



**CITY OF KETCHUM, IDAHO**

CITY COUNCIL

Monday, May 05, 2025, 4:00 PM

191 5th Street West, Ketchum, Idaho 83340

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**AGENDA**

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**PUBLIC PARTICIPATION INFORMATION**

Public information on this meeting is posted outside City Hall.

**We welcome you to watch Council Meetings via live stream.**

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

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

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

**Join the Webinar:** <https://ketchumidaho-org.zoom.us/j/82239412518>

Webinar ID: 822 3941 2518

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

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

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**CALL TO ORDER:** By Mayor Neil Bradshaw

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

**COMMUNICATIONS FROM MAYOR AND COUNCILORS**

1. Public Comments submitted
2. Mental Health Awareness Month Proclamation - Mayor Neil Bradshaw

**CONSENT AGENDA:**

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

3. Recommendation to approve minutes of April 21, 2025, City Council Meeting - City Clerk Trent Donat
4. Authorization and approval of the payroll register - Finance Director Brent Davis
5. Authorization and approval of the disbursement of funds from the City's Treasury for the payment of bills - Finance Director Brent Davis
6. Recommendation to approve Resolution 25-010 for the surplus of Streets/Facilities equipment - Facilities Maintenance Supervisor Juerg Stauffacher & City Clerk Trent Donat

7. Recommendation to authorize contract 25109 with Evergreen Technologies, LLC for installation of 24kW solar system on the Ketchum Fire Station - Sr. Project Manager Ben Whipple
- [8.](#) Recommendation to approve the road closure for Sun Valley Museum of Art's Street Party - Community Engagement Specialist Cyndy King
- [9.](#) Recommendation to approve the event road closure for the Backwoods Bike Swap Block Party - Community Engagement Specialist Cyndy King

**NEW BUSINESS:**

10. Update on South of Ketchum/Highway 75 construction - Sr. Project Manager Ben Whipple
- [11.](#) Cohesive Ketchum - Recommendation to review and provide direction on prioritization of code changes for the Phase 3 Code update - Director of Planning & Building Morgan Landers
- [12.](#) Status update and contract award recommendations for Warm Springs Preserve Restoration Master Plan - Sr. Project Manager Ben Whipple
  - + Recommendation to award Warm Springs Preserve Restoration Project - Package 1 - Restoration Contract 25110 - Aqua Terra, LLC
  - + Recommendation to award Warm Springs Preserve Restoration Project - Package 2 - Irrigation Contract 25111- Western State Reclamation, LLC
  - + Recommendation to award Warm Springs Preserve Restoration Project - Package 3 - Paving Contract 25115 - Conrad Brothers General Contractors
  - + Recommendation to authorize Mayor to execute Memorandum of Approval 25-002 between the City of Ketchum and Warm Springs Ranch Homeowners Association
- [13.](#) Review of FY 2026 Water Funds Budget Development - Director of Finance Brent Davis
- [14.](#) Review of FY 2026 Wastewater Funds Budget Development - Director of Finance Brent Davis
- [15.](#) Update on Annual Plan and Council FY26 budget priority items - City Administrator Jade Riley

**ADJOURNMENT:**

## Cyndy King

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**From:** J Watson <jodiwatson@gmail.com>  
**Sent:** Tuesday, April 22, 2025 9:11 AM  
**To:** amy.bain@haileycityhall.org; lisa.horowitz@haileycityhall.org;  
mary.cone@haileycityhall.org; Neil Bradshaw; Participate; Amanda Breen; Spencer  
Cordovano; Tripp Hutchinson  
**Subject:** concern over lack of leash law enforcement

Dear City Officials of Ketchum,

I am writing as a recent visitor who was deeply disappointed and alarmed by the lack of enforcement of your leash laws.

During my stay last week, I encountered more than a dozen dogs running loose—many of them defecating on other people's lawns, in parks, and on trails. Several were aggressive, chasing after my leashed dog and even coming after me while I was jogging and walking. At one point, I took my nephew to a nearby park, and there was so much dog poop, we couldn't play there.

Despite clear ordinances in both Ketchum AND Hailey that prohibit animals from running at large and identify such violations as a public nuisance and a menace to public health and safety, these laws do not appear to be enforced (at all). The situation left me feeling unsafe and unwelcome as a tourist.

Until this problem is addressed and your existing laws are actually enforced, I will not be returning, and I will advise others to do the same. I urge you to take immediate action to protect residents, visitors, and responsible pet owners by enforcing your leash laws.

Sincerely,

Jodi Watson  
Seattle, WA 98117

**From:** Ric Flores <ricmflores@gmail.com>  
**Sent:** Tuesday, April 22, 2025 1:17 PM  
**To:** Participate  
**Subject:** Consideration of Zoning Adjustments and Transition Requirements – Mid-Warm Springs Area

Dear Commissioners, Council Members and Planners

I'm writing to respectfully submit several specific and reasonable requests regarding the proposed zoning changes in the mid-Warm Springs area, particularly around The Fields and Four Seasons developments. These requests are based on clearly identifiable facts and aligned with the stated goals of the Comprehensive Plan. Before outlining the proposed adjustments, I'd like to highlight three important factual points:

**1. Incorrect High-Density Designation of the Four Seasons Area**

The Four Seasons development is currently zoned as *Low Density*, not *High Density*, as shown in the current planning maps. The proposed change would shift the area directly from Low to High Density, bypassing *Mid Density* entirely. This represents a significant and abrupt increase, inconsistent with gradual and context-sensitive planning principles.

**2. Stated Planning Objective to Mirror Existing Landscapes**

On multiple occasions, the Planning Department has affirmed that zoning changes should aim to “mirror” the existing landscape. Logically, this means that when a high-density area borders a mid-density zone, transitioning the adjacent land to mid-density — not high-density — aligns with that objective. Applying that same logic, converting a low-density area directly to high-density zoning is not a reasonable or consistent approach. Specifically:

Per Policy BNE-1.3 Context Sensitive Development: Require infill and redevelopment projects to be tailored to the surrounding neighborhood context and applicable future land use categories. It includes:

- Housing types
- Transitions between uses and adjacent properties
- The relationship of the buildings and other site features including views of the surrounding mountains and natural features.

**3. Infeasibility of Development on the “Triangle” Plot**

The area between Parcel #RPK05550010040 (200 Four Seasons Way) and Parcel #RPK05650000110 (140 Short Swing Ln) — shown as a triangle-shaped plot — is proposed to be rezoned to High Density. However, this plot is **incredibly small when considering a multi-family dwelling as there are required setbacks and a 10' easement.**

Based on the above, I respectfully request the following zoning adjustments:

**A. Reflect Accurate Zoning Transitions for the Four Seasons Area**

Given the Four Seasons area is currently zoned Low Density, I urge the City to consider a more measured transition to this area which includes single-family homes by changing the zoning designation to *Medium Density*, rather than *High Density*.

**B. Ensure Zoning Changes Respect Adjacent Low-Density Homes**

In support of the goal to mirror neighboring land uses:



1. There is a clear line of single-family homes on ~10,000 sq ft lots, all currently zoned Low Density. Any zoning immediately adjacent to these homes should not exceed *Medium Density*.
2. Specifically, land to the east of parcels RPK05550010040 and RPK05550010050 (200 and 211 Four Seasons Way) should be zoned *no greater than Medium Density*. This would mirror the existing Mid-Density parcel to the east and respect the character of the area. [Note: I do not live in or own either of these properties.]

#### C. Maintain Low-Density Designation for the Infeasible “Triangle” Plot

Given the spatial limitations of this triangular parcel, which make meaningful development infeasible, I respectfully request that this area remain designated as *Low Density*.

#### Transition Guidelines for Upzoned Areas

Additionally, I recommend that the City adopt thoughtful “transitionary” guidelines where proposed upzoned parcels border lower-density residential areas. These would help address legitimate concerns from homeowners about reduced privacy, obstructed views, and incompatible development. Suggested safeguards include:

- Increased Setbacks
  - Enhanced setbacks for green space when adjacent to residential property lines
  - Significantly increased setbacks for *multi-story, multi-family* developments These requests are grounded in facts, aligned with stated City objectives, and represent reasonable compromises that support responsible growth while preserving the integrity of existing neighborhoods.

Thank you for your careful review and consideration. I’m confident you will find these proposals thoughtful and in line with community values.

Respectfully,

Ric Flores  
310.993.6229  
Warm Springs Resident

## Cyndy King

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**From:** JoAnne Bastian <jobast@comcast.net>  
**Sent:** Monday, April 28, 2025 7:44 AM  
**To:** Participate  
**Subject:** In Support of Text Amendment Request to Remove Footnote 37 from the LI-1 District (KMC 17.12.020)

Dear City Council,

I am writing to submit my public comment in support of the proposed text amendment to remove Footnote 37 in KMC 17.12.020 – District Use Matrix, specifically for the Health & Fitness Facility—Wellness Focus use in the LI-1 district.

This amendment is important because it allows small, local businesses like wellness studios to operate in appropriate ground-floor spaces in the LI-1 zone, without changing the overall intent of the Light Industrial district.

The LI-1 zone is designed to provide suitable locations for limited business and services that are not reliant on pedestrian traffic or high downtown visibility. This amendment honors that purpose while allowing wellness-based businesses to serve the community where space is otherwise underutilized.

Removing Footnote 37 for the LI-1 zone would:

- Support year-round community health, longevity, and injury prevention
- Provide safe, accessible wellness spaces for seniors, injured, disabled, and aging populations
- Activate underused LI-1 spaces, bringing life and energy to these areas
- Strengthen Ketchum's economy beyond tourism with stable, year-round jobs
- Encourage healthy commuting via bike paths and public transit connections, as LI-1 is established as a transition area between the Community Core and the LI-2 District.
- Support local entrepreneurship and keep dollars circulating within the Ketchum community
- Align with the 2014 Comprehensive Plan and Future Land Use Map goals of economic diversity, startup support, and appropriate mixed-use development

This amendment has already received broad community support, with 107 written comments, a strong in-person turnout at the P&Z meeting, and P&Z's official recommendation to remove Footnote 37 from the LI-1 district.

Help keep Ketchum a place where small, local businesses can thrive, the character of our town stays true, our community's voice is heard, and our active locals have the opportunity to live long, healthy lives.

Thank you for your time and consideration.

Sincerely,  
JoAnne Bastian  
Ketchum Resident/Community Member"

Sent from my iPhone

**From:** Katy Durant <kdurant@atlasinv.com>  
**Sent:** Monday, April 28, 2025 10:22 AM  
**To:** Participate  
**Subject:** In Support of Text Amendment Request to Remove Footnote 37 from the LI-1 District (KMC 17.12.020)

**Dear City Council,**

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Thank you for your time and consideration.

Sincerely,

Katherine J. Durant  
Community member

## Cyndy King

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**From:** Susan Preucil <spreucil@gmail.com>  
**Sent:** Monday, April 28, 2025 11:15 AM  
**To:** Participate  
**Subject:** In Support of Text Amendment Request to Remove Footnote 37 from the LI-1 District (KMC 17.12.020)

Dear City Council,

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Thank you for your time and consideration.

Sincerely,  
Susan Preucil  
Sun Valley Resident/Ketchum Community Member

## Cyndy King

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**From:** Angela Winson <angie.winson@gmail.com>  
**Sent:** Monday, April 28, 2025 11:47 AM  
**To:** Participate  
**Subject:** In Support of Text Amendment Request to Remove Footnote 37 from the LI-1 District (KMC 17.12.020)

Dear City Council,

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Thank you for your time and consideration.

Sincerely,  
Angela Winson, RDH, OMT  
Balanced Breath Myofunctional Therapy  
208-590-4468





City of Ketchum

## Mental Health Awareness Month Proclamation

- Whereas,** mental health and well-being are fundamental to the overall health, resilience and quality of life for all Ketchum citizens, enabling individuals to engage in productive activities, maintain fulfilling relationships, and effectively cope with life's challenges; and
- Whereas,** mental health challenges are among the most common health conditions in the United States, affecting one in five adults and one in four children annually, and significantly impacting not only the individuals directly affected but also their loved ones and community; and
- Whereas,** the residents of Blaine County are known for their compassion, strength, and collective spirit, consistently showing support for one another and rising together in times of difficulty; and
- Whereas,** Mental Health Awareness Month provides an important opportunity to honor the diverse strengths and abilities of our citizens and to highlight the ways in which mental well-being contributes to a vibrant, healthy, and connected community.

