625		173.8625		N
BLM TAC 3	168.6375		168.6375		N
BLM TAC 4	166.8000		166.8000		N
BUR DIR	168.5625		168.5625		N
BUR PORT	168.5625		163.0750	114.8	N
BLMS RPT	168.5625		163.0750	5-146.2	N
BURLEY DIR	168.5625		168.5625		N
ELKO DIR	171.5375	110.9	171.5375	110.9	N
GRANITE RPTR	168.5625		163.0750	123.0	N
IDL TAC 1	159.2550		159.2550		N
IDL TAC 2	159.2850		158.2850		N
EMS-2	155.2800		155.2800	156.7	N
NV SOA	171.6750		171.6750		N
PORT RPTR	166.8500		163.0250	127.3	N
SHO DIR	166.8500		166.8500		N
BLMN RPT	166.8500		163.0250	6-156.7	N
SL BLM DIR.	170.5125		170.5125		N
SOA RPT	167.1500		163.1750	107.2	N
STF BELL	172.2500		164.6250	131.8	N
STF BG PK	172.2500		164.6250	146.2	N
STF BLK PN	171.5000		162.6125	110.9	N
STF HEGLER	171.5000		162.6125	136.5	N
STF HORTON	172.2500		164.6250	136.5	N
STF KNOLL	171.5000		162.6125	131.8	N
STF MAGIC	171.5000		162.6125	123.0	N
STF N PORT	172.2500		164.6250	179.9	N
STF S PORT	171.5000		162.6125	179.9	N
STF RPT N	172.2500		164.6250		N
STF RPT S	171.5000		162.6125		N
STF SHEEP	172.2500		164.6250	156.7	N
STF SOUTH	171.5000		162.6125	107.2	N
STF STEEL	172.2500		164.6250	103.5	N
STF TAC 1	168.6750		168.6750		N
STF TAC 2	168.6125		168.6125		N
STF ZUMWLT	172.2500		164.6250	167.9	N
WX BURLEY	162.4750				N
WX TWIN FALLS	162.4000				N

## EXHIBIT E REPEATER MAPS



**EXHIBIT F  
CONTACT INFORMATION**

**FIRE DEPARTMENT:**

Name	Title	Office	Cell	Fax
<b>Bill McLaughlin</b>	<b>Fire Chief</b>	<b>208-727-5074</b>		<b>208-726-7812</b>

**SCIIDC**

Name	Title	Office	Cell	Fax
<b>SCIIDC</b>		<b>208-886-2373</b>		<b>208-732-7316</b>
Rob Haddock	Center Manager	208-732-7286	208-308-4195	
Vickie Jensen	Assistant Center Manager	208-732-7326	208-731-0961	
Celina Stewart	Assistant Center Manager	208-732-7265		

**TWIN FALLS DISTRICT BLM:**

Name	Title	Office	Cell	Fax
Thomas Hayes	District FMO	208-735-4602	208-608-3727	
Brad Saywer	District AFMO	208-735-4607	775-409-5933	
Clay Stephens	FOS – Shoshone FO	208-732-7248	702-575-0392	
Jeff Bedke	FOS – Burley FO	208-677-6715	208-312-1695	
Chris Anthony	FOS – Jarbidge FO	208-423-9079	208-420-1923	
Brandi Van Kleeck	Fire Business - BILLING	208-732-7259	208-308-1050	<b>208-732-7327</b>
Tiffany Peirson	Interagency Cache Manager	208-732-7214	208-308-3980	

**SAWTOOTH NATIONAL FOREST:**

Name	Title	Office	Cell	Fax
Nathan Lancaster	Sawtooth Forest FMO	208-423-7535	208-358-7102	
Chad Olson	Sawtooth AFMO Operations	208-423-7544	208-731-1245	
Ian Rickert	Sawtooth AFMO Planning	208-423-7547	208-731-6338	
Matt Ginder	Minidoka District FMO	208-677-8301	208-431-0639	
Lance Robinson	Minidoka District AFMO	208-677-8294	208-421-5969	
Matt Filbert	Ketchum/SNRA FMO	208-727-5046	208-720-7478	
Nicholas Yturri	Ketchum/SNRA AFMO	208-774-3031	208-871-7541	
Devin Hulme	Fairfield District FMO	208-764-3470	208-731-9591	
Josh Brinkley	Fairfield District AFMO	208-764-3468	208-731-9261	
Susan L Brown	Fire Business - BILLING	208-423-7575	208-731-0295	<b>208-423-7570</b>



**EXHIBIT G  
EQUIPMENT LIST**

**BLM - EQUIPMENT, PERSONNEL AND RADIO LIST**

VEHICLE ID (Local ID)	EQUIPMENT TYPE (ENG,TENDER,DOZER)	STANDARD STAFFING #	PUMP GPM	TANK SIZE	NWCG TYPE	FOAM CAPABILITY	4 X 4 CAPABILITY
2301	Engine- OshKosh	3	150	2000	3	Yes	Yes
2302	Engine- OshKosh	3	150	2000	3	Yes	Yes
2303	Engine- OshKosh	3	150	2000	3	Yes	Yes
2405	Engine- International	3	50	900	4	Yes	Yes
2408	Engine- International	3	50	900	4	Yes	Yes
2409	Engine- International	3	50	900	4	Yes	Yes
2410	Engine- International	3	50	900	4	Yes	Yes
2411	Engine- International	3	50	900	4	Yes	Yes
2413	Engine- Tatra	3	50	2400	4	Yes	Yes
2414	Engine- International	3	50	900	4	Yes	Yes
2415	Engine- International	3	50	900	4	Yes	Yes
2417	Engine- International	3	50	900	4	Yes	Yes
2418	Engine- International	3	50	900	4	Yes	Yes
2419	Engine- International	3	50	900	4	Yes	Yes
2420	Engine- International	3	50	900	4	Yes	Yes
2421	Engine- International	3	50	900	4	Yes	Yes
2422	Engine- International	3	50	900	4	Yes	Yes
2423	Engine- International	3	50	900	4	Yes	Yes
2424	Engine- International	3	50	900	4	Yes	Yes
2425	Engine- International	3	50	900	4	Yes	Yes
2427	Engine- International	3	50	900	4	Yes	Yes
2428	Engine- International	3	50	900	4	Yes	Yes
2429	Engine- International	3	50	900	4	Yes	Yes
2691	Engine- Ford	2	50	250	6	Yes	Yes
2692	Engine- Ford	2	50	250	6	Yes	Yes
2693	Engine- Ford	2	50	250	6	Yes	Yes
DZ2826	Dozer	2			2	N/A	N/A
DZ2827	Dozer	2			2	N/A	N/A
DZ2828	Dozer	2			2	N/A	N/A
WT2927	Water Tender	1	200	3500	2	N/A	N/A
WT2929	Water Tender	1	200	3500	2	N/A	N/A
WT2930	Water Tender	1	200	3500	2	N/A	N/A

**FOREST SERVICE - EQUIPMENT, PERSONNEL AND RADIO LIST**

VEHICLE ID (Local ID)	EQUIPMENT TYPE (ENG,TENDER,DOZER)	STANDARD STAFFING #	PUMP GPM	TANK SIZE	NWCG TYPE	FOAM CAPABILITY	4 X 4 CAPABILITY
4652 E411	Engine-411	5	50	780	4	Yes	Yes
8010 E412	Engine-412	5	50	780	4	Yes	Yes
4870 E613	Engine-613	4	50	318	6	Yes	Yes
5352 BAT1	Dodge 2500	1	N/A	N/A	N/A	No	Yes
G63-0590R	Dodge 2500	1	N/A	N/A	N/A	No	Yes
3880 Type 7	Pump		50	120	7	Yes	
5160 DIV1	Ford F-150	1	N/A	N/A	N/A	No	Yes
4458	Ford F-250	1	N/A	N/A	N/A	No	Yes
5169 FUELS 1	Dodge 2500	1	N/A	N/A	N/A	No	Yes
8042 Type 7	Ford F-350	1	10	50	7	Yes	Yes
4979	Dodge 1500	1	N/A	N/A	N/A	No	Yes
4253 P12	Chev 3500	1	10	50	7	Yes	Yes
3578 P12	Pump		10	N/A	N/A	No	No
5978	Chev 2500	1	N/A	N/A	N/A	No	Yes
5979	Dodge 1500	1	N/A	N/A	N/A	No	Yes
4653	Engine-631	3	180	300	6	Yes	Yes
4451	Engine-641	3	100	300	6	Yes	Yes
5362/DIV3	Ford F-250	1	N/A	N/A	N/A	N/A	Yes
5627/BAT3	Ford F-250	1	N/A	N/A	N/A	N/A	Yes
5617/FUELS3	Ford F-250	1	N/A	N/A	N/A	N/A	Yes
5618/FUELS31	Dodge 1500	1	N/A	N/A	N/A	N/A	Yes
4663/NZIA CHASE	Chevy 2500	2	N/A	N/A	N/A	N/A	Yes
8071/PREV 31	Ford F-350	1	50	75	N/A	Yes	Yes
5510/NZIA	Dodge 2500	4	N/A	N/A	N/A	N/A	Yes
5171/HT1	Ford F-550	3	N/A	N/A	N/A	N/A	Yes
5172/HT2	Ford F-550	3	N/A	N/A	N/A	N/A	Yes
5360 E651	Engine-651	3	105	300	6	Yes	Yes
5509	Chevy Silverado	1	N/A	N/A	N/A	N/A	Yes
5353	Ford F250	1	N/A	N/A	N/A	N/A	Yes
5625	Dodge 1500	1	N/A	N/A	N/A	N/A	Yes
4841	Ford F250	5	N/A	N/A	N/A	N/A	Yes
5607	Chevy 3500	5	N/A	N/A	N/A	N/A	Yes
5745	Chevy 2500	1	N/A	N/A	N/A	N/A	Yes
5622	Ford F250	1	N/A	N/A	N/A	N/A	Yes
5745	Chevy 2500	2	N/A	N/A	N/A	N/A	Yes
4980	Dodge 2500	2	N/A	N/A	N/A	N/A	Yes





## EXHIBIT I EMERGENCY EQUIPMENT SHIFT TICKET - OF-297

Your Department will be supplied the EMERGENCY EQUIPMENT SHIFT TICKET booklets to carry on your equipment to document equipment usage when assisting on fires solely within the Agencies jurisdiction. It will be the responsibility of your Engine Captain or Officer in charge to complete this form at the end of the incident and prior to leaving the fire scene. Have the Agencies Incident Commander authorize and sign the ticket. A copy of this shift ticket should be submitted with your billing to the Agencies.

- The equipment hourly rates are effective only after the conditions of the mutual aid period have been exceeded (24 hours) and The DEPARTMENT has been officially requested via Resource Order.
- Engines must have a minimum of **three** qualified personnel when used on the fireline. In extreme situations, vehicles may respond to the call with two people, but vehicle cost will be reduced by \$21.00 per hour until the third person arrives.
- Command/Chase vehicles will not be charged to an incident unless authorized by the ordering agency and documented on the Resource Order.
- Any known defects or damage to equipment going on or off shift must be documented in the “Remarks” section
- All equipment and financial packets must be returned to the respective incident agency administrative contact for approval and payment processing.

EMERGENCY EQUIPMENT SHIFT TICKET						
NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections						
1. AGREEMENT NUMBER <b>12-FI-11041400-OXX</b>			2. CONTRACTOR (name) <b>Local Fire Department</b>			
3. INCIDENT OR PROJECT NAME <b>Big Fire</b>		4. INCIDENT NUMBER <b>ID-STF-000123</b>		5. OPERATOR (name) <b>Peter Pulaski</b>		
6. EQUIPMENT MAKE <b>1989 Kenworth</b>		7. EQUIPMENT MODEL <b>T3 Engine</b>		8. OPERATOR FURNISHED BY <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT		
9. SERIAL NUMBER <b>1HT4288KSA009510</b>		10. LICENSE NUMBER		11. OPERATING SUPPLIES FURNISHED BY <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT		
12. DATE MO/DAY/YR	13. EQUIPMENT USE			14. REMARKS		
	START	STOP	HOURS/DAY/MILES (BOOK #114)		<b>S Bear, W Owl</b> <b>Continue with fire operations on DIVS Z</b>	
			WORK	SPECIAL		
<b>7/22/XX</b>	<b>1200</b>	<b>1600</b>	<b>4</b>	<b>Mutual Aid Hours</b>		
<b>7/22/XX</b>	<b>1600</b>	<b>2300</b>	<b>7</b>	<b>No Break Due to Haz Fac Activity</b>	15. EQUIPMENT STATUS <input type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor	
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE <b>Peter Pulaski</b>				18. GOVERNMENT OFFICER'S SIGNATURE <b>Susie Government</b>		19. DATE SIGNED <b>7/22/XX</b>
NSN 7540-01-119-5628 50297-102		OPTIONAL FORM 297 (7-90) USDA/USDI				

FINANCE  
CONTRACTOR  
EQUIPMENT TIME RECORDER  
ORDERING OFFICE FILE COPY (RETAIN IN BOOK)







## City of Ketchum

May 18, 2020

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

### **Review and Discussion on Budget Recommendations**

#### Summary

Due to the COVID-19 crisis, the City is facing a significant reduction in budgeted revenue in this fiscal year. In order to align city expenditures with reduced revenues, the city must curtail spending until September 30<sup>th</sup>. This report provides the Mayor's recommendations on spending reductions for Council input and discussion.

#### Recommendations

The COVID-19 health crisis has created a financial crisis in Ketchum. For FY 19/20, the adopted budget projects \$10,761,459 in general fund revenue and associated expenditures and \$2,567,247 in LOT revenues and expenditures. The general fund and LOT funds support key city operations and services such as police and fire services, street and facility maintenance, recreation programs, planning and building services and events such as Wagon Days.

As identified in Attachment A, the city is anticipating a loss of \$530,000 to \$1,150,000 in revenue in this fiscal year. To date, the city has spent \$5,906,109 of the \$10.7 million general fund budget. In order to balance the budget, the city anticipates needing to reduce general fund and LOT expenditures by between \$530,000 and \$1,150,000 in the remaining five months of the fiscal year, based on a spectrum of likely scenarios. The Mayor is recommending a phased reduction approach. The first phase would be reductions totaling \$531,800, as detailed below. Each month, staff will review general fund and LOT revenue receipts, and if it appears revenue losses will be greater than the projected \$530,000, additional reductions will be implemented subject to City Council review. The following are the first phase reductions:

Item	Department	Type	Amount
Curtail Non-essential City Travel	Various	Operating	(21,000)
Curtail Overtime	Various	Operating	(5,000)
Hiring Freeze (Vacant + Seasonal) (vacant planning positions, seasonal facility maintenance and streets positions)	Various	Operating	(220,000)
Reduce Summer Youth Rec Program	Recreation	Operating	(15,000)
Reduce Office Supplies	Administration	Operating	(5,000)
Reduce Contracts for Service (radio and communications, and city graphics)	Administration	Operating	(24,800)



Delay Certain Capital Projects (restripe YMCA parking lot, replace pavers in town square alley, reduce 4 <sup>th</sup> St. paver repair)	Streets	Capital	(85,000)
Delay Certain Capital Acquisitions (furniture, Rec van and trail connector study)	Recreation	Capital	(22,000)
Curtail Splashpad operations	Facilities Maintenance	Operating	(4,000)
Reduce City Flower Spending	Facilities Maintenance	Operating	(9,000)
Reduce Events	LOT	Operating	(46,000)
Reduce Wagon Days	LOT	Operating	(75,000)
<b>Reductions Total</b>			<b>(531,800)</b>

The proposed reductions will result in reduced city services. With fewer events and visitors, there will be less demand for trash disposal, maintenance of 4<sup>th</sup> Street, and overall beautification of the city. Summer youth programs will be reduced because of CDC and State guidelines for youth camps and activities. The guidelines require certain protocols such as smaller groups, physical distancing and limited activities that will reduce the number of participants in the program. Curtailing the splash pad, elimination of events and the modifications to Wagon Days are necessary in light of physical distancing and sanitation requirements.

Impacts to FY 20/21 Budget

The recommended reductions for this fiscal year consist of one-time capital expenditures and on-going operating expenses. The significant loss of revenue is projected to continue for at least the next fiscal year and potentially beyond.

The Mayor will prepare a budget for FY 20/21 that includes significant reductions in on-going operating expenses in both the general fund and LOT fund to account for reduced revenues. While one-time funding was used to help off-set the lost revenue this year, the use of one-time funding to off-set on-going revenue loss in FY 20/21 will be more difficult. If this occurs, the city will have a structural budget deficit where on-going expenses exceed on-going revenue. General Fund balance levels will likely be insufficient to fill the revenue gap for a long-duration period of revenue loss. In addition, capital projects such as street repairs, chip sealing, and facility maintenance must continue to occur. It is more cost effective to repair infrastructure instead of deferring maintenance. Deferring repairs increases the costs to repair in the long term because the damage becomes more difficult to repair.

Discussions on the FY 20/21 budget will occur in July when there is more information on the general fund and LOT revenue projections.

Attachments:

Summary of Revenue Loss and Budget Reductions

GENERAL FUND REVENUE	Adopted Budget	Estimated Variance		Notes
	FY 20	Low	High	
Property Tax & Franchise Fees	4,863,621	(125,000)	(300,000)	Property Tax Delinquency and Franchise Fee Losses
Licenses & Permits	279,100	(10,000)	(50,000)	Reduced Building Permit Revenue
State of Idaho Revenue	1,547,307	(150,000)	(200,000)	Sales, Gas, Liquor Tax Revenue Losses
County Revenue	1,189,330	-	-	
Charges for Service	501,556	(20,000)	(100,000)	Reduced Planning Fee Revenue
Fines & Fees	42,000	-	-	
LOT & Reimbursement Revenue	2,303,357	(225,000)	(500,000)	Reduced LOT Revenue
Fund Balance	35,188	-	-	
<b>Total GF Revenue</b>	<b>10,761,459</b>	<b>(530,000)</b>	<b>(1,150,000)</b>	

#### RECONCILIATION ITEMS

Item	Department	Type	Amount
Curtail Non-essential City Travel	Various	Operating	(21,000)
Curtail Overtime	Various	Operating	(5,000)
Hiring Freeze (Vacant + Seasonal)	Various	Operating	(220,000)
Reduce Summer Youth Rec Program	Recreation	Operating	(15,000)
Reduce Office Supplies	Administration	Operating	(5,000)
Reduce Contracts for Service	Administration	Operating	(24,800)
Delay Certain Capital Projects	Streets	Capital	(85,000)
Delay Certain Capital Acquisitions	Recreation	Capital	(22,000)
Curtail Splashpad operations	Facilities Maintenance	Operating	(4,000)
Reduce City Flower Spending	Facilities Maintenance	Operating	(9,000)
Reduce Events	LOT	Operating	(46,000)
Reduce Wagon Days	LOT	Operating	(75,000)
<b>Reductions Total</b>			<b>(531,800)</b>



City of Ketchum  
City Hall

May 18, 2020

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

**Review and Discuss Recommendations Regarding City Events, Special Events,  
Park Reservations and Restaurant Operations on City Property**

Recommendation and Summary

As the stages of reopening occur, the city is faced with decisions on how to manage public events and city property, in light of CDC and State guidelines. This report provides background and recommendations related to the following issues:

- **City Events:** Recommendation: Eliminate funding for events and maintain funding for Music in Town Square from July 3 through September 25.
- **Wagon Days** –Recommendation: Eliminate all Wagon Days activities except maintain funding to hire Bobby Tanner and his mules to pull the Ore Wagons and the Lewis Wagon on the parade route, as the only wagons for Wagon Days on Saturday, September 5.
- **Special Events/Park Reservations** – Direction from City Council on allowing special events and park reservations on city property.
- **Restaurant Operations on City Property** – Recommendation: Permit restaurants to use adjacent street parking for outdoor dining.

The reasons for these recommendations are as follows:

- The city is suffering severe budget reductions due to COVID-19.
- It is anticipated Ketchum will experience a significant reduction in the number of visitors this summer and wants to assist local businesses.
- City desires to continue the community tradition honoring its history by recognizing Wagon Days with a significantly scaled down activity.
- Restaurants have been severely impacted by COVID-19 and are struggling to meet the distancing requirements. Allowing adjacent parking spaces to be used for outdoor dining expands available dining areas.

Recommendations

**City Events**

Due to the reduction in revenue resulting from COVID-19, and the state regulations on both public and private gatherings, staff has reevaluated city events, special events and park reservations.

All private special events that were scheduled to take place on city property through the month of July have been postponed by the event promoter. Promoters have yet to decide the status of event

scheduled in August. These cancellations and the elimination of city events leave Ketchum with a void of activity in the summer. To help fill this void in light of the city's financial state, \$5,000 of the City Event budget is being dedicated to Music in Town Square. This will add life into Town Square for the community to enjoy. Artists will play in Town Square on most Fridays from 5 to 7 p.m., beginning on July 3.

The following city events are funded with LOT revenue and will be cancelled to off-set the project loss of LOT revenue and physical distancing regulations:

- Ketch'em Alive
- Jazz in the Park
- Pump Park Competition
- Skate Park Competition
- Summer Solstice
- Movie Nights
- Fair on the Square
- Memorial Day Celebration

### **Wagon Days**

Wagon Days events that draw crowds to confined areas would not take place this year. They include Festival Meadow events prior to the parade (Inter-Tribal Dance Demonstration, Charra Dancers, EhCapa, parade participant picnic and camping area, children's activities, cowboy poetry, Grand Marshal Ceremony, hootenanny, street vendors and bleacher seating. There would be no Wagon Days Headquarters.

Instead, a scaled down version of Wagon Days is proposed to provide a safe venue and meet the current guidelines for gatherings of more than 50 people. It is important to preserve the tradition of celebrating Ketchum's history and heritage. East Avenue will be closed and the community would be welcome to picnic with family and friends. Sun Valley Road and Main Street would be closed for a limited parade. The Lewis Ore Wagons and carriage, both owned by the city, best represent the city's history in mining, and would be the centerpiece, and only display, in the parade. The wagons would be pulled by Bobby Tanner's 20-mule jerkline, who is currently under contract with the city. Sun Valley Events contract will be cancelled. No other activities would take place.

### **Special Events and Park Reservations**

Four special events remain on the schedule for this summer; Sun Valley Arts and Crafts Festival (August 6-9 in Atkinson Park), Sun Valley Wellness Festival (August 21-23 in Forest Service Park), Shakespeare in the Park (August 23-31 in Forest Service Park) and Rebecca's Private Idaho, (September 5 in Forest Service Park). All park reservations in June have been cancelled or postponed by the applicants to a later date. July currently has four park reservations scheduled with the number of attendees ranging from 50 to 150; August has seven reservations with the number of attendees ranging from 80 to 150; and there are two in September, one with 25 attendees and one with 150. The reservations are for Rotary Park, Forest Service Park, Terry Tracy Recreation Center and Lucy Loken Park.

Beginning May 16, Stage 2 of the Governor's plan for reopening allows gatherings of less than 10 people. On May 30, Stage 3 allows gathering of 10 to 50 people and on June 13, Stage 4 allows gatherings of over 50 people. Physical distancing and precautionary measures must occur in all stages. To date, state protocols have not been issued for large gatherings.

The city must decide how to manage private events on city property. Staff is seeking Council guidance on whether or not to permit private events and gatherings on city property. One option is to require applicants to submit a COVID-19 plan as part of their application that describes how they will maintain appropriate physical distancing and other protocols to keep their guests safe. The plan would become part of the special event application or park reservation form. Existing reservations would need to submit a COVID-19 plan to be approved by the city. The other option is to limit private events and reservations to small groups of less than 100. Staff is requesting council direction.

### **Outdoor Dining and Public Parking**

Since March 20, 2020, restaurants and cafes were ordered closed except solely for takeout and delivery service. If Stage 2 criteria is met, on May 16, restaurant dining rooms can open once their plans have been submitted to the local public health district. Bars and nightclubs may operate with diminished standing-room occupancy on June 13.

The state has issued protocols for restaurants requiring six feet of physical distance among employees and patrons; and to meet those protocols, restaurants must consider limiting occupancy to 50 percent of seating capacity or more, limiting tables to groups of six, space tables to keep patrons six feet apart while seated and moving in and out of chairs, and eliminate waiting areas and lobbies, among other recommendations. Stage 2 Protocols for Restaurants is attached. Specific protocols for bars and nightclubs have not been issued.