**NOW THEREFORE,** I, Neil Bradshaw, Mayor of the City of Ketchum, do hereby recognize May 2025 as Mental Health Awareness Month in Blaine County to enhance public awareness of mental health, to help end the negative perceptions, and to provide equitable access to life-saving behavioral health care; and

BE IT FURTHER RESOLVED, that Ketchum formally pledges to be a committed Partner of Blaine County's Mental Well-Being Initiative, advancing its shared mission, goals, and values to foster a resilient, connected, and thriving community.

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Neil Bradshaw, Mayor

ATTEST:

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Trent Donat, Clerk



**CITY OF KETCHUM**  
**MINUTES OF THE CITY COUNCIL**  
Monday, April 21, 2025  
191 5<sup>th</sup> Street West, Ketchum, ID

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**CALL TO ORDER:** *(00:00:12 in video)*

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

**ROLL CALL CITY COUNCIL**

Mayor Neil Bradshaw  
Spencer Cordovano  
Amanda Breen  
Courtney Hamilton  
Tripp Hutchinson

**ALSO PRESENT:**

Jade Riley—City Administrator  
Brent Davis—Finance Director & City Treasurer *(via teleconference)*  
Trent Donat—City Clerk & Business Manager  
Ben Whipple—Senior Project Manager  
Daniel Hansen—Director of Community Engagement  
Carissa Connelly—Director of Housing  
Morgan Landers—Director of Planning and Building  
Abby Rivin—Senior Planner  
Wally Morgus—Executive Director, Mountain Rides  
Carter Hedberg—Chairperson Ketchum Arts Commission  
Rian Rooney—Housing Program & Policy Strategist *(via teleconference)*  
Jamie Shaw—Police Chief City of Ketchum  
Andrew Schiers—Sargeant Blaine County Sherri's Office

**COMMUNICATIONS FROM MAYOR AND COUNCIL:**

Neil Bradshaw welcomed the new Senior Planner Allison Kennedy *(00:00:36 in video)*  
Tripp Hutchinson asked for a timeline regarding building permit process. *(00:01:30 in video)*

- Morgan Landers responded. *(00:02:41 in video)*

Tripp Hutchinson asked about the Marriot Hotel timeline process. *(00:04:48 in video)*

- Morgan Landers responded. *(00:04:49 in video)*

**Further questions by Council members, addressed by Morgan Landers. *(00:05:54 in video)***

Spencer Cordovano *(00:06:54 in video)*  
Neil Bradshaw *(00:10:00 in video)*  
Courtney Hamilton *(00:10:13 in video)*  
Amanda Breen *(00:10:45 in video)*  
Daniel Hansen *(00:11:02 in video)*

**2. International Dark Sky Week Proclamation.**

Proclamation made by: Neil Bradshaw *(00:11:26 in video)*

**CONSENT AGENDA:**

- Spencer Cordovano asked for discussion on items #5 and #7 and pull items #9 and #10. *(00:12:11 in video)*
- Brent Davis responded to question regarding item #5. *(00:12:35 in video)*
- Spencer Cordovano asked a question regarding item #7. *(00:12:41 in video)*
- Neil Bradshaw responded. *(00:12:50 in video)*

**Motion to approve Consent Agenda item numbers #3, #4, #5, #6, #7, #8, and #11.**

**MOVER:** Amanda Breen *(00:13:13 in video)*

**SECONDER:** Spencer Cordovano

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

**RESULT: Motion Passes**

- Spencer Cordovano asked questions regarding item #9. *(00:13:35 in video)*
- Abby Rivin responded. *(00:14:14 in video)*

**Questions, comments, and discussion by the Council regarding item #9. *(00:16:21 in video)***

- Morgan Landers joined the discussion *(00:18:28 in video)*

**Motion to deny the FAR Exceedance Agreement 25963 with 140 West Second Street LLC. (Consent Agenda item #9). *(00:22:49 in video)***

**MOVER:** Tripp Hutchinson

**SECONDER:** Spencer Cordovano

**AYES:** Spencer Cordovano, Tripp Hutchinson

**NAYS:** Amanda Breen, Courtney Hamilton, Neil Bradshaw

**RESULT: Motion Fails**

**Motion to authorize the Mayor to approve the FAR Exceedance Agreement 25963 with 140 West Second Street LLC. (Consent Agenda item #9). *(00:23:19 in video)***

**MOVER:** Amanda Breen

**SECONDER:** Courtney Hamilton

**AYES:** Amanda Breen, Courtney Hamilton, Neil Bradshaw

**NAYS:** Tripp Hutchinson, Spencer Cordovano

**RESULT: Motion Passes**

**Questions, comments, and discussion by Council. *(00:23:45 in video)***

- Spencer Cordovano spoke about Consent Agenda item #10. *(00:25:02 in video)*
- Ben Whipple commented. *(00:26:40 in video)*

**Motion to approve Task Order 4, 2025 Main Street, Fourth Street to Sixth Street for Jacobs Engineering that provides design and planning services for finishing the Main Street Project. (Consent Agenda item #10). *(00:26:58 in video)***

**MOVER:** Courtney Hamilton

**SECONDER:** Amanda Breen

**AYES:** Amanda Breen, Courtney Hamilton, Neil Bradshaw

**NAYS:** Tripp Hutchinson, Spencer Cordovano

**RESULT: Motion Passes**

**NEW BUSINESS:**

**12.** Mountain Rides Second Quarter check-in.

Presented by: Wally Morgus *(00:27:44 in video)*

**Questions, comments, and discussion by Council.** *(00:36:04 in video)*

**13.** Annual Ketchum Arts Commission report to Council.

Presented by: Carter Hedberg *(00:52:13 in video)*

**Questions, comments, and discussion by Council.** *(01:04:44 in video)*

Joined by: Daniel Hansen *(01:06:41 in video)*

**14.** Cohesive Ketchum – Recommendation to review and provide direction on prioritizing of code changes for the Phase 3 Code update.

Presented by: Morgan Landers. *(01:14:18 in video)*

**Questions, comments, and discussion by the Council.** *(01:25:53 in video)*

Joined by Morgan Landers throughout.

**15.** Recommendation to approve Rental Preservation Program Policies.

Presented by: Rian Rooney *(02:10:37 in video)*

**Questions, comments, and discussion by Council and staff.** *(02:23:22 in video)*

Joined by: Carissa Connelly and Rian Rooney throughout the discussion.

**Motion to approve the rental preservation program policies and instruct staff to launch the program in June with the remaining budget from the current contract with Placemate with a couple of amendments.**

*(02:34:23 in video)*

**MOVER:** Spencer Cordovano

**SECONDER:** Tripp Hutchinson

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

**RESULT: Motion Passes**

**16.** Update on the General Fund, Capital Improvement Plan and Fiscal Year 2025 Budget Development.

Presented by: Brent Davis *(02:34:51 in video)*

**Questions, comments, and discussion by Council.** *(02:41:43 in video)*

Joined by: Jade Riley, Neil Bradshaw, and Carissa Connelly.

**17.** Policy direction regarding E-Bike Regulations.

Presented by: Jade Riley *(03:04:00 in video)*

**Questions, comments, and discussion by Council and staff.** *(03:11:25 in video)*

Joined by: Jamie Shaw *(03:13:05 in video)*

Joined by: Andrew Schiers *(03:17:28 in video)*

**Joined by: Public Comment**

Bruce Smith *(03:33:31 in video)*

Tracey Nichols *(03:36:34 in video)*

Barbara Amick *(03:39:26 in video)*

**ADJOURNMENT:**

**Motion to adjourn.** *(03:42:19 in video)*

**MOVER:** Courtney Hamilton

**SECONDER:** Tripp Hutchinson

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

**RESULT:** Adjourned

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Neil Bradshaw, Mayor

**ATTEST:**

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Trent Donat, City Clerk

## Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

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

Invoice Detail.Voided = No,Yes

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
<b>GENERAL FUND</b>					
<b>01-2175-9000 P/R DEDUC PBL--EMP CAF FSA-DC</b>					
NBS-NATIONAL BENEFIT SERVI	CP405506	FSA Claims February 2025	3,288.48		0
<b>01-3400-1100 PLANNING FEES</b>					
GOLF VIEW HOA	040825	Application Fee Refund	5,000.00		0
GRABHER, MICHELE & FRITZ	040825	Application Fee Refund	850.00		0
Total :			9,138.48		
<b>LEGISLATIVE &amp; EXECUTIVE</b>					
<b>01-4110-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>					
NBS-NATIONAL BENEFIT SERVI	1063741	FSA & HRA Plan Administration Fees for April 2025	22.95		0
NBS-NATIONAL BENEFIT SERVI	CP405506	FSA Claims February 2025	210.00		0
Total LEGISLATIVE & EXECUTIVE:			232.95		
<b>ADMINISTRATIVE SERVICES</b>					
<b>01-4150-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>					
NBS-NATIONAL BENEFIT SERVI	1063741	FSA & HRA Plan Administration Fees for April 2025	58.80		0
NBS-NATIONAL BENEFIT SERVI	CP405506	FSA Claims February 2025	3,030.49		0
<b>01-4150-3100 OFFICE SUPPLIES &amp; POSTAGE</b>					
GEM STATE PAPER & SUPPLY	1139477	Paper supplies, and coffee creamer	178.31		0
JANE'S ARTIFACTS	064409	Copy paper	389.94		0
JANE'S ARTIFACTS	064635	Binders, dividers	23.02		0
<b>01-4150-4200 PROFESSIONAL SERVICES</b>					
SENTINEL FIRE & SECURITY, IN	109649	Panic system and fire alarm monitoring services	167.84		0
BEST DAY HR	45770	Consulting & expenses	5,365.56		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
<b>01-4150-5100 TELEPHONE &amp; COMMUNICATIONS</b>					
CENTURY LINK	333450155 041	Monthly telephone service charges	82.43		0
<b>01-4150-5110 COMPUTER NETWORK</b>					
CLEARMINDGRAPHICS	7058	Website security update and scaling monthly service	225.00		0
BEST DAY HR	45770	Software & job postings	587.00		0
<b>01-4150-5150 COMMUNICATIONS</b>					
CHATEAU DRUG CENTER	2995044	Cable Ties	30.39		0
<b>01-4150-5200 UTILITIES</b>					
IDAHO POWER	2224128120 04	2224128120 191 5th St W	849.74		0
Total ADMINISTRATIVE SERVICES:			10,988.52		
<b>LEGAL</b>					
<b>01-4160-4200 PROFESSIONAL SERVICES</b>					
WHITE PETERSON LAW FIRM	24892R 033125	24892R Legal services fees and expenses	16,500.00		0
Total LEGAL:			16,500.00		
<b>PLANNING &amp; BUILDING</b>					
<b>01-4170-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>					
NBS-NATIONAL BENEFIT SERVI	1063741	FSA & HRA Plan Administration Fees for April 2025	19.85		0
NBS-NATIONAL BENEFIT SERVI	CP405506	FSA Claims February 2025	331.00		0
<b>01-4170-3100 OFFICE SUPPLIES &amp; POSTAGE</b>					
BUSINESS AS USUAL INC.	168353	Binders	59.70		0
COPY & PRINT, L.L.C.	4671	2-Part Building Inspection Reports	317.05		0
<b>01-4170-3200 OPERATING SUPPLIES</b>					
ATKINSONS' MARKET	03029493	Refreshments for P&B Meeting	54.65		0
ATKINSONS' MARKET	03029960	Refreshments for P&B Meeting	95.64		0
UPS STORE #2444	031425	UPS shipping services	29.34		0
<b>01-4170-4200 PROFESSIONAL SERVICES</b>					
CLARION ASSOCIATES LLC	10026	Professional services for Ketchum Comp Plan and Code Rewrite	8,067.10		0
MATTISON, ROBYN	2025.03	Engineering services for building permit reviews and development applications	4,456.25		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
<b>01-4170-4210 PROFESSIONAL SERVICES - IDBS</b>					
SAFEBUILT LLC	1550730	Building inspection services	4,843.75		0
SAFEBUILT LLC	1554488	Building permit and plan check fees	25,913.78		0
<b>01-4170-4400 ADVERTISING &amp; LEGAL PUBLICATIO</b>					
COPY CENTER LLC	3579	Printing and postage for public notice postcards	245.05		0
COPY CENTER LLC	3600	Public notice postcards with printing and postage services	191.40		0
<b>01-4170-4500 GEOGRAPHIC INFO SYSTEMS</b>					
GEOBILITY LLC	1128	GIS Professional Services for March 2025	450.00		0
Total PLANNING & BUILDING:			45,074.56		
<b>NON-DEPARTMENTAL</b>					
<b>01-4193-4200 PROFESSIONAL SERVICE</b>					
SKINNER FAWCETT	48437	Legal professional services for March 2025	537.50		0
UNIVERSITY OF WASHINGTON	5436	ADA Parking Study	5,560.50	25068	0
JAQUET, WENDY	040725	Resort Cities Consulting: Feb 21-Apr 7	1,085.00		0
GALLAGHER BENEFIT SERVICE	339553	April 2025 consulting services	2,083.33		0
<b>01-4193-6900 MISCELLANEOUS EXPENSE</b>					
BLAINE COUNTY CLERK/RECOR	2025103	Property Tax Refund for Idaho Power/Avista	642.61		0
<b>01-4193-9930 GENERAL FUND OP. CONTINGENCY</b>					
LUNCEFORD EXCAVATION, INC.	17461	World Cup Barricade Set Up and Take Down	18,060.00	25114	1105
NOURISH ME	041625	Reimbursement for Main Street Vouchers	165.00		0
JACOBS ENGINEERING GROUP, I	W3Y27900-002	Miscellaneous On Call Services	7,077.00	25081	0
JACOBS ENGINEERING GROUP, I	W3Y27900-003	Miscellaneous On Call Services	9,807.20	25081	0
Total NON-DEPARTMENTAL:			45,018.14		
<b>FACILITY MAINTENANCE</b>					
<b>01-4194-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>					
NBS-NATIONAL BENEFIT SERVI	1063741	FSA & HRA Plan Administration Fees for April 2025	29.15		0
<b>01-4194-3200 OPERATING SUPPLIES</b>					
IDAHO LUMBER & HARDWARE	26906	Work gloves	30.98		0



Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
<b>01-4194-3500 MOTOR FUELS &amp; LUBRICANTS</b>					
VALLEY WIDE COOPERATIVE	RF17011725BS	Fuel	157.40		0
<b>01-4194-4200 PROFESSIONAL SERVICES</b>					
BIG WOOD LANDSCAPE, INC.	31724	SNOW REMOVAL FY 2025	372.75	25032	0
BIG WOOD LANDSCAPE, INC.	31725	SNOW REMOVAL FY 2025	420.00	25032	0
BIG WOOD LANDSCAPE, INC.	31726	SNOW REMOVAL FY 2025	284.25	25032	0
BIG WOOD LANDSCAPE, INC.	31727	SNOW REMOVAL FY 2025	358.50	25032	0
BIG WOOD LANDSCAPE, INC.	31728	SNOW REMOVAL FY 2025	358.50	25032	0
BIG WOOD LANDSCAPE, INC.	31729	SNOW REMOVAL FY 2025	240.00	25032	0
BIG WOOD LANDSCAPE, INC.	31731	SNOW REMOVAL FY 2025	372.75	25032	0
BIG WOOD LANDSCAPE, INC.	31732	SNOW REMOVAL FY 2025	357.00	25032	0
BIG WOOD LANDSCAPE, INC.	31733	SNOW REMOVAL FY 2025	342.75	25032	0
BIG WOOD LANDSCAPE, INC.	31736	SNOW REMOVAL FY 2025	358.50	25032	0
BIG WOOD LANDSCAPE, INC.	31738	SNOW REMOVAL FY 2025	250.00	25032	0
<b>01-4194-4900 PERSONNEL TRAINING/TRAVEL/MTG</b>					
BRIAN SCHROEDER	042125	Reimbursement for mileage	442.40		0
<b>01-4194-5200 UTILITIES</b>					
CLEAR CREEK DISPOSAL	0001808676	Restroom and Waste at Rotary Park	146.66		0
CLEAR CREEK DISPOSAL	0001808678	Portable restroom rental and service	489.97		0
IDAHO POWER	2201272487 04	2201272487 480 E 4th St Rest	153.04		0
IDAHO POWER	2203538992 04	2203538992 480 E 4th St Event	135.75		0
INTERMOUNTAIN GAS	44919030005 0	44919030005 131 River St	28.01		0
INTERMOUNTAIN GAS	65669030002 0	65669030002 491 SV Rd Fire Pit	92.70		0
<b>01-4194-5910 REPAIR &amp; MAINT-491 SV ROAD</b>					
BIG WOOD LANDSCAPE, INC.	31737	Snow removal service	431.25		0
CINTAS	4222410551	Mat rental services	48.85		0
CINTAS	4223097872	Floor mat rental services	48.85		0
CINTAS	4227517837	Rental mats service and delivery	46.84		0
CINTAS	4228320272	Mat rental services	46.84		0
CLEAR CREEK DISPOSAL	0001808679	Waste management and recycling services at 491 SV Rd	1,033.27		0
IDAHO POWER	2202522062 04	2202522062 491 E Sun Valley Rd	483.08		0
SAWTOOTH PLUMBING & HEATI	47280	Plumbing repair, diagnostics, and materials for water heater	277.93		0
<b>01-4194-5950 REPAIR &amp; MAINT-WARM SPRINGS PR</b>					
CLEAR CREEK DISPOSAL	0001808677	Waste disposal and restroom rental at WSP	269.01		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
<b>01-4194-6950 MAINTENANCE</b>					
A.C. HOUSTON LUMBER CO.	2504-867430	Fasteners	27.76		0
A.C. HOUSTON LUMBER CO.	2504-869070	Fasteners	2.08		0
A.C. HOUSTON LUMBER CO.	2504-869523	Brush	2.59		0
A.C. HOUSTON LUMBER CO.	2504-869597	Router bit	34.99		0
A.C. HOUSTON LUMBER CO.	2504-870396	Concrete dry mix	13.68		0
CHATEAU DRUG CENTER	2934358	Ear Plug	10.62		0
CHATEAU DRUG CENTER	2952809	Toilet Brush	6.64		0
CHATEAU DRUG CENTER	2992621	Hardware and cleaning supplies	38.71		0
WILBUR-ELLIS COMPANY LLC	042825	Fertilizer	1,201.40		0
Total FACILITY MAINTENANCE:			9,445.45		
<b>POLICE</b>					
<b>01-4210-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>					
NBS-NATIONAL BENEFIT SERVI	1063741	FSA & HRA Plan Administration Fees for April 2025	9.80		0
NBS-NATIONAL BENEFIT SERVI	CP405506	FSA Claims February 2025	188.90		0
<b>01-4210-3200 OPERATING SUPPLIES</b>					
CHATEAU DRUG CENTER	2935022	Hand warmers for World Cup	20.88		0
CHATEAU DRUG CENTER	2938913	Gorilla tape Screws & Gloves for World Cup	42.14		0
<b>01-4210-3500 MOTOR FUELS &amp; LUBRICANTS</b>					
CHRISTENSEN INC.	CL84179	CSO CFN - 1001227	67.57		0
<b>01-4210-4900 PERSONNEL TRAINING/TRAVEL/MTG</b>					
LIDSTROM, BLAKE	040425	World Cup Meals 2025	184.28		1105
<b>01-4210-5100 TELEPHONE &amp; COMMUNICATIONS</b>					
CENTURY LINK	333466365 041	Monthly telephone service charges	187.18		0
<b>01-4210-6000 REPAIR &amp; MAINT--AUTOMOTIVE EQU</b>					
WARM SPRINGS AUTO PARTS LL	208252	Washer fluid	17.90		0
Total POLICE:			718.65		
<b>FIRE &amp; RESCUE</b>					