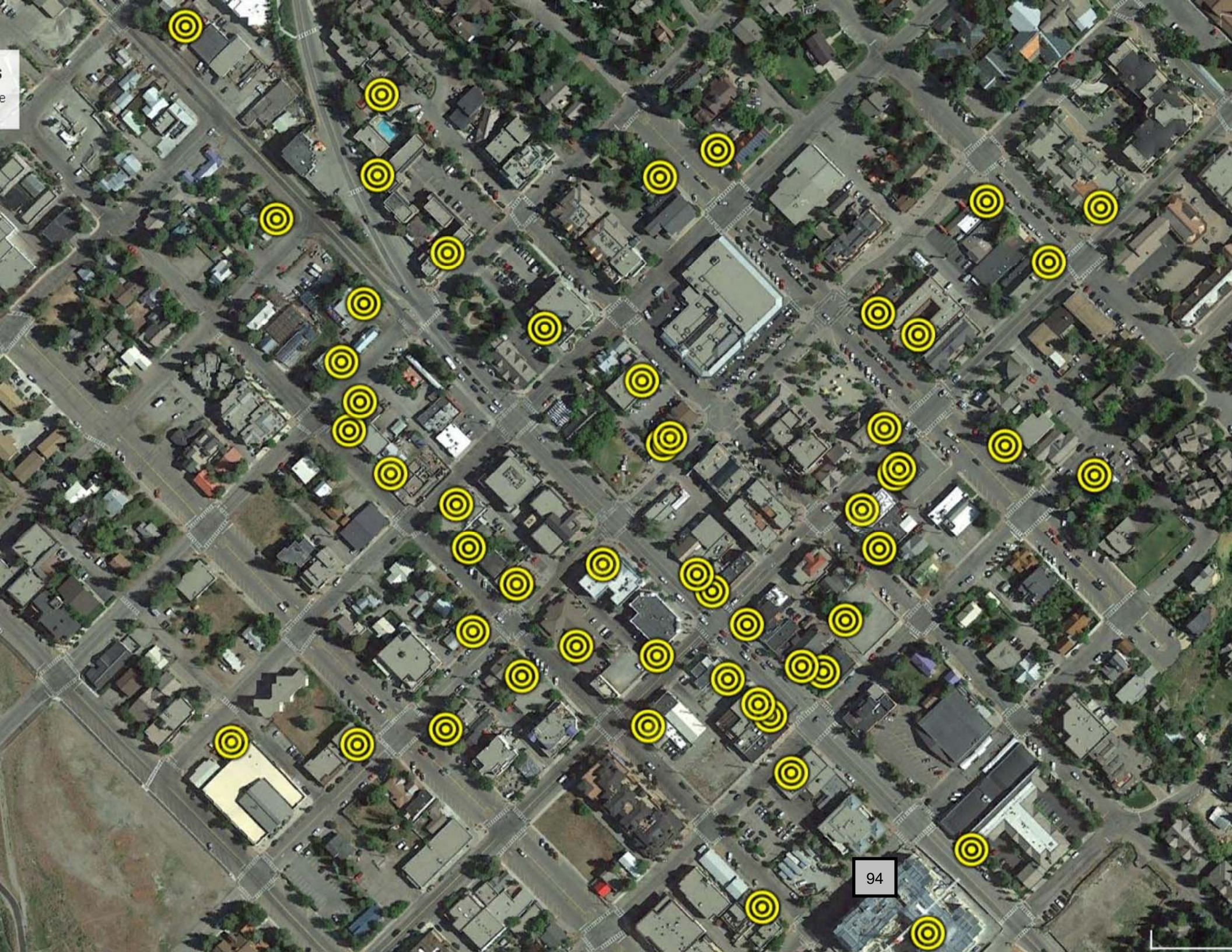
Utilization of on-street public parking in front of restaurants would add outdoor seating for customers who are apprehensive to dine inside and make up for lost seating capacity because of physical distancing requirements. Individual restaurants would design their own outdoor seating areas on city streets and enter into a licensing agreement with the city. Main Street is not under the city's purview. Restaurants located on Main Street would need to work with the Idaho Transportation Department.

Attached for Council's information is a map showing the location of all restaurants, bars, coffee shops and juice bars in Ketchum's downtown core. Those outside the core and excluded from the map are restaurants in the light industrial area.

### Financial Requirement/Impact

There is no new financial impact.

Attachments: Ketchum Core Restaurant Map  
Stage 2: Protocols for Restaurants





City of Ketchum  
City Hall

May 18, 2020

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

**Recommendation to Approve Agreement #20470  
License for Access and Use of Property**

Recommendation and Summary

Staff requests City Council to approve agreement #20470, License for Access and Use of Property, with Ollie Dog LLC (DBA Leroy's Ice Cream).

The reasons for the recommendation are as follows:

- The City owns Leroy's Ice Cream stand
- The City must enter into an agreement with the operator of Leroy's Ice Cream stand
- Ollie Dog would be a desirable tenant that benefits the community at large and its designated donees.

Current Report

On February 28, 2020, the City issued a Request for Proposals (RFP) to solicit a Lessee with experience and qualifications to operate an ice-cream/food stand at Ketchum Town Square. Ollie Dog LLC was the only respondent to the RFP.

Ollie Dog, LLC has been operating Leroy's for the past six years. They have submitted the Restaurant Dining Areas Reopening Plan to South Central Health District (receipt was acknowledged by the Health District) and a COVID-19 Operation Plan to the City.

Ollie Dog has the necessary experience to operate an ice cream stand and has exhibited success in providing this service to the community and visitors over the past six years.

Analysis

On November 5, 2018, City Council approved an agreement with Ketchum Community Development Corporation for the transfer and sale of Leroy's Ice Cream stand in Ketchum Town Square to the City.

Ollie Dog has operated Leroy's for six years. Community benefits include summer job opportunities for Wood River Valley students and donation of net proceeds, in equal sums, to the following educational organizations:

- Blaine County School District
- The Community School
- The Sage School
- Pioneer Montessori School

In addition to the COVID-19 plan submitted by Ollie Dog, the City will make accommodations on Town Square, which may be congested by people standing in line. Modifications may include markings on Town Square in six-foot increments to ensure physical distancing and redirecting pedestrians to other areas to enter and exit Town Square to avoid close contact with people standing in line.

Financial Requirement/Impact

There is no financial impact. The benefit to the community is recognized in exchange for use of the property.

Attachments: Agreement #20470  
Proposal  
Restaurant Dining Areas Reopening Plan  
COVID-19 Operations Plan



## LICENSE FOR ACCESS AND USE OF PROPERTY

### AGREEMENT #20470

This License Agreement ("Agreement") is made by and between the City of Ketchum, Idaho, an Idaho municipal corporation, organized and existing under the laws of the State of Idaho ("City"), and Ollie Dog LLC DBA Leroy's Ice Cream ("Licensee").

#### RECITALS

Whereas, The City's Town Square Park includes a small structure suitable for use in selling certain items, including food for consumption; and

Whereas, the City conducted a request for proposal process pursuant to both its approved purchasing policy and also Idaho Code; and

Whereas, the Licensee desires to obtain a license for use of the property as an ice cream stand;

NOW, THEREFORE, on the basis of the foregoing recitals, and upon motion duly passed by the Ketchum City Council, and for the consideration set forth herein, the parties agree as follows:

#### AGREEMENT

1. License for Access and Use of Property. A continuing license is hereby granted by the City for operation of an ice cream stand at the existing structure in Ketchum Town Square.
2. Initial Term. This License shall commence upon the signature of all parties (last date signed), and end December 31, 2020.
3. Renewal Terms. The City, in concurrence with the Licensee, retains the option to renew the term of the lease for an additional year ("lease option"). The City may elect to extend the lease term for up to five additional one-year renewal terms under the lease option. Each Renewal Term shall commence on January 1 and shall terminate on December 31.
4. License Payments. Licensee agrees to annually distribute all net profits from the ice cream stand to local educational institutions.
5. Maintenance. Licensee shall at all times and at its sole expense maintain the stand in a safe, neat, and clean fashion. Licensee further agrees to maintain all improvements located upon said Property in a good state of repair, ordinary wear and tear excepted.
6. Insurance. Licensee shall, at its own expense, maintain all statutorily required insurance and provide evidence of such to City upon request.
7. Termination. The City shall at all times have the ability to terminate this contract with 15 days written notice.
8. Restoration of Property After Termination. After the Initial Term of this License and any Renewal Terms expire, or upon termination pursuant to section 7 of this agreement, licensee shall within 14 days deliver the stand in "as is" condition.

9. Interpretation/Severability. If any clause, provisions, subparagraph, or paragraph set forth in this License is illegal, invalid, or unenforceable under present or future applicable laws, it is the intention of City and Licensee that the remainder of this License shall not be affected thereby.
10. Choice of Law. The terms and provisions contained in this License shall be governed and construed in accordance with the laws of the State of Idaho.
11. Attorney's Fees and Costs. In any suit, action or appeal therefrom to enforce, revoke or interpret this License, the prevailing party shall be entitled to recover its costs incurred therein, including reasonable attorneys' fees.
12. Complete Agreement. This License embodies the complete agreement between City and Licensee. This License cannot be modified, altered, amended, or terminated except by the written agreement of both City and Licensee.
13. Authority. City and Licensee represent to the other that such party has full power and authority to execute, deliver and perform this License, that the individuals executing this License on behalf of said party have been and are fully empowered and authorized by all requisite action to do so; and this License constitutes a valid and legally binding obligation of said party enforceable against such party in accordance with this License.
14. Effective Date: This Agreement shall be effective as of the date it is signed and executed by City and Licensee.

**IN WITNESS WHEREOF**, this Agreement has been executed by the parties hereto on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**CITY OF KETCHUM**

\_\_\_\_\_  
NEIL BRADSHAW, MAYOR

ATTEST

\_\_\_\_\_  
ROBIN CROTTY, CLERK

**LICENSEE: OLLIE DOG LLC DBA LEROY'S ICE CREAM**

\_\_\_\_\_  
KRISTEN MORTEN

## City of Ketchum Leroy's Ice Cream Proposal

Ollie Dog LLC DBA Leroy's Ice Cream  
Kristen Morton  
PO Box 2582  
Sun Valley, ID 83353  
208-720-5796  
[kristenmorton174@gmail.com](mailto:kristenmorton174@gmail.com)

### **Summary**

A hallmark of Ketchum's Town Square, Leroy's Ice Cream has been serving ice cream and good times to the residents and visitors of the Wood River Valley for 10 years. Leroy's is a wonderful place for families to gather and a perfect complement to Town Square as the central hub for City activities. Originally formed and developed by Trina and Jake Peters, Leroy's Ice Cream is named after Leroy Kingsland, a historic figure and a living legend of the mountain lifestyle. Through his affable demeanor and love of all things skiing and outdoors, Leroy's Ice Cream captures Leroy's endearing spirit of fun, family, and a range of full flavors.

### **Experience**

For the prior six years, since 2014, I have managed Leroy's. As manager I oversee employee hiring, employee training, daily operations oversight, employee scheduling, marketing, bookkeeping, all business administrative needs, vendor relationships, inventory management, quality control, and customer service. I ensure Leroy's is providing excellent service to our customers. To that end, each year I interview, hire, and train around 30 local students to scoop ice cream and to operate the stand.

I am committed to continuing to manage Leroy's as effectively as I have been for the prior 6 years. With my prior experience I have a great understanding of how best to maximize operational efficiency of the stand. Importantly, I have a thorough understanding of how to properly staff and stock the stand for each event the City hosts in Town Square.

I will continue to support our local youth community by providing qualified applicants with what is often their first job. With an opportunity to work at Leroy's comes training in how to interact with customers, proper dress

requirements, operation of a cash register, opening and closing procedures, scheduling commitments, and daily operational expectations such as inventory re-stocking and cash management. Daily operational duties require maintaining a clean and orderly stand both inside and outside, which includes proper disposal of trash.

### **Operations**

I have historically operated Leroy's from Memorial Day weekend to Labor Day weekend. However, depending upon weather conditions some years I open as early as the beginning of May and do not close until the last weekend of September. For 2020 I plan to open as soon as possible, weather dependent of course, which could mean as soon as late April/early May. Again, closing dates will depend upon weather conditions and could mean Leroy's remains open until sometime in October.

Hours have always been and will continue to be 12pm-10pm daily, seven days a week. I have always been open for Town Square events during the Summer and have been experimenting recently with events held in the offseason and the Winter with the goal of expanding the seasons of operation.

I have always used local businesses for operational and administrative support. Our primary source of ice cream is from Cloverleaf Creamery in Buhl, a family owned dairy farm, who provides excellent ice cream and support to Leroy's. Each year I've experimented with various product offerings other than ice cream. This year I am considering adding gelato from a local provider in addition to our amazing fresh fruit popsicles produced in Ketchum.

### **Menu & Pricing**

The menu offering a rotation of 25 flavors will remain as follows:

Single Scoop	\$3.50
Double Scoop	\$5.00
Ice Cream Sundaes	\$4.50
Milkshakes	\$6.00
Root Beer and Orange Floats	\$5.00
Fresh Squeezed Lemonade	\$4.00
Fresh fruit Popsicles	\$3.00

These prices have remained steady for the last 5 years. Tax is included.

### **Proforma**

Based on my prior 6 years Leroy's pro forma is expected to be as follows

<b>Revenue</b>	\$100,000
<b>Expenses</b>	
Cost of Goods Sold	\$40,000
Payroll & Management Expenses	\$37,000
Insurance Expense (Worker's Comp and Liability)	\$800
Business Licenses and Permits.	\$75
Janitorial Expense	\$1,000
Bookkeeping Fees	\$900
Repair and Maintenance	\$300
Sales Tax	\$7,500
Reserve (Next season Inventory/Start-up)	\$1,000
Estimated Pre-tax Income	\$11,000

### **Business Administration**

Ollie Dog, LLC dba Leroy's Ice Cream holds all requisite city permits and licenses, applicable insurance policies, bank accounts, maintains, and is in good standing, for all state filing requirements, including a worker's compensation policy.

### **Community Benefit**

Every year I hire approximately 30 students, ranging in age between 14-18 years, from all schools in the Valley. For most students, this is their first job. Each year running Leroy's, I take great joy in witnessing the growth of the kids and their gain in confidence. My employees end the summer with a great sense of pride and accomplishment.

I end each summer season distributing net cash back to the community by giving equal sums to area schools. This amount has ranged from \$800-\$2,500 per school, depending upon the success of the season.

### **History of Customer Service**

I have a long history of successfully managing Leroy's, and believe my record demonstrates high customer satisfaction with Leroy's Ice Cream.

### **References**

References provided under separate cover.

revised 5/13)



## Restaurant Dining Areas Reopening Plan

Restaurants are required to adhere to the Idaho Food Code when reopening. In addition, guidelines and recommendations are available from the Centers for Disease Control and Prevention (CDC) and Food and Drug Administration to reduce the chance of transmission of the virus that causes COVID-19 when Idaho food establishments open dining areas.

The following plan must be submitted for approval to the local public health district ([food@phd5.idaho.gov](mailto:food@phd5.idaho.gov)) prior to dining area operations resuming after May 16, 2020. Reopening plans do not have to be approved before resuming operation and inspections will not be required. However, restaurants should have their reopening plan available during routine inspections, enforcement inspections, pre-opening inspections, and food illness investigations. Each section includes options to meet the dining area reopening plan in Idaho. By check marking items, you are attesting to planned implementation of these mitigation measures for re-opening dining areas.

If alternative plans have been created, note those plans below, or submit them with this document, to [food@phd5.idaho.gov](mailto:food@phd5.idaho.gov)

Applicant Name: Kristen Morton Applicant Title: Manager  
Establishment Name: Leroy's Ice Cream Establishment Number: Permit 965  
Establishment Mailing Address: P.O. Box 2582 Sun Valley, ID. 83353  
Establishment Site Address: 480 East Ave N. Kelowna, ID. 83340

### EMPLOYEE HEALTH AND HYGIENE (Check All Recommended Measures You Plan to Implement)

- Will assess symptoms of workers before entering the establishment. If no fever ( $>100.4^{\circ}\text{F}$ ) or COVID-19 symptoms are present, workers will be allowed to work but should self-monitor for onset of symptoms during their shift.
- Will provide COVID-19 staff training about when workers should stay home and when they should leave work.
- Will instruct sick employees to stay home and to follow the CDC's [What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#).
- Will contact the local public health district if an employee is diagnosed with COVID-19.
- Will require employees to wear cloth face coverings and gloves during their shifts, with certain exemptions for health or medical reasons.
- Other measure (specify): \_\_\_\_\_

**SOCIAL DISTANCING** (Check All Recommended Measures You Plan to Implement)

All outdoors/  
takeout

- Will limit occupancy to 50% of seating capacity. N/A
- Will limit tables to groups of 6. N/A
- Will arrange tables so they are 10 feet apart OR affix closed signs on tables that cannot be moved. N/A
- Will suspend self-serve food operations (drink machines, salsa bars, sauce dispensers); buffet areas will also remain closed. N/A
- Other measure (specify): \_\_\_\_\_

**WAITING AREAS** (Check All Recommended Measures You Plan to Implement)

All outdoors

- Will close the lobby and waiting areas (if applicable). N/A
  - Will use a reservation model or call ahead seating method N/A
  - Will make reasonable attempts to eliminate the use of waiting areas and lobbies. N/A
- If the establishment cannot eliminate a waiting area or lobby completely, describe how you will ensure that groups in the waiting area are socially distanced from each other. (attach additional page if needed):

Leroy's is all 70-60~  
I will put a tape marker every 6 feet for people waiting  
in line.

**DINING AREAS** (Check All Recommended Measures You Plan to Implement)

- Will keep the bar area closed (if applicable). N/A
- Will keep the playground area closed (if applicable). N/A
- Will use a board or sign to display menu items that will not be touched by patrons. Will have an app or website for patrons to view menus on a personal device.
- Will use disposable menus that will be discarded after each use. N/A
- Will disinfect menus between each use. N/A
- Will use a contactless payment and non-signature methods.
- Will require staff to wash or sanitize their hands before helping the next patron or handling of food after accepting payment. / will also change gloves
- Will require staff to sanitize check holders and pens after use by patrons. N/A - no pens
- Will use the same methods for outdoor seating section, if applicable. N/A
- Describe other plans below (attach additional page if needed):

There will be no contact between my employees and patrons -  
we will have a plexiglass shield where the transactions take  
place - all food sold will be put in a tray and passed  
through the opening.

**CLEANING AND DISINFECTION** (Check All Recommended Measures You Plan to Implement)

- Will train employees on cleaning and disinfecting procedures, and protective measures, per CDC and FDA guidance.
- Will have dedicated staff sanitize tables and high contact surfaces (e.g., condiments, salt and pepper shakers, napkin dispensers) between parties.
- Will frequently clean and disinfect high touch surfaces (e.g., menus, mobile order devices, door handles, floors, bathrooms) during operation.
- Will not use preset tableware.
- Will clean and disinfect coolers, to-go containers, and delivery vehicles frequently.
- Will verify ware-washing machines are operating at the required wash and rinse temperature and with the appropriate detergents and sanitizers at least once daily. *N/A*
- Describe other plans below (attach additional page if needed):

\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature: *KCMartin*

Date: *5/13/2020*

**Public Health Official Use Only**

Reviewed by: \_\_\_\_\_

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

Comments: \_\_\_\_\_



## Leroy's Ice Cream COVID-19 Operation Plan

The most important thing we can do at Leroy's is prioritize the safety and well-being of our guests, employees, and the communities we serve. We are lucky to be a take-out business, operating outside with great fresh air flow and no ventilation concerns.

We will follow all guidelines and requirements to ensure customers' health and safety during these challenging times. We will be increasing the frequency of cleaning and sanitizing; requiring employees to wear masks and gloves; halting taster spoon flavor sampling; and installing a plexiglass shield to create a barrier between employees and customers.

Payment Methods: we will be encouraging people to pay with credit cards (all cards accepted) through a remote, contactless Square credit card reader that does not require signatures. We will enforce wearing gloves when accepting and handling cash, and will require employees to wash hands and /or use hand sanitizer and change gloves after each transaction.

We will start by allowing Leroy's one employee in the building at a time, and will manage the physical distancing between staff and customers by using a plexiglass shield. We will put up clear, visible signage advising customers to honor social distancing (stay at least 6 feet apart ) while standing in line as well as on the porch. We will place colored markers on the ground to guide people as they wait their turn.

Our coolers that contain ice cream are protected with glass doors and sneeze guards, and cooler doors are opened and shut after each scooping, avoiding contamination for customer safety. There will be no contact between the employees and customers. All orders will be placed under the plexiglass guard (jacketed cones in a tray) for the customer.

Hand sanitizer will be made readily available to all our customers.

We will follow all requirements set by the Idaho Public Health Department.  
<https://www.siphidaho.org/env/pdf/RESTAURANT-COVID-19-INFO-3-18-2020.pdf>

Thank you,  
Kristen Morton



## City of Ketchum

May 18, 2020

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

### **Recommendation to Hold a Public Hearing and Approve the Thunder Spring Residences Sublot 7 Final Plat (*continued from March 16, 2020*)**

#### Recommendation and Summary

Staff recommends the Ketchum City Council hold a public hearing and approve the Townhouse Subdivision Final Plat submitted by Sean Flynn PE of Galena Engineering on behalf of property owner IEG/NCP Thunder Spring LLC to create townhouse subplot 7 within the Thunder Spring Residences multi-family residential development.

Recommended Motion: "I move to approve the Thunder Spring Residences Sublot 7 Final Plat subject to the issuance of a Certificate of Occupancy for the townhome unit."

The reasons for the recommendation are as follows:

- The application was properly noticed, first for the March 16, 2020 meeting, and continued to the May 18, 2020 meeting.
- The request to subdivide meets all applicable standards for Townhouse Final Plats contained in Ketchum Municipal Code's Subdivision (Title 16) regulations.
- The Townhouse Subdivision Preliminary Plat (#15-145) for nine townhouse sublots was recommended for approval by the Planning & Zoning Commission on November 23<sup>rd</sup>, 2015 and approved by the Ketchum City Council on April 3<sup>rd</sup>, 2017.
- As the townhome development was approved through a Planned Unit Development, the associated Development Agreement specifies that the townhouse sublots may receive final plat approval in phases.
- The project was issued a Building Permit (B18-083) in September of 2018 and the project is nearing completion.

#### Analysis

The Thunder Springs Residences is a townhouse development within a portion of Block 2 of the Amended Thunder Spring Large Block Plat that consists of nine total townhomes—both attached duplex units and detached units—with associated common area. The multi-family residential development is subject to the Conditional Use Permit-Planned Unit Development #15-129, Design Review #15-028, and Preliminary Plat #15-145 approvals as well as the Development Agreement between the City of Ketchum and Thunder Spring, LLC, et. al., dated November 16, 2015 and recorded as Instrument No. 631541. The Thunder Spring Residences townhome development is the final phase of the 1998 Thunder Spring PUD.

In September of 2018, the Planning & Building Department issued Building Permit B18-083 for the construction of the detached townhome unit on subplot 7 and the project is nearing completion.

Financial Impact

Recording the Final Plat signals to the Blaine County Assessor's Office that the detached townhome unit, which is new construction, has been completed and may be added to the tax rolls.

Attachments

Draft Findings of Fact, Conclusions of Law, and Decision  
Thunder Spring Residences Sublot 7 Final Plat



City of Ketchum  
Planning & Building

IN RE:	)	
	)	
Thunder Spring Residences Sublot 7	)	<b>KETCHUM CITY COUNCIL</b>
Townhouse Subdivision Final Plat	)	<b>FINDINGS OF FACT, CONCLUSIONS OF LAW, AND</b>
Date: May 18, 2020	)	<b>DECISION</b>
	)	
File Number: 20-020	)	

**Findings Regarding Application Filed**

**PROJECT:** Thunder Spring Residences Sublot 7

**FILE NUMBER:** P20-020

**ASSOCIATED PERMITS:** Building Permit 18-083, Conditional Use Permit-Planned Unit Development 15-129, Design Review 15-028, Development Agreement Instrument No. 631541, Preliminary Plat 15-145

**OWNERS:** IEG/NCP Thunder Spring LLC

**REPRESENTATIVE:** Sean Flynn, Galena Engineering

**REQUEST:** Townhouse Subdivision Final Plat to create Townhouse Sublot 7 of Thunder Spring Residences

**LOCATION:** 220 Raven Road (Thunder Spring Residences: Sublot 7)

**NOTICE:** Notice was mailed to property owners within 300 ft of the subject site and all political subdivisions on February 26<sup>th</sup>, 2020. The public hearing notice was published in the Idaho Mountain Express on February 21<sup>st</sup>, 2020. The hearing was continued to May 18, 2020.

**ZONING:** Tourist (T)

**OVERLAY:** None

**Findings Regarding Associated Development Applications**

The Thunder Springs Residences is a townhouse development within a portion of Block 2 of the Amended Thunder Spring Large Block Plat that consists of nine total townhomes—both attached duplex units and detached units—with associated common area. The multi-family residential development is subject to the Conditional Use Permit-Planned Unit Development #15-129, Design Review #15-028, and Preliminary Plat #15-145 approvals as well as the Development Agreement between the City of Ketchum and Thunder Spring, LLC, et. al., dated November 16, 2015 and recorded as Instrument No. 631541. The Thunder Spring Residences townhome development is the final phase of the 1998 Thunder Spring PUD.

The Townhouse Subdivision Preliminary Plat (#15-145) for the nine townhouse sublots was recommended for approval by the Planning & Zoning Commission on November 23<sup>rd</sup>, 2015 and approved by the Ketchum City Council on April 3<sup>rd</sup>, 2017. Pursuant to Ketchum Municipal Code (KMC) §16.04.030.I, a final plat must be approved by City Council within two years of preliminary plat approval. As the townhome development was approved through a Planned Unit Development, the associated Development Agreement specifies that the townhouse sublots may receive final plat approval in phases. The duplex townhome units on sublots 1, 2, 3, and 4 received Certificates of Occupancy and final plat approvals in 2017. The duplex unit on sublots 8 and 9 received a Certificate of Occupancy and final plat approval in 2019. In September of 2018, the Planning & Building Department issued Building Permit B18-083 for the construction of the detached townhome unit on subplot 7 and the project is nearing completion. Building Permits 19-013 and 19-006 have been issued for the remaining detached townhome units on sublots 5 and 6.

**Findings Regarding City Department Comments**

All City Department standards as well as required right-of-way improvements were reviewed through the Planned Unit Development, Design Review, and Building Permit processes. Prior to issuance of a Certificate of Occupancy for the townhome units, City Departments will conduct final inspections to ensure compliance with all conditions and requirements of the associated Planned Unit Development, Design Review, Building Permit, and Preliminary Plat approvals. The applicant is aware that all improvements are required to be installed in order to obtain a Certificate of Occupancy for the project.

**Findings Regarding Townhouse Subdivision Procedure (KMC §16.04.080)**

All land subdivisions in the City of Ketchum are subject to the standards contained in Ketchum, Municipal Code, Title 16, Subdivision. Many standards are related to the design and construction of multiple new lots that will form new blocks and infrastructure, such as streets that will be dedicated to and maintained by the City. The standards for certain improvements (KMC §16.04.040) including street, sanitary sewage disposal, planting strip improvements are not applicable to the subject project as the application proposes to subdivide a townhome unit currently under construction into one townhouse subplot. As conditioned, the request to subdivide meets all applicable standards for Townhouse Final Plats contained in Ketchum Municipal Code’s Subdivision (Title 16) and Zoning (Title 17) regulations. The Townhouse Subdivision does not change the proposed residential use or alter the proposed development as reviewed and approved through Conditional Use Permit-Planned Unit Development #15-129, Design Review #15-028, and Preliminary Plat #15-145.