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
<b>01-4230-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>					
NBS-NATIONAL BENEFIT SERVI	1063741	FSA & HRA Plan Administration Fees for April 2025	82.00		0
NBS-NATIONAL BENEFIT SERVI	CP405506	FSA Claims February 2025	174.20		0
<b>01-4230-2900 PERFORMANCE AWARDS</b>					
ATKINSONS' MARKET	04985551	Staff Retirement Party Refreshments	39.89		0
<b>01-4230-3200 OPERATING SUPPLIES FIRE</b>					
A.C. HOUSTON LUMBER CO.	2504-868845	Lock Plug Return Credit	5.00-		0
ATKINSONS' MARKET	02890119	Halloween candy	17.74		0
ATKINSONS' MARKET	03035778	Lysol	5.69		0
ATKINSONS' MARKET	3024060	Coffee for World Cup Incident Command	13.67		1105
CHATEAU DRUG CENTER	2986916	Wildland storage box	6.64		0
<b>01-4230-3210 OPERATING SUPPLIES EMS</b>					
ATKINSONS' MARKET	02890119	Halloween candy	17.74		0
ATKINSONS' MARKET	03035778	Lysol	5.68		0
ATKINSONS' MARKET	3024060	Coffee for World Cup Incident Command	13.66		1105
BOUNDTREE MEDICAL	85742441	4 lead electrodes & test strips	524.79		0
MED-TECH RESOURCE, INC.	152320	Tourniquet and Hemostatic gauze	895.46		0
NORTH AMERICAN RESCUE LLC	IN889353	Tourniquets	255.08		0
NORTH AMERICAN RESCUE LLC	IN890275	Chest Seals	114.25		0
HENRY SCHEIN	39316394	Carbon EL Mask L3 Black	70.96		0
HENRY SCHEIN	40281849	IV sets, atrophine, luer locks, extention kits	513.45		0
HENRY SCHEIN	40397824	Hydromorphone	194.90		0
SKYLINE PHARMACEUTICALS I	100942	Naloxone and Adrenalin	1,787.22		0
<b>01-4230-3500 MOTOR FUELS &amp; LUBRICANTS FIRE</b>					
CHRISTENSEN INC.	CL84178	Fire CFN - 1001221	187.24		0
<b>01-4230-3510 MOTOR FUELS &amp; LUBRICANTS EMS</b>					
CHRISTENSEN INC.	CL84178	Fire CFN - 1001221	187.27		0
<b>01-4230-4200 PROFESSIONAL SERVICES FIRE</b>					
BUREAU OF FINANCIAL SERVIC	CITY OF KET	Background checks	162.50		0
ZIONS BANK	4899909 04212	4/21 Paying Agent Fee	500.00		0
<b>01-4230-4210 PROFESSIONAL SERVICES EMS</b>					
BUREAU OF FINANCIAL SERVIC	CITY OF KET	Background checks	162.50		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
<b>01-4230-4920 TRAINING-FACILITY</b>					
CLEAR CREEK DISPOSAL	0001808675	Portable restroom rental and servicing at Fire Training Center	60.37		0
<b>01-4230-4940 IDL FIRE EXPENSES</b>					
CURTIS TOOLS FOR HEROES	INV940140	Pump and Tank	14,398.69	25106	0
<b>01-4230-5100 TELEPHONE &amp; COMMUNICATION FIRE</b>					
COX BUSINESS	0012401049446	0012401049446101 Monthly internet service	124.34		0
<b>01-4230-5110 TELEPHONE &amp; COMMUNICATION EMS</b>					
COX BUSINESS	0012401049446	0012401049446101 Monthly internet service	124.33		0
<b>01-4230-5200 UTILITIES</b>					
IDAHO POWER	2226144497 04	2226144497 107 Saddle Rd	1,851.97		0
INTERMOUNTAIN GAS	2622312783 04	26223127833 107 Saddle Rd	386.12		0
<b>01-4230-5900 REPAIR &amp; MAINTENANCE-BUILDINGS</b>					
A.C. HOUSTON LUMBER CO.	2504-868787	Electrical plug--drop cords for bay	49.98		0
<b>01-4230-6000 REPAIR &amp; MAINT-AUTO EQUIP FIRE</b>					
CHATEAU DRUG CENTER	2995660	Antifreeze	16.14		0
KUSSMAUL ELECTRONICS CO., I	0000268895	Kussmaul Load Manager	193.55		0
LES SCHWAB	11700926643	Alignment on Squad Car	68.42		0
CURTIS TOOLS FOR HEROES	INV939061	Valves for E1	404.19		0
SEAWESTERN	65093	Class 1 2.5"" test gauge and shipping charges	164.07		0
<b>01-4230-6010 REPAIR &amp; MAINT-AUTO EQUIP EMS</b>					
CHATEAU DRUG CENTER	2995660	Antifreeze	16.14		0
KUSSMAUL ELECTRONICS CO., I	0000268895	Kussmaul Load Manager	193.55		0
LES SCHWAB	11700926643	Alignment on Squad Car	68.43		0
WARM SPRINGS AUTO PARTS LL	208311	Battery - R1	189.95		0
Total FIRE & RESCUE:			24,237.77		
<b>STREET</b>					
<b>01-4310-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>					
NBS-NATIONAL BENEFIT SERVI	1063741	FSA & HRA Plan Administration Fees for April 2025	30.15		0
NBS-NATIONAL BENEFIT SERVI	CP405506	FSA Claims February 2025	100.00		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
<b>01-4310-3200 OPERATING SUPPLIES</b>					
CHATEAU DRUG CENTER	2992911	Miscellaneous operating supplies	3.99		4310044
GEM STATE PAPER & SUPPLY	1139395	Cleaning products and supplies	250.39		4310047
<b>01-4310-3400 MINOR EQUIPMENT</b>					
A.C. HOUSTON LUMBER CO.	2504-868122	Wrenches	87.14		4310044
<b>01-4310-3500 MOTOR FUELS &amp; LUBRICANTS</b>					
VALLEY WIDE COOPERATIVE	RF40008012	Bulk oil purchase	161.30		4310044
VALLEY WIDE COOPERATIVE	U001A896	Unleaded gas fuel	747.86		4310044
<b>01-4310-4200 PROFESSIONAL SERVICES</b>					
BIG WOOD LANDSCAPE, INC.	31735	Snow removal service	157.50		4310037
<b>01-4310-5200 UTILITIES</b>					
IDAHO POWER	2204882910 04	2204882910 200 E 10th, 260 E 10th	651.46		4310047
INTERMOUNTAIN GAS	4943930009 04	4943930009 260 E 10 St	99.48		4310047
<b>01-4310-6100 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b>					
GRAINGER, INC., W.W.	9325922749	Power connectors	64.68		4310044
METROQUIP, INC.	P31907	Sealing disk	215.20		4310044
METROQUIP, INC.	P31920	Parts for crack sealer	388.01		4310044
METROQUIP, INC.	P31929	Parts for sweeper	1,599.15		4310044
<b>01-4310-6910 OTHER PURCHASED SERVICES</b>					
CINTAS	4218710897	Uniform and mat rental service	23.48		4310047
CINTAS	4227517845	Mat and coverall rental and cleaning services	17.03		4310047
CINTAS	4228320097	Uniform and mat rental	16.92		4310047
NORCO	0043355465	Welding parts	86.00		4310044
SAFETY-KLEEN CORP.	96008862	Used Oil and Filter Disposal	435.26		4310044
<b>01-4310-6920 SIGNS &amp; SIGNALIZATION</b>					
ROAD WORK AHEAD TRAFFIC S	27242	Custom road signs production including business access and parking signs	1,497.72		0
<b>01-4310-6930 STREET LIGHTING</b>					
IDAHO POWER	220101387 042	2201013857 160 W 6th St Light	33.54		4310050
IDAHO POWER	2203855230 01	2203855230 291 N Walnut Ave	135.61		4310050
IDAHO POWER	2203855230 04	2203855230 291 N Walnut Ave Light	85.84		4310050
IDAHO POWER	2204535385 04	2204535385 420 E 4th St Lights	63.65		4310050
IDAHO POWER	2204882910 04	2204882910 41C Lights, Street Lights, Traffic Lights	621.11		4310050
IDAHO POWER	2207487501 04	2207487501 560 N 1st Ave Lights	28.55		4310050

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
IDAHO POWER	2208316659 04	2208316659 391 N 1st Ave Lights	31.90		4310050
<b>01-4310-6950 MAINTENANCE &amp; IMPROVEMENTS</b>					
A.C. HOUSTON LUMBER CO.	2504-869416	Sprayers	76.58		4310036
COLOR HAUS, INC.	EKW4Q	Paint Brushes	26.97		4310040
LUTZ RENTALS	162104-1	Propane	27.85		4310036
TRAFFIC SAFETY SUPPLY CO., I	INV079831	12" Solar Radar Feedback Sign	5,550.16	25097	4310033
Total STREET:			13,314.48		
<b>RECREATION</b>					
<b>01-4510-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>					
NBS-NATIONAL BENEFIT SERVI	1063741	FSA & HRA Plan Administration Fees for April 2025	22.70		0
NBS-NATIONAL BENEFIT SERVI	CP405506	FSA Claims February 2025	220.75		0
<b>01-4510-3200 OPERATING SUPPLIES</b>					
A.C. HOUSTON LUMBER CO.	2504-868752	Garden hose and hose mender	24.98		0
<b>01-4510-3300 RESALE ITEMS-CONCESSION SUPPLY</b>					
SYSCO	140A0412M	Snack Bars	94.88		0
SYSCO	240673602	Bars, snack mix	180.09		0
SYSCO	240701851	Breakfast bars	72.39		0
SYSCO	240726137	Breakfast bars	72.39		0
Total RECREATION:			688.18		
Total GENERAL FUND:			175,357.18		
<b>GENERAL CAPITAL IMPROVEMENT FD</b>					
<b>GENERAL CIP EXPENDITURES</b>					
<b>03-4193-7110 DOWNTOWN CORE SIDEWALK INFILL</b>					
JACOBS ENGINEERING GROUP, I	W3Y27900-002	MISC SIDEWALK DESIGN	19,640.75	25045	0
JACOBS ENGINEERING GROUP, I	W3Y27900-003	MISC SIDEWALK DESIGN	4,550.00	25045	0
<b>03-4193-7135 MAIN STREET REHAB</b>					
LUNCEFORD EXCAVATION, INC.	17643	2025 Main Street Rehab Support	15,101.48	25112	713501
LUNCEFORD EXCAVATION, INC.	17643	2025 Main Street Rehab Support	10,067.65	25112	713502
JACOBS ENGINEERING GROUP, I	W3Y18400-016	TO4 CONSTRUCTION SERVICES ROAD	4,834.50	24066	713501
THE GONDOLA SHOP	1524.1	SPS-99 COMPLETE GONDOLA RESTORATION	9,740.00	25018	713502

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
<b>03-4193-7150 BIKE NETWORK IMPROVEMENTS</b>					
JACOBS ENGINEERING GROUP, I	W3Y27900-002	TASK ORDER 3: BIKE NETWORK PLANNING AND DESIGN	32,854.99	25058	0
JACOBS ENGINEERING GROUP, I	W3Y27900-003	TASK ORDER 3: BIKE NETWORK PLANNING AND DESIGN	5,469.90	25058	0
<b>03-4193-7607 SIDEWALK CURB AND GUTTER</b>					
HDR ENGINEERING, INC.	1200713929	On-Call Engineering Support	4,361.00	25113	0
<b>03-4193-7612 MASTIC PATCHER</b>					
METROQUIP, INC.	E00656	MASTIC MELTER STREETS	80,225.00	25085	0
Total GENERAL CIP EXPENDITURES:			186,845.27		
<b>FIRE &amp; RESCUE CIP EXPENDITURES</b>					
<b>03-4230-7130 PPE (TURNOUT GEAR)</b>					
DAVIS EMBROIDERY INC.	46739	Class B - Patch sewing	134.10		0
UPS STORE #2444	1Z2Y292X039	Turnout Jacket Warranty	18.76		0
Total FIRE & RESCUE CIP EXPENDITURES:			152.86		
Total GENERAL CAPITAL IMPROVEMENT FD:			186,998.13		
<b>ORIGINAL LOT FUND</b>					
<b>ORIGINAL LOT TAX</b>					
<b>22-4910-6060 EVENTS/PROMOTIONS</b>					
SAWTOOTH REINDEER	25-1013.11	Reindeer appearance at 2025 tree lighting event	2,226.00		491002
Total ORIGINAL LOT TAX:			2,226.00		
Total ORIGINAL LOT FUND:			2,226.00		
<b>COMMUNITY HOUSING</b>					
<b>COMMUNITY HOUSING EXPENSE</b>					
<b>54-4410-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>					
NBS-NATIONAL BENEFIT SERVI	1063741	FSA & HRA Plan Administration Fees for April 2025	26.30		0
NBS-NATIONAL BENEFIT SERVI	CP405506	FSA Claims February 2025	355.00		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
<b>54-4410-4200 PROFESSIONAL SERVICES</b>					
BIG WOOD LANDSCAPE, INC.	31721	Snow removal service	342.75		0
AGNEW BECK CONSULTING INC	20120	Consulting support services for RFP for Housing	2,925.00		0
<b>54-4410-4225 DEED RESTRICTIONS</b>					
PARKSIDE VILLAGE OWNERS	042325	Monthly HOA dues and capital reserve	800.00		0
<b>54-4410-4250 LIFT TOWER LODGE PROFF SVCS</b>					
BIG WOOD LANDSCAPE, INC.	31734	LIFT TOWER LODGE SNOW REMOVAL FY 2025	720.00	25062	0
OFFICE BRIGHT INC	2095	Lift Tower Lodge Cleaning Services	455.00		0
<b>54-4410-5200 LIFT TOWER LODGE UTILITIES</b>					
COX BUSINESS	0012401037719	0012401037719502 Monthly internet service	162.99		0
<b>54-4410-5900 LIFT TOWER LDG REPAIR &amp; MAINT</b>					
A.C. HOUSTON LUMBER CO.	2504-866929	Canvas Drop Cloth	24.99		0
A.C. HOUSTON LUMBER CO.	2504-867042	Wood Adhesive	24.68		0
A.C. HOUSTON LUMBER CO.	2504-869983	Lumber and repair materials	226.19		0
CHATEAU DRUG CENTER	29926	Plumbing and lighting supplies	25.64		0
CHATEAU DRUG CENTER	2992628	Batteries	36.08		0
CHATEAU DRUG CENTER	2993169	Wall Plates, Snap Knives and Blades	35.26		0
CLEAR CREEK DISPOSAL	0001808674	Waste Removal at Lift Tower	449.54		0
COLOR HAUS, INC.	L8X3Y	Spackle	11.99		0
SAWTOOTH PLUMBING & HEATI	47279	Emergency drain clearing and labor at Lift Tower Lodge.	450.50		0
SHERWIN-WILLIAMS CO.	8703-3	Paint and supplies	220.99		0
SHERWIN-WILLIAMS CO.	8910-1	Hardware supplies and masking film	38.32		0
SHERWIN-WILLIAMS CO.	9175-0	Acrylic Lacquer	22.39		0
STANDARD PLUMBING SUPPLY	YKJX44	Plumbing supplies	413.60		0
Total COMMUNITY HOUSING EXPENSE:			7,767.21		
Total COMMUNITY HOUSING:			7,767.21		
<b>WATER FUND</b>					
<b>WATER EXPENDITURES</b>					
<b>63-4340-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>					
NBS-NATIONAL BENEFIT SERVI	1063741	FSA & HRA Plan Administration Fees for April 2025	16.50		0



Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
<b>63-4340-3200 OPERATING SUPPLIES</b>					
CINTAS	4227517853	Mat and cleaning supply rental	33.76		0
TREASURE VALLEY COFFEE INC	2160:10969920	Beverage Sticks	62.50		0
USA BLUEBOOK	INV00689179	Lab supplies: sample cells, lens wipes	125.08		0
WARM SPRINGS AUTO PARTS LL	208130	Auto parts and washer fluid	135.60		0
<b>63-4340-3500 MOTOR FUELS &amp; LUBRICANTS</b>					
VALLEY WIDE COOPERATIVE	U001A898	Unleaded gasoline	977.95		0
<b>63-4340-3800 CHEMICALS</b>					
OXARC INC	0032300789	Incorrect Price Credit	485.82-		0
OXARC INC	0032300791	Incorrect Price Credit	485.82-		0
<b>63-4340-5100 TELEPHONE &amp; COMMUNICATIONS</b>					
CENTURY LINK	333465565 040	Phone and internet service billing	140.77		0
<b>63-4340-5200 UTILITIES</b>					
IDAHO POWER	2202458903 04	2202458903 110 River Ranch Rd Optc	770.04		0
IDAHO POWER	2203658592 04	2203658592 Wells and Boosters	6,336.23		0
IDAHO POWER	2206786259 04	2206786259 110 River Ranch Rd Admin	51.64		0
<b>63-4340-6100 REPAIR &amp; MAINT-MACH &amp; EQUIP</b>					
A.C. HOUSTON LUMBER CO.	2504-868320	Tool bag	31.99		0
MOUNTAINLAND SUPPLY COMP	S106931775.00	Waterworks valves and accessories	3,878.02		0
Total WATER EXPENDITURES:			11,588.44		
Total WATER FUND:			11,588.44		
<b>WATER CAPITAL IMPROVEMENT FUND</b>					
<b>WATER CIP EXPENDITURES</b>					
<b>64-4340-7650 WATER METERS</b>					
FERGUSON ENTERPRISES, LLC	0906991-3	RADIO REPLACEMENT AND METERS	8,100.00	25030	0
Total WATER CIP EXPENDITURES:			8,100.00		
Total WATER CAPITAL IMPROVEMENT FUND:			8,100.00		
<b>WASTEWATER FUND</b>					

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
<b>WASTEWATER EXPENDITURES</b>					
<b>65-4350-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>					
NBS-NATIONAL BENEFIT SERVI	1063741	FSA & HRA Plan Administration Fees for April 2025	49.25		0
NBS-NATIONAL BENEFIT SERVI	CP405506	FSA Claims February 2025	249.50		0
<b>65-4350-3200 OPERATING SUPPLIES</b>					
A.C. HOUSTON LUMBER CO.	2504-870329	Drain line opener, blade, syringe	49.94		0
ATKINSONS' MARKET	02955470	Dish Soaps	14.61		0
ATKINSONS' MARKET	06847693	Water	19.68		0
CINTAS	4227517853	Mat and cleaning supply rental	59.66		0
D & B SUPPLY INC.	6335	Hardware and irrigation supplies	187.98		0
TREASURE VALLEY COFFEE INC	2160:10969973	Coffee	107.14		0
UPS STORE #2444	MMN7FR56DJ	Wastewater Sample Shipping	16.85		0
UPS STORE #2444	MMN7FR599R	Ground shipping of water samples	17.67		0
UPS STORE #2444	MMN7FR5EV	Ground shipping of water samples	17.56		0
UPS STORE #2444	MMN7FR5Q1	Ground shipping of water samples	17.51		0
UPS STORE #2444	MMN7FR5Y9	Ground shipping of water samples	17.67		0
UPS STORE #2444	MMN7FRSU2	Ground shipping of water samples	16.06		0
<b>65-4350-3800 CHEMICALS</b>					
NORTH CENTRAL LABORATORI	518122	Lab supplies and chemicals for wastewater treatment testing	818.94		0
UNIVAR SOLUTIONS USA INC	52955571	Chemical coagulant supply shipping	599.95		0
UNIVAR SOLUTIONS USA INC	52955571	UNIVAR COAGULANT 1160	11,499.05	25107	0
<b>65-4350-4200 PROFESSIONAL SERVICES</b>					
ENERGY MANAGEMENT CORPO	151231	Labor, inspection, blower removal for wastewater treatment plant	2,210.00		0
ZIONS BANK	4899911 04212	4/21 Paying Agent Fee	500.00		0
<b>65-4350-5100 TELEPHONE &amp; COMMUNICATIONS</b>					
CENTURY LINK	333803119 041	Phone and internet service billing	80.77		0
<b>65-4350-5200 UTILITIES</b>					
IDAHO POWER	2202158701 02	2202158701 110 River Ranch Rd Swr	13,466.56		0
IDAHO POWER	2202158701 03	2202158701 110 River Ranch Rd Swr	13,698.63		0
IDAHO POWER	2202158701 04	2202158701 110 River Ranch Rd Swr	15,368.33		0
IDAHO POWER	2202703357 04	2202703357 1001 Chief Joseph Ct	78.64		0
IDAHO POWER	2206786259 04	2206786259 110 River Ranch Rd Admin	51.65		0
INTERMOUNTAIN GAS	58208688554 0	58208688554 110 River Ranch Rd Mechanical Screening	15.45		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
<b>65-4350-6000 REPAIR &amp; MAINT-AUTO EQUIP</b>					
J4 AUTOWORX	1171202	48RE Custom Rebuild Service 36/50 and Start-up for Aeration Basin Modification	5,458.38	25096	0
<b>65-4350-6100 REPAIR &amp; MAINT-MACH &amp; EQUIP</b>					
WARM SPRINGS AUTO PARTS LL	208104	Oil Seal	34.68		0
<b>65-4350-6900 COLLECTION SYSTEM SERVICES/CHA</b>					
D & L SUPPLY	0000175976	Manhole covers and sewer parts supply	3,300.00		0
PIPECO, INC.	S5849485.001	Green marking paint	77.64		0
VALLEY WIDE COOPERATIVE	RF17021325E	Fuel	252.12		0
Total WASTEWATER EXPENDITURES:			68,351.87		
Total WASTEWATER FUND:			68,351.87		
<b>WASTEWATER CAPITAL IMPROVE FND</b>					
<b>WASTEWATER CIP EXPENDITURES</b>					
<b>67-4350-7815 AERATION BASINS BLOWERS &amp; ELEC</b>					
HDR ENGINEERING, INC.	1200713243	TASK ORDER #3: SERVICES DURING CONSTRUCTION FOR AERATION UPGRADES PROJECT	14,853.14	24055	0
<b>67-4350-7818 ROTARY DRUM THICK &amp; DEWATERING</b>					
HDR ENGINEERING, INC.	1200713240	TASK ORDER #5 - SOLIDS DEWATERING DESIGN	14,080.61	24071	0
Total WASTEWATER CIP EXPENDITURES:			28,933.75		
Total WASTEWATER CAPITAL IMPROVE FND:			28,933.75		
<b>PARKS/REC DEV TRUST FUND</b>					
<b>PARKS/REC TRUST EXPENDITURES</b>					
<b>93-4900-7700 WATCH ME GROW GARDEN</b>					
WEBB LANDSCAPING	K-IN-201074	Potting soil	9.99		0
Total PARKS/REC TRUST EXPENDITURES:			9.99		
Total PARKS/REC DEV TRUST FUND:			9.99		

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
Grand Totals:			<u>489,332.57</u>		

## Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

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

Invoice Detail.Voided = No,Yes



City of Ketchum

## CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: May 5, 2025 Staff Member/Dept: Juerg Stauffacher/Facilities

Agenda Item: Recommendation to approve Resolution 25-010 for the surplus of Streets/Facilities equipment.

### Recommended Motion:

"I move to approve Surplus Resolution 25-010 for the surplus of the following items:

Pickup Truck Chevy Silverado (1)  
Dixon riding mower (1)  
Honda push mower (4)

### Reasons for Recommendation:

- These items are inoperable and/or obsolete.
- These items will be auctioned off, recycled, or disposed of properly based on City Clerk discretion.

### Sustainability Impact:

None OR state impact here: NONE

### Financial Impact:

None OR Adequate funds exist in account:	Minimal with likely only labor hours to auction, recycle, or dispose of properly.
--	---

### Attachments:

1. Resolution 25-010

CITY OF KETCHUM

RESOLUTION 25-010

A RESOLUTION OF THE CITY COUNCIL DECLARING VARIOUS STREETS/FACILITIES EQUIPMENT AS SURPLUS AND DISPOSING OF THEM (Items consist of the following: Chevrolet Pickup Truck, Dixon Riding Mower, and four Honda push mowers).

SECTION 1: FINDINGS

1.1 The City of Ketchum Streets/Facilities Department can no longer use these items as they are inoperable and/or obsolete.

Now THEREFORE, BE IT RESOLVED by the City Council of the City of Ketchum that:

2.1 The City Council authorizes the City Clerk to dispose of these items.

PASSED BY THE CITY COUNCIL of the City of Ketchum, effective this 5th day of May 2025.

APPROVED:

Signed: \_\_\_\_\_  
Neil Bradshaw, Mayor

ATTEST:

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



## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

#### Recommended Motion:

#### Reasons for Recommendation:

- The city supports community events and opportunities to highlight our culture and history.
- This is the 5<sup>th</sup> year for the street party, and it has been approved in its proposed form in the past.
- This closure is a non-designated street closure, which requires approval by the City Council.

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

#### Sustainability Impact:

#### Financial Impact:

None OR Adequate funds exist in account:

#### Attachments:



OFFICIAL USE ONLY
Event Name
Event Date
Date Received
Fees Paid

## SPECIAL EVENT LICENSE APPLICATION

### GENERAL INFORMATION APPLYING TO ALL EVENTS

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

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

**ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.**

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

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

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

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

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

All fees are non-refundable.

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



Completed applications can be submitted via email to [events@ketchumidaho.org](mailto:events@ketchumidaho.org) or by mail or hand delivery to City of Ketchum, P.O. Box 2315 | 191 5th St. West, Ketchum, ID 83340.

If you have questions, please contact Eryn Alvey: [events@ketchumidaho.org](mailto:events@ketchumidaho.org) or 208-727.5077.

WHAT SIZE IS YOUR EVENT?			
<input type="checkbox"/> Street Party (\$100.00) <b>**RESIDENTIAL NEIGHBORHOOD LOCATION ONLY**</b> A special event that requires a one-block street closure, no more than 6-hour road closure, is a single occurrence with anticipated attendance under three hundred (300) people, is self-organized by a local Ketchum organization, its publicity is focused on Wood River Valley residents and businesses, and a limited number of vendors (1 food, 1 beverage, 1 merchandise).	<input type="checkbox"/> Small Event (\$100.00) Special events that do not require a street closure, are a single occurrence, and have an anticipated attendance under one hundred (100) people.	<input checked="" type="checkbox"/> Medium Event* (\$400.00) Special events that require a street closure of one day or less; or have an anticipated attendance between one hundred (100) and four hundred (400) people; or a weekly event that takes place up to, but not more than, four (4) consecutive weeks.	<input type="checkbox"/> Large Event* (\$800.00) Special events requiring a street closure of more than one day; or have an anticipated attendance over four hundred (400) people; or a weekly event that takes place more than four (4) consecutive weeks.
*City requires pre-application meeting prior to application submittal.			
<b>GENERAL INFORMATION:</b> Please provide a detailed narrative and timeline, including a description of activities to understand the theme, activities, purpose, and benefit of your event to the community. Applicant should provide a good faith estimate of expected number of participants. An alternate location should be listed if your event cannot be accommodated at your requested location. If fees are associated with your event, such as registration or entry fees, you must obtain a sales tax permit. Permit applications can be accessed at <a href="http://www.ketchumidaho.org/forms">www.ketchumidaho.org/forms</a> or at the Ketchum City Hall.			
Event Name: <b>Sun Valley Museum of Art Summer Celebration</b>		Event Date: <b>July 11th</b>	
Event Description and Purpose (who is the event supposed to attract, what is the purpose of the event, etc.): A free summer celebration by the Sun Valley Museum of Art. Expected guests include staff, SVMoA board, SVMoA members, and members of general public. Guests will be outside the museum and in the museum space to view the exhibition.			
Location of Event: <b>5th street between Washington &amp; 1st</b>		Alternate Location:	
Expected Number of Participants: <b>250</b>		Admission Fee* (per person): <b>\$0 (free)</b>	
*Ticket sales for entry, registration, etc. for events taking place within Ketchum city limits are subject to sales tax.			
Number of Staff Working at Event: <b>12</b>		Number of Volunteers Working at Event: <b>4</b>	
<b>EVENT COORDINATION:</b> Visit Sun Valley manages the event schedule for the City of Ketchum and its neighboring cities. Please contact them ( <a href="mailto:info@visitsunvalley.com">info@visitsunvalley.com</a> or 208-726-3423) and make the City aware of events on or around the date of your proposed event.			
Have you contacted Visit Sun Valley for information on events taking place on or around the date of your event?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
List the events taking place on or around the date of your event:			
<b>EVENT SCHEDULE:</b> Provide the date and time requested to set up and breakdown your event along with the date/time during which the event will take place.			
Set Up	Date: <b>7/11/25</b>	Time: <b>3:30pm</b>	
Event Starts	Date: <b>7/11/25</b>	Time: <b>5:pm</b>	
Event Ends	Date: <b>7/11/25</b>	Time: <b>7:30pm</b>	
Clean	Date: <b>7/11/25</b>	Time: <b>9:00pm</b>	