**Table 1: Findings Regarding Townhouse Final Plat Requirements**

Townhouses Requirements				
Compliant			Standards and City Council Findings	
Yes	No	N/A	Ketchum Municipal Code	City Standards and <i>City Council Findings</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.080.D</b>	<p><b>D. Final Plat Procedure:</b></p> <p><b>1. The final plat procedure contained in subsection 16.04.030G of this chapter shall be followed. However, the final plat shall not be signed by the city clerk and recorded until the townhouse has received either:</b></p> <ul style="list-style-type: none"> <li>a. <b>A certificate of occupancy issued by the city of Ketchum for all structures in the townhouse development and completion of all design review elements as approved by the planning and zoning administrator; or</b></li> <li>b. <b>Signed council approval of a phased development project consistent with §16.04.110 herein.</b></li> </ul> <p><b>2. The council may accept a security agreement for any design review elements not completed on a case by case basis pursuant to title 17, chapter 17.96 of this code.</b></p>
			<b>City Council Findings</b>	<i>The Final Plat shall not be signed by the City Clerk until a Certificate of Occupancy has been issued for each townhome unit.</i>

☒	☐	☐	16.04.080.E	<p><b>E. Required Findings:</b> In addition to all Townhouse Developments complying with the applicable provisions of Title 17 and this Subdivision Chapter (§16.04), the Administrator shall find that</p> <ol style="list-style-type: none"> <li>All Townhouse Developments, including each individual subplot, shall not exceed the maximum building coverage requirements of the zoning district.</li> <li><b>Garage:</b> All garages shall be designated on the preliminary and final plats and on all deeds as part of the particular townhouse units. Detached garages may be platted on separate sublots; provided, that the ownership of detached garages is tied to specific townhouse units on the townhouse plat and in any owner's documents, and that the detached garage(s) may not be sold and/or owned separate from any dwelling unit(s) within the townhouse development.</li> </ol>
			<b>City Council Findings</b>	<ol style="list-style-type: none"> <li>The townhouse development meets the dimensional standards and requirements of the Tourist Zoning District except for the waivers as approved through Conditional Use Permit-Planned Unit Development 15-129.</li> <li>The townhome unit includes an attached garage. The attached garage footprint is indicated on Sheet 1 of the Final Plat. No detached garages are proposed within the townhome development.</li> </ol>
☒	☐	☐	16.04.080.F	<p><b>General Applicability:</b> All other provisions of this chapter and all applicable ordinances, rules and regulations of the city and all other governmental entities having jurisdiction shall be complied with by townhouse subdivisions.</p>
			<b>City Council Findings</b>	<p>All other provisions of this chapter and all applicable ordinances, rules, and regulations of the City and other governmental entities having jurisdiction shall be complied with by the townhouse subdivision.</p>

**Table 2: Findings Regarding Final Plat Requirements**

Final Plat Requirements				
Compliant			Standards and City Council Findings	
YES	NO	N/A	Ketchum Municipal Code	City Standards and City Council Findings
☒	☐	☐	16.04.030.K	<p><b>Contents Of Final Plat:</b> The final plat shall be drawn at such a scale and contain such lettering as to enable same to be placed upon sheets of eighteen inch by twenty four inch (18" x 24") Mylar paper with no part of the drawing nearer to the edge than one-half inch (1/2"), and shall be in conformance with the provisions of title 50, chapter 13, Idaho Code. The reverse side of such sheet shall not be used for any portion of the drawing, but may contain written matter as to dedications, certificates, signatures, and other information. The contents of the final plat shall include all items required under title 50, chapter 13, Idaho Code, and also shall include the following:</p>
			<b>City Council Findings</b>	<p>The Final Plat mylar shall be prepared following Ketchum City Council review and approval of the Final Plat application and shall meet these standards.</p>
☒	☐	☐	16.04.030.K.1	<p>Point of beginning of subdivision description tied to at least two (2) governmental survey corners, or in lieu of government survey corners, to monuments recognized by the city engineer.</p>
			<b>City Council Findings</b>	<p>This standard has been met.</p>
☒	☐	☐	16.04.030.K.2	<p><b>Location and description of monuments.</b></p>
			<b>City Council Findings</b>	<p>This standard has been met.</p>
☒	☐	☐	16.04.030.K.3	<p><b>Tract boundary lines, property lines, lot lines, street right of way lines and centerlines, other rights of way and easement lines, building envelopes as required</b></p>

				<p>on the preliminary plat, lot area of each lot, boundaries of floodplain and floodway and avalanche district, all with bearings, accurate dimensions in feet and decimals, in degrees and minutes and radii, arcs, central angles, tangents and chord lengths of all curves to the above accuracy.</p> <p><i>City Council Findings</i> This standard has been met.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.K.4	<p><b>Names and locations of all adjoining subdivisions.</b></p> <p><i>City Council Findings</i> The adjacent Thunder Cloud, Kneeland, Morning Sun, Stone Hill, and Sun Peak Condominiums has been noted on the plat.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.K.5	<p><b>Name and right of way width of each street and other public rights of way.</b></p> <p><i>City Council Findings</i> This standard has been met. Raven Road, Saddle Road, and Valleywood Drive are indicated on the plat.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.K.6	<p><b>Location, dimension and purpose of all easements, public or private.</b></p> <p><i>City Council Findings</i> This standard has been met.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.030.K.7	<p><b>The blocks numbered consecutively throughout each block.</b></p> <p><i>City Council Findings</i> This Townhouse Subdivision is within a portion of Block 2 of Thunder Spring Large Block Plat Amended. No new blocks are created with the townhouse subdivision.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16.04.030.K.8	<p><b>The outline of any property, other than a street, alley or easement, which is offered for dedication to public use, fully dimensioned by distances and bearings with the area marked "Dedicated to the City of Ketchum for Public Use", together with any other descriptive language with regard to the precise nature of the use of the land so dedicated.</b></p> <p><i>City Council Findings</i> N/A as no dedications have been proposed with the Townhouse Subdivision. Dedications are indicated within the Thunder Spring Large Block Plat.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.K.9	<p><b>The title, which shall include the name of the subdivision, the name of the city, if appropriate, county and state, and the location and description of the subdivision referenced to section, township, range.</b></p> <p><i>City Council Findings</i> This standard has been met. The name of the proposed subdivision is Thunder Spring Residences Sublot 7.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.K.10	<p><b>Scale, north arrow and date.</b></p> <p><i>City Council Findings</i> This standard has been met.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.K.11	<p><b>Location, width, and names of all existing or dedicated streets and other public ways within or adjacent to the proposed subdivision</b></p> <p><i>City Council Findings</i> This standard has been met.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.K.12	<p><b>A provision in the owner's certificate referencing the county recorder's instrument number where the condominium declaration(s) and/or articles of incorporation of homeowners' association governing the subdivision are recorded.</b></p> <p><i>City Council Findings</i> As conditioned, this standard will be met prior to recordation of the Final Plat. The applicant shall include a provision in the owner's certificate referencing the county recorder's instrument number where the article of incorporation of the homeowners' association governing the subdivision are recorded.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.04.030.K.13	<p><b>Certificate by registered engineer or surveyor preparing the map certifying to the accuracy of surveying plat.</b></p> <p><i>City Council Findings</i> As conditioned, this standard will be met prior to recordation of the Final Plat. The signature block page shall include the surveyor's certification.</p>
			16.04.030.K.14	<p><b>A current title report of all property contained within the plat.</b></p>

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>City Council Findings</b>	<i>This standard has been met. A title report and warranty deed were submitted with the Final Plat application and both are current.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.K.15</b>	<b>Certification of owner(s) of record and all holders of security interest(s) of record with regard to such property.</b>
			<b>City Council Findings</b>	<i>As conditioned (#7), this standard will be met prior to recordation of the Final Plat. The signature block page shall include a certificate of ownership and associated acknowledgement from all owners and holders of security interest with regard to the subject property, which shall be signed following Ketchum City Council review and approval of the application and prior to recordation of the Final Plat.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.K.16</b>	<b>Certification and signature of engineer (surveyor) verifying that the subdivision and design standards meet all city requirements.</b>
			<b>City Council Findings</b>	<i>As conditioned (#7), this standard will be met prior to recordation of the Final Plat. The signature block page shall include the certification and signature of the surveyor verifying that the subdivision and design standards meet all City requirements.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.K.17</b>	<b>Certification and signature of the city engineer verifying that the subdivision and design standards meet all city requirements.</b>
			<b>City Council Findings</b>	<i>As conditioned (#7), this standard will be met prior to recordation of the Final Plat. The signature block page shall include the City Engineer's approval and verification that the subdivision and design standards meet all City requirements.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.K.18</b>	<b>Certification and signature of the city clerk of the city of Ketchum verifying that the subdivision has been approved by the council.</b>
			<b>City Council Findings</b>	<i>As conditioned (#7), this standard will be met prior to recordation of the Final Plat. The signature block page shall include the certification and signature of the City Clerk verifying the subdivision has been approved by City Council.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.030.K.19</b>	<b>Notation of any additional restrictions imposed by the council on the development of such subdivision to provide for the public health, safety and welfare.</b>
			<b>City Council Findings</b>	<i>N/A as no restrictions were imposed by the Ketchum City Council during review of the Preliminary Plat application.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.030.L</b>	<b>Final Plat Copies: Both a hard copy and a digital copy of the final plat shall be filed with the administrator prior to being placed upon the Council's agenda. A digital copy of the final plat as approved by the council and signed by the city clerk shall be filed with the administrator and retained by the city. The Applicant shall also provide the city with a digital copy of the recorded document with its assigned legal instrument number.</b>
			<b>City Council Findings</b>	<i>This standard has been met.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.040.A</b>	<b>Required Improvements: The improvements set forth in this section shall be shown on the preliminary plat and installed prior to approval of the final plat. Construction design plans shall be submitted and approved by the city engineer. All such improvements shall be in accordance with the comprehensive plan and constructed in compliance with construction standard specifications adopted by the city.</b>
			<b>City Council Findings</b>	<i>All required improvements were addressed through Conditional Use Permit-Planned Unit Development #15-129, Design Review #15-028, Preliminary Plat #15-145, and Building Permit 18-083 as well as the Thunder Spring Large Block Plat Subdivision.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.040.B</b>	<b>Improvement Plans: Prior to approval of final plat by the Council, the subdivider shall file two (2) copies with the city engineer, and the city engineer shall approve construction plans for all improvements required in the proposed subdivision. Such plans shall be prepared by a civil engineer licensed in the state.</b>
			<b>City Council Findings</b>	<i>City Departments, including Planning, Building, Fire, Streets, City Engineer, and Utilities, reviewed all required improvements associated with the multi-family residential development and approved the project or approved the project subject to conditions through Conditional Use Permit-Planned Unit Development #15-129, Design Review #15-028, Preliminary Plat #15-145, and Building Permit 18-083 as well as the Thunder Spring Large Block Plat Subdivision.</i>



<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.040.C</b>	<p><b>Performance Bond:</b> Prior to final plat approval, the subdivider shall have previously constructed all required improvements and secured a certificate of completion from the city engineer. However, in cases where the required improvements cannot be constructed due to weather, factors beyond the control of the subdivider, or other conditions as determined acceptable at the sole discretion of the city, the city council may accept, in lieu of any or all of the required improvements, a performance bond filed with the city clerk to ensure actual construction of the required improvements as submitted and approved. Such performance bond shall be issued in an amount not less than one hundred fifty percent (150%) of the estimated costs of improvements as determined by the city engineer. In the event the improvements are not constructed within the time allowed by the city council (which shall be two years or less, depending upon the individual circumstances), the council may order the improvements installed at the expense of the subdivider and the surety. In the event the cost of installing the required improvements exceeds the amount of the bond, the subdivider shall be liable to the city for additional costs. The amount that the cost of installing the required improvements exceeds the amount of the performance bond shall automatically become a lien upon any and all property within the subdivision owned by the owner and/or subdivider.</p>
			<b>City Council Findings</b>	<i>All required improvements and design review elements shall be installed prior to the issuance of a Certificate of Occupancy for the townhome unit. The Streets Department and City Engineer shall conduct a final inspection prior to issuance of a Certificate of Occupancy for the project to ensure compliance with all applicable standards and regulations. Prior to recordation of the Final Plat, the applicant shall secure a Certificate of Occupancy for detached townhome unit 7. The City Council may accept a performance bond if the required improvements cannot be constructed due to weather or other factors.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.040.D</b>	<p><b>As Built Drawing:</b> Prior to acceptance by the city council of any improvements installed by the subdivider, two (2) sets of as built plans and specifications, certified by the subdivider's engineer, shall be filed with the city engineer. Within ten (10) days after completion of improvements and submission of as built drawings, the city engineer shall certify the completion of the improvements and the acceptance of the improvements, and shall submit a copy of such certification to the administrator and the subdivider. If a performance bond has been filed, the administrator shall forward a copy of the certification to the city clerk. Thereafter, the city clerk shall release the performance bond upon application by the subdivider.</p>
			<b>City Council Findings</b>	<i>This standard will be met prior to City Council acceptance of any improvements.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.040.E</b>	<p><b>Monumentation:</b> Following completion of construction of the required improvements and prior to certification of completion by the city engineer, certain land survey monuments shall be reset or verified by the subdivider's engineer or surveyor to still be in place. These monuments shall have the size, shape, and type of material as shown on the subdivision plat. The monuments shall be located as follows:</p> <ol style="list-style-type: none"> <li>1. All angle points in the exterior boundary of the plat.</li> <li>2. All street intersections, points within and adjacent to the final plat.</li> <li>3. All street corner lines ending at boundary line of final plat.</li> <li>4. All angle points and points of curves on all streets.</li> <li>5. The point of beginning of the subdivision plat description.</li> </ol>
			<b>City Council Findings</b>	<i>The applicant shall meet the required monumentation standards prior to recordation of the Final Plat.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.04.040.F</b>	<p><b>Lot Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Lot size, width, depth, shape and orientation and minimum building setback lines shall be in compliance with the zoning district in which the property is located and compatible with the location of the subdivision and the type of development, and preserve solar access to adjacent properties and buildings.</li> </ol>