**APPLICANT INFORMATION:**

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

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

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

Organization Name: Sun Valley Museum of Art			
Are you a non-profit corporation?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant Name: Daniel DeLuca		Title: Manager of Operations	
Organization Address: 191 5th Street East		(mailing: PO Box 656, Sun Valley, ID 83353)	
City: Ketchum		State: ID	Zip: 83353
Phone: 208-726-9491		Cell: 208-992-7349	
Email: dand@svmoa.org			
On-Site Contact: Daniel DeLuca		Title: Manager of Operations	
Address: 191 5th Street East			
City: Ketchum		State: ID	Zip: 83353
Phone: 208-726-9491		Cell: 208-992-7349	
Email: dandd@svmoa.org			
Emergency Contact: Courtney Gilbert			
Phone: 208-726-9491		Cell: 208-459-9436	
Email: cgilbert@svmoa.org			
Other Contact (such as media, professional event organizer, event service provider or commercial fundraiser hired for this event):			

**USE OF CITY FACILITIES, PARKS, AND STREETS:**

If you are requesting the use of a public park, the City will assist with your park reservation.

City will advise if applicant will be responsible for production, posting and removal of required signage, such as "No Parking," etc.

As an event organizer, you are required to comply with all City, County, State and Federal Disability Access requirements applicable to your event. All temporary venues, related structures and outdoor sites for special events shall be accessible to persons with disabilities. Disability access includes, but is not limited to, restrooms, clear paths of travel, vendor booth accessibility, building entrances, etc.

If your event includes a road closure request, please contact Ben Varner at Mountain Rides at 208-788-7433 **prior to submittal of application** to ensure the closure will not conflict with their bus schedules.

Temporary Traffic Control Plans (TTCP) must be prepared by a qualified firm for review by the Director of Streets and Facilities.

If your event requires a road closure on Main Street, please contact Deb Pierson at [deb.pierson@itd.idaho.gov](mailto:deb.pierson@itd.idaho.gov) or 208-886-7839 for permit application.

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

**PARKS AND TOWN SQUARE**

<input type="checkbox"/> Atkinson Park	<input type="checkbox"/> Forest Service Park
<input type="checkbox"/> Rotary Park	<input type="checkbox"/> Lucy Loken Park
<input type="checkbox"/> Other:	<input type="checkbox"/> Town Square
Daily Park Reservation Fees:	<input type="checkbox"/> Up to 100 People (\$160) <input type="checkbox"/> 101 People or More (\$320)

**DESIGNATED EVENT LOCATIONS\* (\$100.00)**

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

<input type="checkbox"/> Fourth Street between Leadville and East Avenues	<input type="checkbox"/> First Avenue between River and First Streets
<input type="checkbox"/> First Avenue between Second Street and Sun Valley Road	<input type="checkbox"/> First Avenue between Sun Valley Road and Fourth Street
<input type="checkbox"/> First Avenue between Fifth and Sixth Streets	<input type="checkbox"/> Picabo Street between Gates Road and Ritchie Drive
<input type="checkbox"/> Washington Avenue between River and First Streets	

Fees for non-designated locations:	Street Party \$100	Medium/Large Events \$500
List dates, times, and location for street closure requests: 07/11/2025 - 3:30pm-9:00pm - 5th Street between Washington Ave and 1st Ave		
Name of person supervising street closure: Courtney Gilbert		
Cell Phone: 208-450-9436	Email: cgilbert@svmoa.org	
How many staff and volunteers will be managing the street closure? 6		
How will staff and volunteers manage the street closure? (ex.: 1 staff person at entrance and 1 at exit of road closure to manage vendors, 2 staff people to make sure road closure signage is removed after event ends) 3 staff at both entrances to manage vendors, guests, and ensure signage is in place and removed		
<b>EVENT SITE PLAN:</b> To ensure the appropriate review of your event, please submit your site plan including all checklist elements, utilizing indicators listed on application. Omission of any checklist elements constitutes an incomplete application. Your site plan must be scaled to accurately represent the location of ALL tents, vendors, etc. For events that have a route, such as races, please include a route map. Site plan locations of all temporary structures and large vehicles must be approved by the City. Written approval is required for obstructions to visibility and access to businesses and property owners surrounding the event. Fire hydrants, sidewalk curb breaks used for ADA accessibility and alley entrances may not be blocked at any time. City review of your load-in, load-out schedule for all vendors, equipment, etc. is required.		
On a separate piece of paper, provide a Site Plan of the event. Site Plan must be scaled to accurately represent the location of all items listed below (if applicable).		
<input checked="" type="checkbox"/> Alcohol Vendors (A)	<input checked="" type="checkbox"/> Barricades (B)	<input checked="" type="checkbox"/> Beverage Vendors (BV)
<input type="checkbox"/> Bleachers (BL)	<input type="checkbox"/> Electricity/Generator (EL)	<input checked="" type="checkbox"/> Fire Extinguishers (EX)
<input type="checkbox"/> Fire Lane (FL)	<input type="checkbox"/> First Aid/EMS (FA)	<input checked="" type="checkbox"/> Food Vendors (FV)
<input checked="" type="checkbox"/> Garbage Receptacles (G)	<input type="checkbox"/> Hand Washing Sink (HWS)	<input type="checkbox"/> Portable Toilets (T)
<input type="checkbox"/> Recycling Receptacles (RR)	<input type="checkbox"/> Retail Merchants (RM)	<input type="checkbox"/> Security (P)
<input checked="" type="checkbox"/> Stages or Amplified Sound (SO)	<input checked="" type="checkbox"/> Tents (X)	<input type="checkbox"/> Trailers, Vehicles, Storage (TR)
Have you contacted Mountain Rides to advise of the street closure request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
*NOTE: The State of Idaho adopted the Manual for Uniform Traffic Control Devices (MUTCD) as a minimum standard for traffic control. The city is legally obligated to require a temporary traffic control plan (TTCP) pursuant to MUTCD standards for anyone using the right-of-ways for any purpose, including special events. A TTCP must be submitted for Street Division review. <i>Applications will not be accepted without a TTCP prepared by a qualified firm.</i>		

**TEMPORARY STRUCTURES:**

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

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

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

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

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

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

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

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

Will your event have temporary structures, including 10' x 10' pop-up tents?	<input checked="" type="checkbox"/> Yes*	<input type="checkbox"/> No
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\*Describe the size, number, use and assembly and disassembly plan:

Three 10x10 popup tents - 1 at each entrance, 1 over musicians. SVMoA staff will assemble and disassemble.

**TRANSPORTATION AND PARKING:**

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

Where will you direct event attendees to park vehicles?

On surrounding streets

Will the event provide transportation services to the event?	<input type="checkbox"/> Yes*	<input checked="" type="checkbox"/> No
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\*Describe the transportation services:

**CITY SERVICES REQUESTS:**

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

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

<input type="checkbox"/> Security	<input type="checkbox"/> Traffic Control	<input checked="" type="checkbox"/> Parking Control	<input type="checkbox"/> Escort	<input checked="" type="checkbox"/> N/A
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The Chief of Police will determine the number of police officers to staff the event. The Chief of Police also determines if police services will be needed at a special event for public safety concerns. Fees may be associated with the need for additional police services.

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

<input type="checkbox"/> Ambulance	<input type="checkbox"/> Fire Engine	<input checked="" type="checkbox"/> N/A
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The Fire Chief will determine availability and approval of the request. The Fire Chief also determines if Fire/EMS services will be needed at a special event for public safety concerns. Fees may be associated with the need for Fire/EMS services.

Will your event use city infrastructure such as bathrooms and trash receptacles?	<input type="checkbox"/> Yes*	<input checked="" type="checkbox"/> No
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\*Fees may be associated with the use of city bathrooms and trash receptacles.

**PORTABLE RESTROOMS AND HANDWASHING:**

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

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

Restroom Company:

Number of Portable Restrooms:	Number of Handwashing Stations:
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Restroom Drop Off	Date:	Time:
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Restroom Pick Up	Date:	Time:
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**ELECTRICITY, MUSIC AMPLIFICATION AND LICENSING:**

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

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

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

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

Do you have electrical needs?

☐ Yes\*

☒ No

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

Will your event have amplified sound?

☒ Yes\*

☐ No

\*Please review approved noise levels stated in guidelines.

Will live or prerecorded music be played?

☒ Yes\*

☐ No

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

**TRASH AND RECYCLING:**

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

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

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

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

Have you contracted for trash dumpster(s)?

☒ Yes

☐ No

How many? **1**

What size? **1 1/2 cubic yards**

Have you contracted for recycling dumpster(s)?

☐ Yes

☒ No

How many?

What size?

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

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

**We have recycling bins on site and will use them for cans and plastic. We also have a contracted 1 1/2 cubic yard cardboard dumpster for use as needed.**

Name of person supervising trash and recycling: **Daniel DeLuca**

Cell Phone: **208-992-7349**

Email: **dand@svmoa.org**

How many staff and volunteers will be managing trash and recycling?		
How will staff and volunteers manage trash and recycling during and after the event? (ex.: 2 staff dedicated to monitoring containers, all staff members making a sweep through premises after event ends)		
2 staff will monitor trash cans and recycling; all staff will sweep area after event		
<b>CONCESSIONS:</b> The City of Ketchum's Resolution 19-013 prohibits the sale and distribution of single-use plastic water bottles, plastic straws, plastic bags, or to-go food containers made of plastic or Styrofoam at all city-owned properties and facilities and city events. The Applicant is responsible to ensure vendors do not distribute these items on City property. Applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. All ID's must be checked, and ID bracelet system may be required. Sales tax permits are required for all vendor sales. Catering permits are required for sales of food and alcoholic beverages. These permits are not included in the special event application. Permit applications can be accessed at <a href="http://www.ketchumidaho.org/forms">www.ketchumidaho.org/forms</a> or from the City Clerk office at City Hall. Please contact South Central Public Health District at 208-788-4335 information on requirements for food vendors.		
Will any of the following be served at your event:		
<input checked="" type="checkbox"/> Alcoholic Beverages	<input checked="" type="checkbox"/> Food	<input type="checkbox"/> Merchandise
All vendors should collect state and local sales tax. Vendors serving alcoholic beverages and food must hold a Catering Permit. Sales Tax information and Catering Permits can be obtained from the City Clerk office. A LIST OF VENDORS PARTICIPATING IN YOUR EVENT MUST BE ATTACHED TO THIS APPLICATION OR SUBMITTED TEN (10) DAYS PRIOR TO EVENT. <b>SALE AND DISTRIBUTION OF SINGLE-USE PLASTIC WATER BOTTLES, PLASTIC STRAWS, PLASTIC BAGS, AND TO-GO FOOD CONTAINERS MADE OF PLASTIC OR STYROFOAM IS PROHIBITED AT ALL CITY-OWNED PROPERTIES, CITY-OWNED FACILITIES AND CITY EVENTS. (Resolution 19-013)</b>		
<b>BANNERS:</b> If you would like to reserve space for an over the road banner, please submit complete application to the Special Events Manager. Application can be found here: <a href="http://www.ketchumidaho.org/forms">www.ketchumidaho.org/forms</a>		
<b>BUSINESS AND/OR PROPERTY OWNER NOTIFICATION</b>		
<ul style="list-style-type: none"> <li>• Please start the notification process within five (5) days of the city deeming your application complete.</li> <li>• Special events are required to notify businesses and/or property owners of the date, time, venue, and purpose of event within five (5) days of city receipt of the special event application. Written notice shall be emailed, mailed or hand-delivered to property owners and businesses adjoining the proposed venue. City staff will provide the list and available contact information. Property owners and businesses have seven (7) days in which to submit comments regarding the proposed special event to the city.</li> <li>• For all events, City staff may elect to provide additional noticing based on the size, location, and scope of the event. Additional noticing may include, but is not limited to, newspaper advertisements and physical mailing to adjacent property owners or business owners. (Ord. 1151, 2015)</li> <li>• Producer is required to submit acknowledgements of notices to the city, from businesses and property owners adjoining the proposed venue and additional noticing that may be required, within 15 days of the city's certification of a complete application. This may be done by providing an email response or a written signature response from the recipient.</li> </ul> <p>*For events with amplified sound, producer must notice businesses and property owners in a 250-foot radius of the event location. Contact list will be provided by the city. Those businesses and properties owners outside of the adjacent and required additional notice locations may receive their notification via U.S. Postal Service. Producer must provide the city with certification that those notices have been mailed.</p>		
<b>BUSINESS AND/OR PROPERTY OWNER NOTIFICATION</b>		
City Staff may require additional noticing based on the size, location, and scope of the event. Additional noticing may include, but is not limited to, newspaper advertisements and physical mailing to adjacent property owners or business owners. (Ord. 1151,2015)		

**INSURANCE REQUIREMENTS**

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

**SIGNIFICANT EVENT CHANGES**

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

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

None.

**HAVE YOU ATTACHED OR OBTAINED THE FOLLOWING?**

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

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

**AUTHORIZATION OF APPLICANT**

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

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

Signature of Applicant: Daniel R DeLuca Date: 3/11/25

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



## INDEMNIFICATION AGREEMENT

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

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Applicant: \_\_\_\_\_

STATE OF IDAHO

County of Blaine

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, a Notary Public in and for the State of Idaho, personally appeared \_\_\_\_\_, known to me, or proved to me upon satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged to me that he/she executed the same.

WITNESS my hand and official seal.

Notary Public: \_\_\_\_\_

Residing at: \_\_\_\_\_

Commission expires: \_\_\_\_\_

## AFFIDAVIT

This affidavit certifies that the \_\_\_\_\_ special event taking place at \_\_\_\_\_ on \_\_\_\_\_ meets the following description of a special event as defined in Ketchum Municipal Code Chapter 12.32.010 Definitions.

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

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

- Site Plan ☒
- Certificate of Insurance ☒
- ITD Permit ☐
- Temporary Traffic Control Plan (TTCP) ☒

\_\_\_\_\_  
Event Organizer's Name

\_\_\_\_\_  
Event Organizer's Name

\_\_\_\_\_  
Organization or Business Name

\_\_\_\_\_  
Date

## NOTARY ACKNOWLEDGEMENT

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within Affidavit, and, being first duly sworn on oath according to law, deposes and says he/she has read the forgoing Affidavit subscribed by him/her, and that the matter stated herein are true best of his/her information, knowledge and belief.

Official seal:

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Address:

My Commission expires: \_\_\_\_\_

## **Ketchum Fire Department – Temporary Use Permit Fees**

All inspections and fees must be set up and processed through the  
Ketchum Fire Department – 208.726.7805

PERMIT(S) ISSUED DIRECTLY FROM THE KETCHUM FIRE DEPARTMENT

Temporary use permit fees include one plan review and one inspection during normal business hours. Expedited plan reviews, additional inspections, inspections outside normal business hours, Firewatch personnel, standby personnel and apparatus require additional fees.

- Open Burning:
  - An operational permit shall be required for the kindling or maintaining of an open fire and is subject to the approval of the Fire Marshall. (\$100.00)
  
- Temporary Use:
  - Carnival, Fair, Circus, Haunt, or Other Public Special Event – 30 days (\$200.00)
  - Tent or Membrane Structure >400 sq. ft. (\$100.00)  
Additional tent(s) per event \$50/each
  - Special Event Structure >400 sq. ft. (\$100.00)
  - Outdoor Assembly Event where planned attendance exceeds 1000 persons. (\$200.00)



Author: Jeremy Barnett CERT:892778

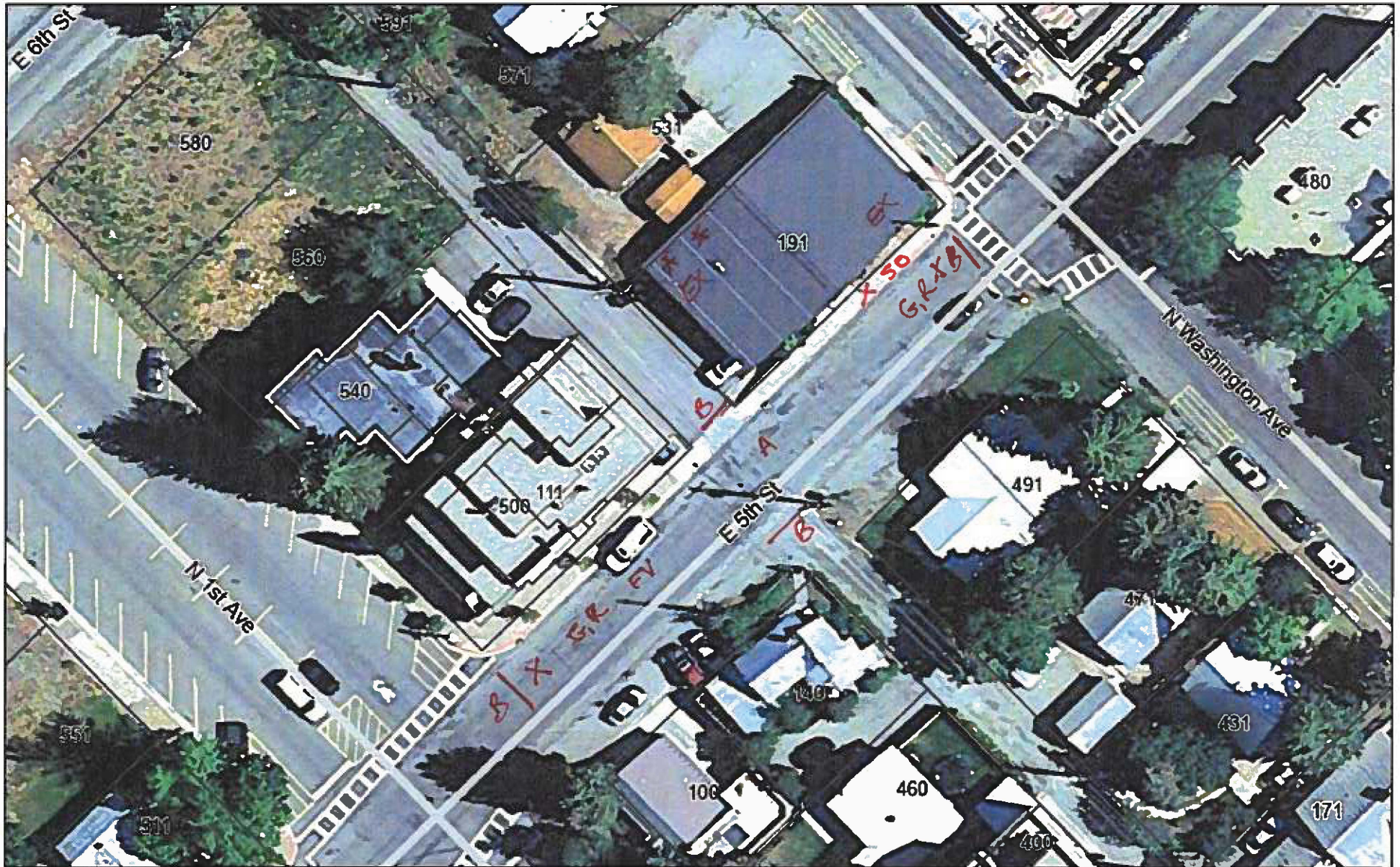
Comments:

- \*All equipment shall be MUTCD compliant
- \*All traffic control shall be managed by a ATSSA certified supervisor
- \*A minimum of 12' lane widths shall be maintained (unless changed by engineer)
- \*Any plan changes must be approved and signed off





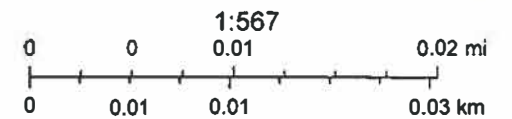
# Blaine County GIS



Adjoiners
  Road Centerlines
  Parcels

Road

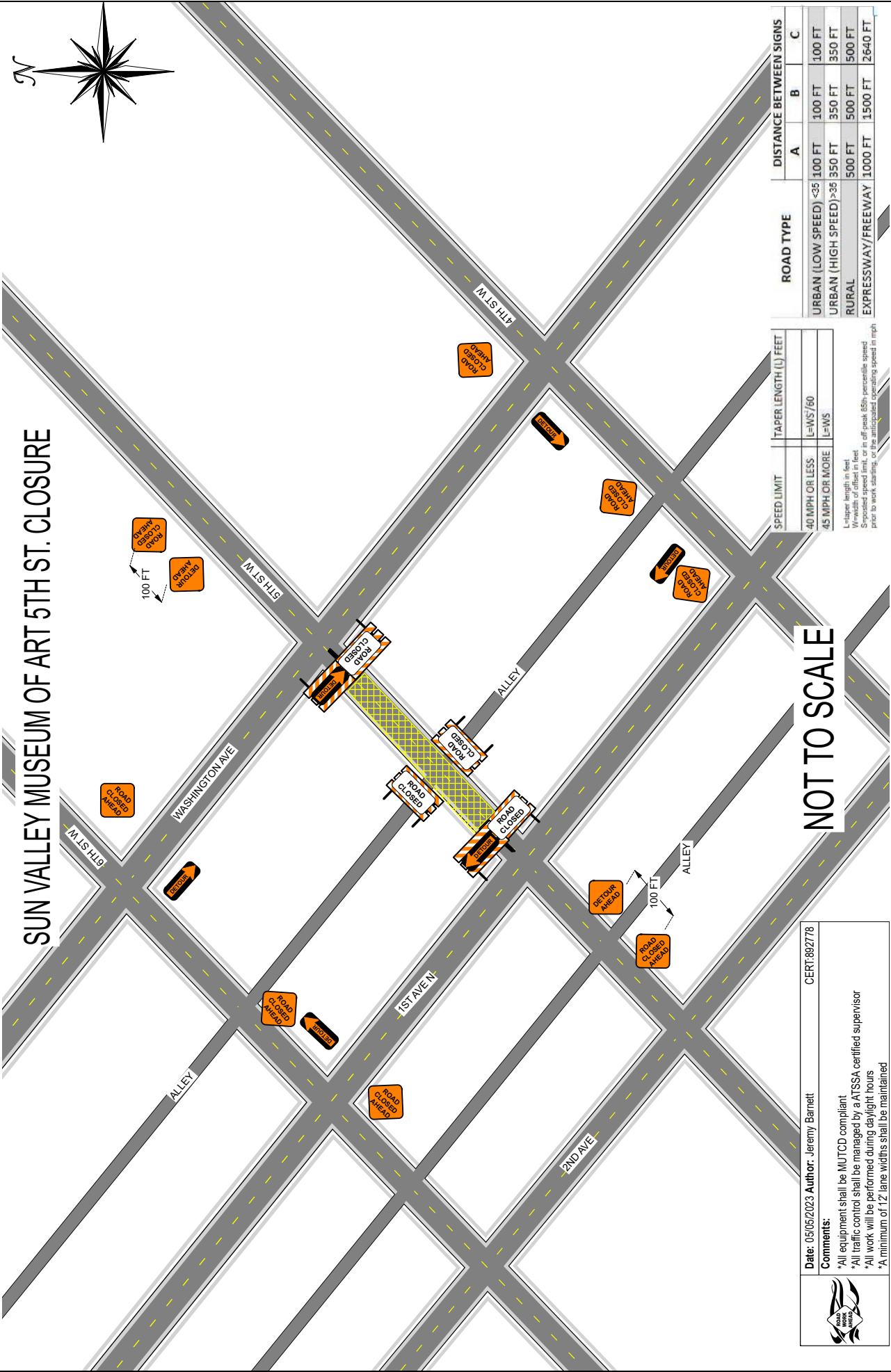
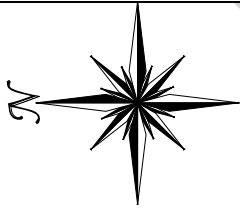
*\* INDOOR BATHROOMS*