			<p>2. Whenever a proposed subdivision contains lot(s), in whole or in part, within the floodplain, or which contains land with a slope in excess of twenty five percent (25%), based upon natural contours, or creates corner lots at the intersection of two (2) or more streets, building envelopes shall be shown for the lot(s) so affected on the preliminary and final plats. The building envelopes shall be located in a manner designed to promote harmonious development of structures, minimize congestion of structures, and provide open space and solar access for each lot and structure. Also, building envelopes shall be located to promote access to the lots and maintenance of public utilities, to minimize cut and fill for roads and building foundations, and minimize adverse impact upon environment, watercourses and topographical features. Structures may only be built on buildable lots. Lots shall only be created that meet the definition of "lot, buildable" in section 16.04.020 of this chapter. Building envelopes shall be established outside of hillsides of twenty five percent (25%) and greater and outside of the floodway. A waiver to this standard may only be considered for the following:</p> <p>a. For lot line shifts of parcels that are entirely within slopes of twenty five percent (25%) or greater to create a reasonable building envelope, and mountain overlay design review standards and all other city requirements are met.</p> <p>b. For small, isolated pockets of twenty five percent (25%) or greater that are found to be in compliance with the purposes and standards of the mountain overlay district and this section.</p> <p>3. Corner lots outside of the original Ketchum Townsite shall have a property line curve or corner of a minimum radius of twenty five feet (25') unless a longer radius is required to serve an existing or future use.</p> <p>4. Side lot lines shall be within twenty degrees (20°) to a right angle or radial line to the street line.</p> <p>5. Double frontage lots shall not be created. A planting strip shall be provided along the boundary line of lots adjacent to arterial streets or incompatible zoning districts.</p> <p>6. Every lot in a subdivision shall have a minimum of twenty feet (20') of frontage on a dedicated public street or legal access via an easement of twenty feet (20') or greater in width. Easement shall be recorded in the office of the Blaine County recorder prior to or in conjunction with recordation of the final plat. Minimum lot sizes in all cases shall be reversed frontage lot(s).</p>
		<b>City Council Findings</b>	<i>Standard #1 has been met except for the waivers granted through the Planned Unit Development process. Standards #2-5 are not applicable. Standard #6 has been met as subplot 7 has access on Raven Road.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>16.04.040.G</b></p> <p><b>G. Block Requirements:</b> The length, width and shape of blocks within a proposed subdivision shall conform to the following requirements:</p> <p>1. No block shall be longer than one thousand two hundred feet (1,200'), nor less than four hundred feet (400') between the street intersections, and shall have sufficient depth to provide for two (2) tiers of lots.</p> <p>2. Blocks shall be laid out in such a manner as to comply with the lot requirements.</p> <p>3. The layout of blocks shall take into consideration the natural topography of the land to promote access within the subdivision and minimize cuts and fills for roads and minimize adverse impact on environment, watercourses and topographical features.</p> <p>4. Except in the original Ketchum Townsite, corner lots shall contain a building envelope outside of a seventy five foot (75') radius from the intersection of the streets.</p>
		<b>City Council Findings</b>	<i>This Townhouse Subdivision application does not create a new block. This requirement is not applicable.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>16.04.040.H</b></p> <p><b>Street Improvement Requirements:</b></p>

			<p>1. The arrangement, character, extent, width, grade and location of all streets put in the proposed subdivision shall conform to the comprehensive plan and shall be considered in their relation to existing and planned streets, topography, public convenience and safety, and the proposed uses of the land;</p> <p>2. All streets shall be constructed to meet or exceed the criteria and standards set forth in chapter 12.04 of this code, and all other applicable ordinances, resolutions or regulations of the city or any other governmental entity having jurisdiction, now existing or adopted, amended or codified;</p> <p>3. Where a subdivision abuts or contains an existing or proposed arterial street, railroad or limited access highway right of way, the council may require a frontage street, planting strip, or similar design features;</p> <p>4. Streets may be required to provide access to adjoining lands and provide proper traffic circulation through existing or future neighborhoods;</p> <p>5. Street grades shall not be less than three-tenths percent (0.3%) and not more than seven percent (7%) so as to provide safe movement of traffic and emergency vehicles in all weather and to provide for adequate drainage and snow plowing;</p> <p>6. In general, partial dedications shall not be permitted, however, the council may accept a partial street dedication when such a street forms a boundary of the proposed subdivision and is deemed necessary for the orderly development of the neighborhood, and provided the council finds it practical to require the dedication of the remainder of the right of way when the adjoining property is subdivided. When a partial street exists adjoining the proposed subdivision, the remainder of the right of way shall be dedicated;</p> <p>7. Dead end streets may be permitted only when such street terminates at the boundary of a subdivision and is necessary for the development of the subdivision or the future development of the adjacent property. When such a dead end street serves more than two (2) lots, a temporary turnaround easement shall be provided, which easement shall revert to the adjacent lots when the street is extended;</p> <p>8. A cul-de-sac, court or similar type street shall be permitted only when necessary to the development of the subdivision, and provided, that no such street shall have a maximum length greater than four hundred feet (400') from entrance to center of turnaround, and all cul-de-sacs shall have a minimum turnaround radius of sixty feet (60') at the property line and not less than forty five feet (45') at the curb line;</p> <p>9. Streets shall be planned to intersect as nearly as possible at right angles, but in no event at less than seventy degrees (70°);</p> <p>10. Where any street deflects an angle of ten degrees (10°) or more, a connecting curve shall be required having a minimum centerline radius of three hundred feet (300') for arterial and collector streets, and one hundred twenty five feet (125') for minor streets;</p> <p>11. Streets with centerline offsets of less than one hundred twenty five feet (125') shall be prohibited;</p> <p>12. A tangent of at least one hundred feet (100') long shall be introduced between reverse curves on arterial and collector streets;</p> <p>13. Proposed streets which are a continuation of an existing street shall be given the same names as the existing street. All new street names shall not duplicate or be confused with the names of existing streets within Blaine County, Idaho. The subdivider shall obtain approval of all street names within the proposed subdivision from the County Assessor's office before submitting same to council for preliminary plat approval;</p> <p>14. Street alignment design shall follow natural terrain contours to result in safe streets, usable lots, and minimum cuts and fills;</p> <p>15. Street patterns of residential areas shall be designed to create areas free of through traffic, but readily accessible to adjacent collector and arterial streets;</p>
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			<p>16. Reserve planting strips controlling access to public streets shall be permitted under conditions specified and shown on the final plat, and all landscaping and irrigation systems shall be installed as required improvements by the subdivider;</p> <p>17. In general, the centerline of a street shall coincide with the centerline of the street right of way, and all crosswalk markings shall be installed by the subdivider as a required improvement;</p> <p>18. Street lighting shall be required consistent with adopted city standards and where designated shall be installed by the subdivider as a requirement improvement;</p> <p>19. Private streets may be allowed upon recommendation by the commission and approval by the Council. Private streets shall be constructed to meet the design standards specified in subsection H2 of this section and chapter 12.04 of this code;</p> <p>20. Street signs shall be installed by the subdivider as a required improvement of a type and design approved by the Administrator and shall be consistent with the type and design of existing street signs elsewhere in the City;</p> <p>21. Whenever a proposed subdivision requires construction of a new bridge, or will create substantial additional traffic which will require construction of a new bridge or improvement of an existing bridge, such construction or improvement shall be a required improvement by the subdivider. Such construction or improvement shall be in accordance with adopted standard specifications;</p> <p>22. Sidewalks, curbs and gutters shall be required consistent with adopted city standards and where designated shall be a required improvement installed by the subdivider;</p> <p>23. Gates are prohibited on private roads and parking access/entranceways, private driveways accessing more than one single-family dwelling unit and one accessory dwelling unit, and public rights-of-way unless approved by the City Council; and</p> <p>24. No new public or private streets or flag lots associated with a proposed subdivision (land, planned unit development, townhouse, condominium) are permitted to be developed on parcels within the Avalanche Zone.</p>
			<p><b>City Council Findings</b></p> <p><i>This Townhouse Subdivision does not create new street, private road, or bridge. These standards were addressed through the Thunder Spring Large Block Plat subdivision process. These standards are not applicable.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>16.04.040.I</b></p> <p><b>Alley Improvement Requirements:</b> Alleys shall be provided in, commercial and light industrial zoning districts. The width of an alley shall be not less than twenty feet (20'). Alley intersections and sharp changes in alignment shall be avoided, but where necessary, corners shall be provided to permit safe vehicular movement. Dead end alleys shall be permitted only within the original Ketchum Townsite and only after due consideration of the interests of the owners of property adjacent to the dead-end alley including, but not limited to, the provision of fire protection, snow removal and trash collection services to such properties. Improvement of alleys shall be done by the subdivider as required improvement and in conformance with design standards specified in subsection H2 of this section.</p>
			<p><b>City Council Findings</b></p> <p><i>This proposal does not create a new alley. This standard is not applicable as the proposed townhome units are located within a residential neighborhood and alleys are not required to be provided.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>16.04.040.J</b></p> <p><b>Required Easements:</b> Easements, as set forth in this subsection, shall be required for location of utilities and other public services, to provide adequate pedestrian circulation and access to public waterways and lands.</p> <p><b>1. A public utility easement at least ten feet (10') in width shall be required within the street right-of-way boundaries of all private streets. A public utility easement at least five feet (5') in width shall be required within property boundaries adjacent to Warm Springs Road and within any other property boundary as determined by the City Engineer to be necessary for the provision of adequate public utilities.</b></p>

			<p>2. Where a subdivision contains or borders on a watercourse, drainageway, channel or stream, an easement shall be required of sufficient width to contain such watercourse and provide access for private maintenance and/or reconstruction of such watercourse.</p> <p>3. All subdivisions which border the Big Wood River, Trail Creek and Warm Springs Creek shall dedicate a ten foot (10') fish and nature study easement along the riverbank. Furthermore, the Council shall require, in appropriate areas, an easement providing access through the subdivision to the bank as a sportsman's access. These easement requirements are minimum standards, and in appropriate cases where a subdivision abuts a portion of the river adjacent to an existing pedestrian easement, the Council may require an extension of that easement along the portion of the riverbank which runs through the proposed subdivision.</p> <p>4. All subdivisions which border on the Big Wood River, Trail Creek and Warm Springs Creek shall dedicate a twenty five foot (25') scenic easement upon which no permanent structure shall be built in order to protect the natural vegetation and wildlife along the riverbank and to protect structures from damage or loss due to riverbank erosion.</p> <p>5. No ditch, pipe or structure for irrigation water or irrigation wastewater shall be constructed, rerouted or changed in the course of planning for or constructing required improvements within a proposed subdivision unless same has first been approved in writing by the ditch company or property owner holding the water rights. A written copy of such approval shall be filed as part of required improvement construction plans.</p> <p>6. Nonvehicular transportation system easements including pedestrian walkways, bike paths, equestrian paths, and similar easements shall be dedicated by the subdivider to provide an adequate nonvehicular transportation system throughout the City.</p>
			<p><b>City Council Findings</b></p> <p><i>These standards are not applicable to the proposed Townhouse Subdivision. These standards were addressed through the Planned Unit Development and Thunder Spring Large Block Plat processes.</i></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>16.04.040.K</b></p> <p><b>Sanitary Sewage Disposal Improvements:</b> Central sanitary sewer systems shall be installed in all subdivisions and connected to the Ketchum sewage treatment system as a required improvement by the subdivider. Construction plans and specifications for central sanitary sewer extension shall be prepared by the subdivider and approved by the City Engineer, Council and Idaho Health Department prior to final plat approval. In the event that the sanitary sewage system of a subdivision cannot connect to the existing public sewage system, alternative provisions for sewage disposal in accordance with the requirements of the Idaho Department of Health and the Council may be constructed on a temporary basis until such time as connection to the public sewage system is possible. In considering such alternative provisions, the Council may require an increase in the minimum lot size and may impose any other reasonable requirements which it deems necessary to protect public health, safety and welfare.</p>
			<p><b>City Council Findings</b></p> <p><i>The townhome unit is connected to the municipal sewer system. The Utilities Department reviewed all required improvements associated with the multi-family residential development and approved the project or approved the project subject to conditions through PUD-CUP 15-129, Design Review 15-028, Preliminary Plat 15-145, and Building Permit 18-083.</i></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>16.04.040.L</b></p> <p><b>Water System Improvements:</b> A central domestic water distribution system shall be installed in all subdivisions by the subdivider as a required improvement. The subdivider shall also be required to locate and install an adequate number of fire</p>

			hydrants within the proposed subdivision according to specifications and requirements of the City under the supervision of the Ketchum Fire Department and other regulatory agencies having jurisdiction. Furthermore, the central water system shall have sufficient flow for domestic use and adequate fire flow. All such water systems installed shall be looped extensions, and no dead end systems shall be permitted. All water systems shall be connected to the Municipal water system and shall meet the standards of the following agencies: Idaho Department of Public Health, Idaho Survey and Rating Bureau, District Sanitarian, Idaho State Public Utilities Commission, Idaho Department of Reclamation, and all requirements of the City.
			<b>City Council Findings</b> <i>The townhome unit is connected to the municipal water system. The Utilities Department reviewed all required improvements associated with the multi-family residential development and approved the project or approved the project subject to conditions through PUD-CUP 15-129, Design Review 15-028, Preliminary Plat 15-145, and Building Permit 18-083.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.040.M</b> <b>Planting Strip Improvements:</b> Planting strips shall be required improvements. When a predominantly residential subdivision is proposed for land adjoining incompatible uses or features such as highways, railroads, commercial or light industrial districts or off street parking areas, the subdivider shall provide planting strips to screen the view of such incompatible features. The subdivider shall submit a landscaping plan for such planting strip with the preliminary plat application, and the landscaping shall be a required improvement.
			<b>City Council Findings</b> <i>This standard is not applicable as the subplot is within a residential neighborhood and the subject property does not adjoin incompatible uses or features.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.040.N</b> <b>Cuts, Fills, And Grading Improvements:</b> Proposed subdivisions shall be carefully planned to be compatible with natural topography, soil conditions, geology and hydrology of the site, as well as to minimize cuts, fills, alterations of topography, streams, drainage channels, and disruption of soils and vegetation. The design criteria shall include the following: 1. A preliminary soil report prepared by a qualified engineer may be required by the commission and/or Council as part of the preliminary plat application. 2. Preliminary grading plan prepared by a civil engineer shall be submitted as part of all preliminary plat applications. Such plan shall contain the following information: a. Proposed contours at a maximum of five foot (5') contour intervals. b. Cut and fill banks in pad elevations. c. Drainage patterns. d. Areas where trees and/or natural vegetation will be preserved. e. Location of all street and utility improvements including driveways to building envelopes. f. Any other information which may reasonably be required by the Administrator, commission or Council to adequately review the affect of the proposed improvements. 3. Grading shall be designed to blend with natural landforms and to minimize the necessity of padding or terracing of building sites, excavation for foundations, and minimize the necessity of cuts and fills for streets and driveways. 4. Areas within a subdivision which are not well suited for development because of existing soil conditions, steepness of slope, geology or hydrology shall be allocated for open space for the benefit of future property owners within the subdivision. 5. Where existing soils and vegetation are disrupted by subdivision development, provision shall be made by the subdivider for revegetation of disturbed areas with perennial vegetation sufficient to stabilize the soil upon completion of the construction. Until such times as such revegetation has been installed and established, the subdivider shall maintain and protect all disturbed surfaces from erosion.

			<p><b>6. Where cuts, fills, or other excavations are necessary, the following development standards shall apply:</b></p> <p>a. Fill areas shall be prepared by removing all organic material detrimental to proper compaction for soil stability.</p> <p>b. Fills shall be compacted to at least ninety five percent (95%) of maximum density as determined by AASHO T99 (American Association of State Highway Officials) and ASTM D698 (American Standard Testing Methods).</p> <p>c. Cut slopes shall be no steeper than two horizontal to one vertical (2:1). Subsurface drainage shall be provided as necessary for stability.</p> <p>d. Fill slopes shall be no steeper than three horizontal to one vertical (3:1). Neither cut nor fill slopes shall be located on natural slopes of three to one (3:1) or steeper, or where fill slope toes out within twelve feet (12') horizontally of the top and existing or planned cut slope.</p> <p>e. Toes of cut and fill slopes shall be set back from property boundaries a distance of three feet (3'), plus one-fifth (1/5) of the height of the cut or the fill, but may not exceed a horizontal distance of ten feet (10'); tops and toes of cut and fill slopes shall be set back from structures at a distance of at least six feet (6'), plus one-fifth (1/5) of the height of the cut or the fill. Additional setback distances shall be provided as necessary to accommodate drainage features and drainage structures.</p>
		<b>City Council Findings</b>	<i>These standards are not applicable. These standards were addressed through the Thunder Spring Large Block Plat process.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>16.04.040.O</b></p> <p><b>Drainage Improvements:</b> The subdivider shall submit with the preliminary plat application such maps, profiles, and other data prepared by an engineer to indicate the proper drainage of the surface water to natural drainage courses or storm drains, existing or proposed. The location and width of the natural drainage courses shall be shown as an easement common to all owners within the subdivision and the City on the preliminary and final plat. All natural drainage courses shall be left undisturbed or be improved in a manner that will increase the operating efficiency of the channel without overloading its capacity. An adequate storm and surface drainage system shall be a required improvement in all subdivisions and shall be installed by the subdivider. Culverts shall be required where all water or drainage courses intersect with streets, driveways or improved public easements and shall extend across and under the entire improved width including shoulders.</p>
		<b>City Council Findings</b>	<i>City Departments, including Planning, Building, Fire, Streets, City Engineer, and Utilities, reviewed all required improvements associated with the multi-family residential development and approved the project or approved the project subject to conditions through PUD-CUP 15-129, Design Review 15-028, Preliminary Plat 15-145, and Building Permit 18-083.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>16.04.040.P</b></p> <p><b>Utilities:</b> In addition to the terms mentioned in this section, all utilities including, but not limited to, electricity, natural gas, telephone and cable services shall be installed underground as a required improvement by the subdivider. Adequate provision for expansion of such services within the subdivision or to adjacent lands including installation of conduit pipe across and underneath streets shall be installed by the subdivider prior to construction of street improvements.</p>
		<b>City Council Findings</b>	<i>Natural gas, telephone, cable, and electricity are installed or in the process of being installed and shall be installed prior to Certificate of Occupancy for the townhome unit.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>16.04.040.Q</b></p> <p><b>Off Site Improvements:</b> Where the off site impact of a proposed subdivision is found by the commission or Council to create substantial additional traffic, improvements to alleviate that impact may be required of the subdivider prior to final plat approval, including, but not limited to, bridges, intersections, roads, traffic control devices, water mains and facilities, and sewer mains and facilities.</p>
		<b>City Council Findings</b>	<i>No off-site improvements are required with the townhouse subdivision final plat. Off-site improvements were addressed through the Planned Unit Development and Thunder Spring Large Block Plat processes.</i>

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.040.R</b>	<b>Avalanche And Mountain Overlay: All improvements and plats (land, planned unit development, townhouse, condominium) created pursuant to this chapter shall comply with City of Ketchum Avalanche Zone District and Mountain Overlay Zoning District requirements as set forth in Title 17 of this Code.</b>
			<i>City Council Findings</i>	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16.04.040.S</b>	<b>Existing natural features which enhance the attractiveness of the subdivision and community, such as mature trees, watercourses, rock outcroppings, established shrub masses and historic areas, shall be preserved through design of the subdivision.</b>
			<i>City Council Findings</i>	N/A

### CONCLUSIONS OF LAW

1. The City of Ketchum is a municipal corporation established in accordance with Article XII of the Constitution of the State of Idaho and Title 50 Idaho Code and is required and has exercised its authority pursuant to the Local Land Use Planning Act codified at Chapter 65 of Title 67 Idaho Code and pursuant to Chapters 3, 9 and 13 of Title 50 Idaho Code to enact the Ordinances and regulations, which Ordinances are codified in the Ketchum City Code (“KMC”) and are identified in the Findings of Fact and which are herein restated as Conclusions of Law by this reference and which City Ordinances govern the Applicant’s Townhouse Subdivision Final Plat application for the development and use of the project site.
2. The Council has authority to hear the applicant’s Townhouse Subdivision application pursuant to Chapter 16.04 of Ketchum Code Title 16.
3. The City of Ketchum Planning Department provided adequate notice for the review of this application.
2. The Townhouse Subdivision Preliminary Plat application is governed under Sections 16.04.010, 16.04.020, 16.04.030, and 16.04.080 of Ketchum Municipal Code Chapter 16.04.
3. The proposed Townhouse Subdivision for the Thunder Spring Residences Sublot 7 meets the standards for Townhouse Final Plats under Title 16 of Ketchum Municipal Code subject to conditions of approval.

### DECISION

**THEREFORE**, the Ketchum City Council **approves** this Townhouse Subdivision Final Plat application this Monday, May 18, 2020 subject to the following conditions:

### CONDITIONS OF APPROVAL

1. The Covenants, Conditions, and Restrictions (CC&R’s) shall be simultaneously recorded with the Final Plat, and the City will not now, nor in the future, determine the validity of the CC&R’s.
3. The recorded plat shall show a minimum of two Blaine County Survey Control Monuments with ties to the property and an inverse between the two monuments. The Survey Control Monuments shall be clearly identified on the face of the map.
4. An electronic CAD file shall be submitted to the City of Ketchum prior to final plat signature by the City Clerk. The electronic CAD file shall be submitted to the Blaine County Recorder’s office concurrent with the recording of the Plat containing the following minimum data:
  - a. Line work delineating all parcels and roadways on a CAD layer/level designated as “parcel”;
  - b. Line work delineating all roadway centerlines on a CAD layer/level designated as “road”; and,



- c. Line work that reflects the ties and inverses for the Survey Control Monuments shown on the face of the Plat shall be shown on a CAD layer/level designated as "control"; and,
5. All information within the electronic file shall be oriented and scaled to Grid per the Idaho State Plane Coordinate System, Central Zone, NAD1983 (1992), U.S. Survey Feet, using the Blaine County Survey Control Network. Electronic CAD files shall be submitted in a ".dwg", ".dgn" or ".shp" format and shall be submitted digitally to the City on a compact disc. When the endpoints of the lines submitted are indicated as coincidental with another line, the CAD line endpoints shall be separated by no greater than 0.0001 drawing units.
  6. The applicant shall provide a copy of the recorded Final Plat and the associated condominium owners' documents to the Planning and Building Department for the official file on the application.
  7. The Final Plat mylar shall contain all items required under Title 50, Chapter 13, Idaho Code as well as all items required pursuant to KMC §16.04.030J including certificates and signatures.
  8. The project shall comply with all governing ordinance and department conditions pertinent to the Fire Department, Planning & Building Department, Utilities Department, Street Department, and Ketchum City Engineer.
  9. Approval of the Townhouse Subdivision Final Plat is subject to PUD-CUP 15-129, Design Review 15-028, Preliminary Plat 15-145, and Building Permit 18-083 approvals. All conditions of approval shall apply. All City Department conditions shall be met prior to issuance of a Certificate of Occupancy for the project.
  10. Pursuant to KMC §16.04.080.D, the final plat shall not be signed by the City Clerk and recorded until the townhome unit has received: (a) a Certificate of Occupancy issued by the City of Ketchum and (b) completion of all Design Review elements as approved by the Planning & Zoning Administrator.

Findings of Fact **adopted** this 18<sup>th</sup> day of May 2020

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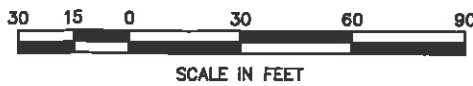
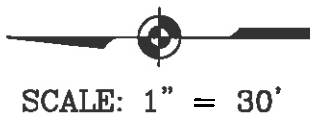
Neil Bradshaw, Mayor

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Robin Crotty, City Clerk

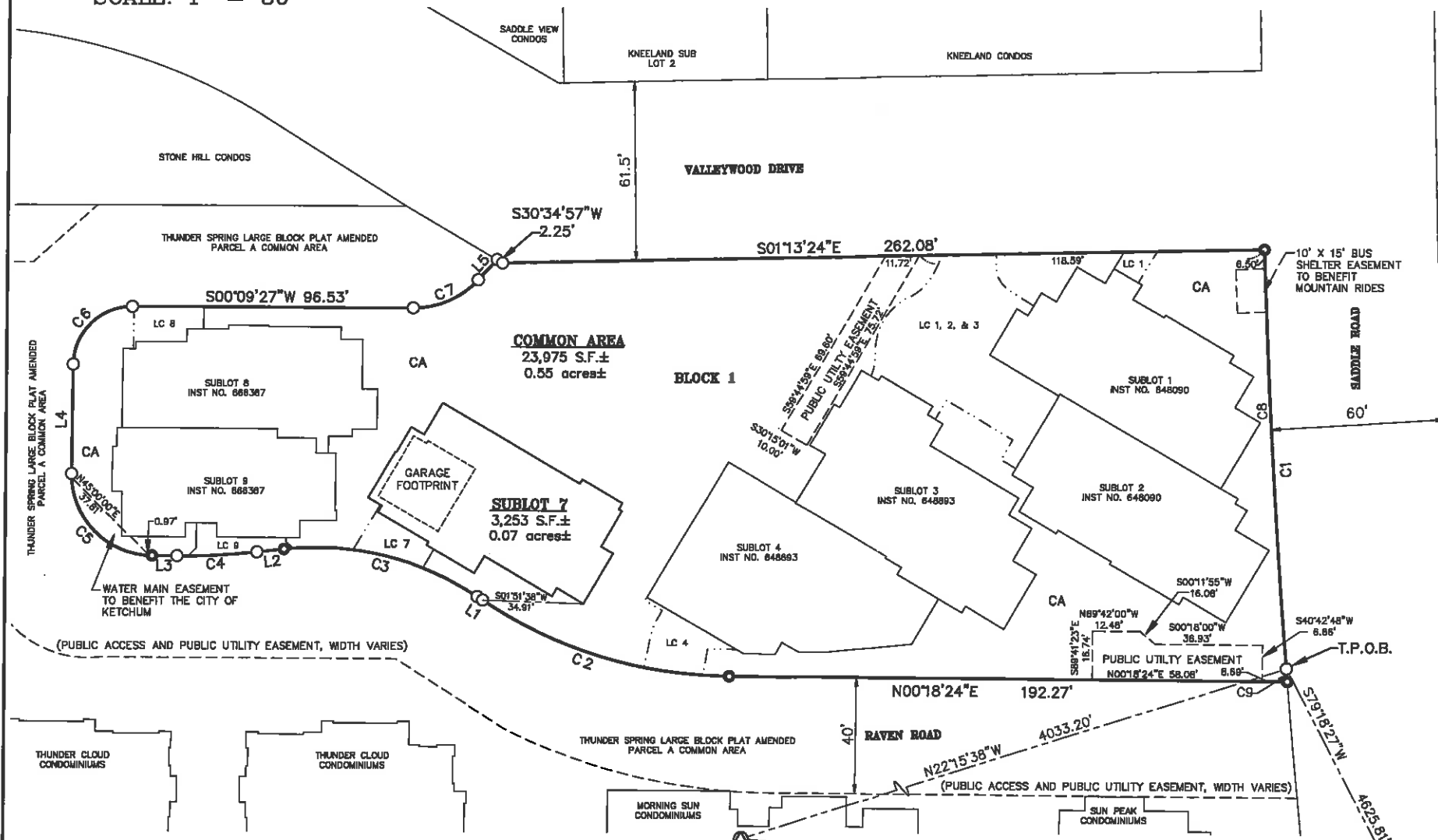
A PLAT SHOWING  
**THUNDER SPRING RESIDENCES SUBLOT 7**  
 WHEREIN THE COMMON AREA OF THUNDER SPRING RESIDENCES SUBLOTS 8 & 9 IS REPLATTED AS SHOWN  
 LOCATED WITHIN SECTION 7, T.4 N., R.18 E., B.M., CITY OF KETCHUM, BLAINE COUNTY, IDAHO

FEBRUARY 2020



**LEGEND**

- Property Boundary
- - - Adjoiners Lot Line
- - - Existing easements
- ⊙ Found Aluminum Cap
- Found 5/8" Rebar
- ⊙ Found 3/4" Brass Tag and Nail
- Sublot Boundaries
- - - Limited Common Boundaries
- - - Garage Footprint
- - - Survey Ties
- CA Common Area
- LC Limited Common



**SURVEY NARRATIVE & NOTES**

1. The purpose of this survey is to replat the common area of Thunder Spring Residences Sublots 8 & 9 as shown, and show the monuments found and set during the retracement of the common area of Thunder Spring Residences Sublots 8 & 9, and establishment of Sublot 7. All found monuments have been accepted. The Boundary shown is based on found monuments and the recorded plat of Thunder Spring Residences Sublots 8 & 9, Instrument Number 666367, records of Blaine County, Idaho. Additional documents used in the course of this survey include; Thunder Spring Residences Sublots 1 & 2, Instrument Number 648090, and Thunder Spring Large Block Plat, Instrument Number 559523, both records of Blaine County, Idaho.
2. Sublot lines follow building roof lines and centerlines of party walls, except where roof lines overhang the patio or driveway areas for adjacent units, in which case sublot lines follow wall lines or extensions thereof.
3. All new utilities shall be installed underground.
4. Covenant, conditions, and restrictions for these townhomes, including the party wall agreement, exist under Inst. No. 647892, records of Blaine County, Idaho.
5. All Townhome unit owners shall have mutual reciprocal easements for existing and future water, cable tv, sewage, storm, telephone, natural gas and electrical lines over, under, and across their townhomes and sublots, outside of the foundation stemwalls, for the repair, maintenance, and replacement thereof.
6. Garage space shall not be converted to living space or uses other than parking of vehicles and household storage.
7. The townhome sublots shown hereon are considered as one (1) land lot. Coverage requirements and other bulk regulations per the City of Ketchum ordinances apply to the sublots as one parcel.
8. Property shown hereon is subject to the following exceptions per Title Report by Blaine County Title Policy No. 0-9301-003319026, dated January 12, 2015:
  - Terms, provisions, covenants, conditions, restrictions, easements, charges, assessments and liens provided in the Declaration of Special Covenants, Conditions and Restrictions recorded December 5, 1997 as Instrument No. 408854;
  - Thunder Spring Phased Development Agreement, including the terms and provisions thereof, recorded October 7, 1998 as Instrument No. 432272, and Amended as Instrument No.'s 444355, 467471 and 491957;
  - Subordination and Nondisturbance Agreement, including the terms and provisions thereof, by and between the City of Ketchum, Idaho, a municipal corporation and Thunder Spring, LLC., a Delaware limited liability company, recorded October 27, 2000 as Instrument No. 444355;
  - Notes, Easements and Restrictions as shown on the plat of Thunder Spring Large Block Plat, recorded March 10, 2000 as Instrument No. 437167;
  - Notes, Easements and Restrictions as shown on the plat of Thunder Spring Large Block Plat Amended, recorded July 2, 2008 as Instrument No. 559523, records of Blaine County, Idaho.
9. This development is subject to the Amended and Restated Phased Development Agreement between Ketchum/IEG Thunder Spring, LLC. et al., dated November 16, 2015 and recorded as Instrument #631541. Sublots may be platted in phases.
10. All areas outside Sublots that is not designated as Limited Common is Common Area.
11. Each Limited Common Area identified here is for the exclusive use of said area for access and parking for the designated sublots as shown hereon. Consult the Declaration of Covenants, Conditions and Restrictions for the definition of common area and limited common area.
12. Reference is made to the following surveys, all records of Blaine County, ID:
  - Thunder Springs Residences Sublots 1 & 2, Instrument No. 648090
  - Thunder Springs Residences Sublots 3 & 4, Instrument No. 648893
  - Thunder Springs Residences Sublots 8 & 9, Instrument No. 666367

**CURVE TABLE**

CURVE	LENGTH	RADIUS	TANGENT	DELTA	CHORD	CHORD DIRECTION
C1	149.05'	3099.05'	74.54'	2°45'20"	149.03'	S 86°18'07" W
C2	90.25'	155.00'	46.45'	33°21'42"	88.98'	N 16°59'12" E
C3	69.86'	100.00'	36.42'	40°01'39"	68.45'	N 13°39'35" E
C4	27.68'	230.00'	13.88'	6°53'41"	27.66'	S 02°54'30" E
C5	43.89'	28.00'	27.90'	89°48'16"	39.53'	N 45°28'49" E
C6	31.35'	19.99'	19.94'	89°50'59"	28.24'	S 44°44'04" E
C7	24.98'	30.00'	13.26'	47°42'02"	24.26'	S 23°41'18" E
C8	144.60'	3099.05'	72.31'	2°40'24"	144.58'	S 86°20'35" W
C9	4.45'	3099.05'	2.23'	0°04'58"	4.45'	S 84°57'55" W

**SEE SHEET 2 FOR SUBLot DETAILS**

**LINE TABLE**

LINE	LENGTH	BEARING
L1	2.26'	N 33°40'15" E
L2	9.36'	N 08°21'03" W
L3	8.56'	N 00°32'17" E
L4	37.71'	S 89°38'36" E
L5	9.43'	S 47°32'06" E

**HEALTH CERTIFICATE:** Sanitary restrictions as required by Idaho Code Title 50, Ch. 13, have been satisfied. Sanitary restrictions may be reimposed in accordance with Idaho Code Title 50, Ch. 13, Sec. 50-1326, by issuance of a Certificate of Disapproval.

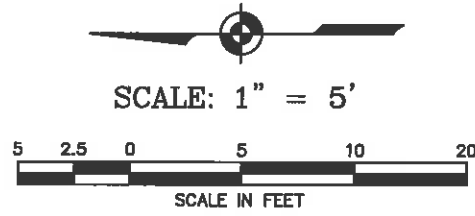
Date \_\_\_\_\_ South Central Public Health District



MARK E. PHILLIPS, P.L.S. 16670

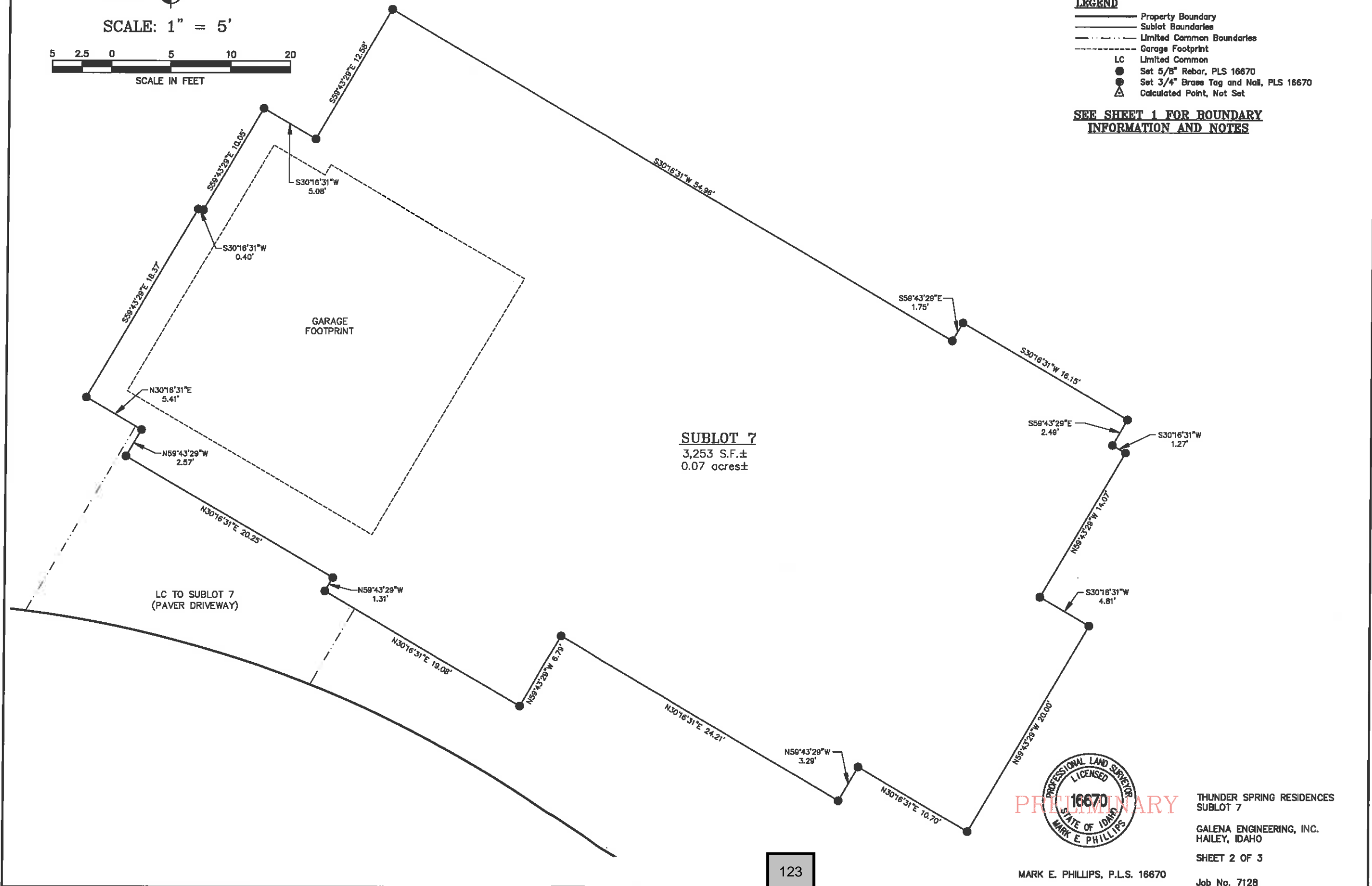
THUNDER SPRING RESIDENCES  
 SUBLot 7  
 GALENA ENGINEERING, INC.  
 HAILEY, IDAHO  
 SHEET 1 OF 3  
 Job No. 7128

A PLAT SHOWING  
**THUNDER SPRING RESIDENCES SUBLOT 7**  
 LOCATED WITHIN SECTION 7, T.4 N., R.18 E., B.M., CITY OF KETCHUM, BLAINE COUNTY, IDAHO  
 FEBRUARY 2020



- LEGEND**
- Property Boundary
  - - - Sublot Boundaries
  - · - · - Limited Common Boundaries
  - - - Garage Footprint
  - LC Limited Common
  - Set 5/8" Rebar, PLS 16670
  - Set 3/4" Brass Tag and Nail, PLS 16670
  - △ Calculated Point, Not Set

**SEE SHEET 1 FOR BOUNDARY INFORMATION AND NOTES**



THUNDER SPRING RESIDENCES  
 SUBLOT 7  
 GALENA ENGINEERING, INC.  
 HAILEY, IDAHO  
 SHEET 2 OF 3  
 Job No. 7128