Blaine County GIS



# SUN VALLEY MUSEUM OF ART 5TH ST. CLOSURE





**Date:** 05/05/2023 **Author:** Jeremy Barnett **CERT:** 892778

**Comments:**

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

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

SPEED LIMIT

TAPER LENGTH (L) FEET

40 MPH OR LESS L=WS/60

45 MPH OR MORE L=WS

L=lane length in feet  
W=width of offset in feet  
S=suggested speed limit, or in off peak 65th percentile speed  
prior to work starting, or the anticipated operating speed in mph



## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

#### Recommended Motion:

#### Reasons for Recommendation:

- |  |
|--|
| <ul style="list-style-type: none"><li>• The city supports community events and opportunities to highlight our culture and history.</li></ul>   |
| <ul style="list-style-type: none"><li>• This is a new event, and the city desires to help this business conduct the event due to the Main Street Construction affecting their customer access.</li></ul> |
| <ul style="list-style-type: none"><li>• This closure is a non-designated street closure, which requires approval by the City Council.</li></ul>  |
| <ul style="list-style-type: none"><li>• Most of this section is already blocked off for road construction</li></ul>  |

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

#### Sustainability Impact:

#### Financial Impact:

None OR Adequate funds exist in account:	The city agreed to partner with the business to help them do the event by providing street closure plan and services from our Streets Department.
--	---

#### Attachments:

- |   |
|---|
| 1. Backwoods Bike Swap Event application              |
| 2. Street closure and temporary traffic control plans |



OFFICIAL USE ONLY
Event Name
Event Date
Date Received
Fees Paid

## SPECIAL EVENT LICENSE APPLICATION

### GENERAL INFORMATION APPLYING TO ALL EVENTS

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

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

**ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.**

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

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

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

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

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

All fees are non-refundable.

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



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

WHAT SIZE IS YOUR EVENT?			
<input type="checkbox"/> Street Party (\$100.00) <b>**RESIDENTIAL NEIGHBORHOOD LOCATION ONLY**</b> A special event that requires a one-block street closure, no more than 6-hour road closure, is a single occurrence with anticipated attendance under three hundred (300) people, is self-organized by a local Ketchum organization, its publicity is focused on Wood River Valley residents and businesses, and a limited number of vendors (1 food, 1 beverage, 1 merchandise).	<input type="checkbox"/> Small Event (\$100.00) Special events that do not require a street closure, are a single occurrence, and have an anticipated attendance under one hundred (100) people.	<input type="checkbox"/> Medium Event* (\$400.00) Special events that require a street closure of one day or less; or have an anticipated attendance between one hundred (100) and four hundred (400) people; or a weekly event that takes place up to, but not more than, four (4) consecutive weeks.	<input checked="" type="checkbox"/> Large Event* (\$800.00) Special events requiring a street closure of more than one day; or have an anticipated attendance over four hundred (400) people; or a weekly event that takes place more than four (4) consecutive weeks.
*City requires pre-application meeting prior to application submittal.			
<b>GENERAL INFORMATION:</b> Please provide a detailed narrative and timeline, including a description of activities to understand the theme, activities, purpose, and benefit of your event to the community. Applicant should provide a good faith estimate of expected number of participants. An alternate location should be listed if your event cannot be accommodated at your requested location. If fees are associated with your event, such as registration or entry fees, you must obtain a sales tax permit. Permit applications can be accessed at <a href="http://www.ketchumidaho.org/forms">www.ketchumidaho.org/forms</a> or at the Ketchum City Hall.			
Event Name: Backwoods Bike Swap Block Party		Event Date: May 9th to 11th	
Event Description and Purpose (who is the event supposed to attract, what is the purpose of the event, etc.): A community bike swap in concert with Wild Rye who will be doing their spring sample sale, and Sawtooth Brewery who will be providing food. We'll have booth space for local conservation non-profits			
Location of Event: Warm Springs road between 7th and 8th street		Alternate Location:	
Expected Number of Participants: 20-50 people at any one time		Admission Fee* (per person): \$0	
*Ticket sales for entry, registration, etc. for events taking place within Ketchum city limits are subject to sales tax.			
Number of Staff Working at Event: 10 Backwoods staff, 2-3 Wild Rye staff, 2-3 Sawtooth Brewery Staff		Number of Volunteers Working at Event: 3-6 from the conservation organizations	
<b>EVENT COORDINATION:</b> Visit Sun Valley manages the event schedule for the City of Ketchum and its neighboring cities. Please contact them ( <a href="mailto:info@visitsunvalley.com">info@visitsunvalley.com</a> or 208-726-3423) and make the City aware of events on or around the date of your proposed event.			
Have you contacted Visit Sun Valley for information on events taking place on or around the date of your event?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
List the events taking place on or around the date of your event: No major events. It's mother's day weekend			
<b>EVENT SCHEDULE:</b> Provide the date and time requested to set up and breakdown your event along with the date/time during which the event will take place.			
Set Up	Date: 5/9/25	Time: 8AM	
Event Starts	Date: 5/9/25	Time: 9 AM	
Event Ends	Date: 5/11/25	Time: 4PM	
Clean	Date: 5/11/25	Time: 6PM	



**APPLICANT INFORMATION:**

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

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

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

Organization Name: Backwoods Mountain Sports		
Are you a non-profit corporation?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Name: Paddy McIlvoy		Title: Owner
Organization Address: 711 N Main		
City: Ketchum	State: ID	Zip: 83340
Phone: 208-726-8818	Cell: 208-721-1911	
Email: paddy@backwoodsmountainsports.com		
On-Site Contact: Paddy McIlvoy		Title: Owner
Address: 711 N Main		
City: Ketchum	State: ID	Zip: 83340
Phone: 208-726-8818	Cell: 208-721-1911	
Email: Paddy McIlvoy		
Emergency Contact:		
Phone:	Cell:	
Email:		
Other Contact (such as media, professional event organizer, event service provider or commercial fundraiser hired for this event):		
Shawn McFarland, manager, Backwoods Mountain Sports - shawn@backwoodsmountainsports, Riley Revallier, Wild Rye riley@wild-rye.com, John Anderson Sawtooth Brewery		

**USE OF CITY FACILITIES, PARKS, AND STREETS:**

If you are requesting the use of a public park, the City will assist with your park reservation.

City will advise if applicant will be responsible for production, posting and removal of required signage, such as "No Parking," etc.

As an event organizer, you are required to comply with all City, County, State and Federal Disability Access requirements applicable to your event. All temporary venues, related structures and outdoor sites for special events shall be accessible to persons with disabilities. Disability access includes, but is not limited to, restrooms, clear paths of travel, vendor booth accessibility, building entrances, etc.

If your event includes a road closure request, please contact Ben Varner at Mountain Rides at 208-788-7433 **prior to submittal of application** to ensure the closure will not conflict with their bus schedules.

Temporary Traffic Control Plans (TTCP) must be prepared by a qualified firm for review by the Director of Streets and Facilities.

If your event requires a road closure on Main Street, please contact Deb Pierson at [deb.pierson@itd.idaho.gov](mailto:deb.pierson@itd.idaho.gov) or 208-886-7839 for permit application.

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

**PARKS AND TOWN SQUARE**

<input type="checkbox"/> Atkinson Park	<input type="checkbox"/> Forest Service Park
<input type="checkbox"/> Rotary Park	<input type="checkbox"/> Lucy Loken Park
<input type="checkbox"/> Other:	<input type="checkbox"/> Town Square
Daily Park Reservation Fees:	<input type="checkbox"/> Up to 100 People (\$160) <input type="checkbox"/> 101 People or More (\$320)

**DESIGNATED EVENT LOCATIONS\* (\$100.00)**

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

<input type="checkbox"/> Fourth Street between Leadville and East Avenues	<input type="checkbox"/> First Avenue between River and First Streets
<input type="checkbox"/> First Avenue between Second Street and Sun Valley Road	<input type="checkbox"/> First Avenue between Sun Valley Road and Fourth Street
<input type="checkbox"/> First Avenue between Fifth and Sixth Streets	<input type="checkbox"/> Picabo Street between Gates Road and Ritchie Drive
<input type="checkbox"/> Washington Avenue between River and First Streets	

Fees for non-designated locations:	Street Party \$100	Medium/Large Events \$500
List dates, times, and location for street closure requests: 5/9/25 8AM to 5/11/25 6PM		
Name of person supervising street closure: Paddy McIlvoy		
Cell Phone: 208-721-1911	Email: paddy@backwoodsmountainsports.com	
How many staff and volunteers will be managing the street closure? 10 Backwoods staff		
How will staff and volunteers manage the street closure? (ex.: 1 staff person at entrance and 1 at exit of road closure to manage vendors, 2 staff people to make sure road closure signage is removed after event ends) We can position people at each entrance		
<b>EVENT SITE PLAN:</b> To ensure the appropriate review of your event, please submit your site plan including all checklist elements, utilizing indicators listed on application. Omission of any checklist elements constitutes an incomplete application. Your site plan must be scaled to accurately represent the location of ALL tents, vendors, etc. For events that have a route, such as races, please include a route map. Site plan locations of all temporary structures and large vehicles must be approved by the City. Written approval is required for obstructions to visibility and access to businesses and property owners surrounding the event. Fire hydrants, sidewalk curb breaks used for ADA accessibility and alley entrances may not be blocked at any time. City review of your load-in, load-out schedule for all vendors, equipment, etc. is required.		
On a separate piece of paper, provide a Site Plan of the event. Site Plan must be scaled to accurately represent the location of all items listed below (if applicable).		
<input type="checkbox"/> Alcohol Vendors (A)	<input type="checkbox"/> Barricades (B)	<input type="checkbox"/> Beverage Vendors (BV)
<input type="checkbox"/> Bleachers (BL)	<input type="checkbox"/> Electricity/Generator (EL)	<input type="checkbox"/> Fire Extinguishers (EX)
<input type="checkbox"/> Fire Lane (FL)	<input type="checkbox"/> First Aid/EMS (FA)	<input type="checkbox"/> Food Vendors (FV)
<input type="checkbox"/> Garbage Receptacles (G)	<input type="checkbox"/> Hand Washing Sink (HWS)	<input type="checkbox"/> Portable Toilets (T)
<input type="checkbox"/> Recycling Receptacles (RR)	<input type="checkbox"/> Retail Merchants (RM)	<input type="checkbox"/> Security (P)
<input type="checkbox"/> Stages or Amplified Sound (SO)	<input type="checkbox"/> Tents (X)	<input type="checkbox"/> Trailers, Vehicles, Storage (TR)
Have you contacted Mountain Rides to advise of the street closure request?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
*NOTE: The State of Idaho adopted the Manual for Uniform Traffic Control Devices (MUTCD) as a minimum standard for traffic control. The city is legally obligated to require a temporary traffic control plan (TTCP) pursuant to MUTCD standards for anyone using the right-of-ways for any purpose, including special events. A TTCP must be submitted for Street Division review. <i>Applications will not be accepted without a TTCP prepared by a qualified firm.</i>		



**TEMPORARY STRUCTURES:**

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

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

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

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

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

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

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

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

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

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

One Backwoods pop up 10x10, anchored with concrete blocks, the same for Wild Rye, Sawtooth Brewery Food Truck, three 10x10 pop ups with block anchors for the non-profits

**TRANSPORTATION AND PARKING:**

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

Where will you direct event attendees to park vehicles?

Upstairs at Backwoods, other public parking nearby

Will the event provide transportation services to the event? ☐ Yes\* ☒ No

\*Describe the transportation services:

**CITY SERVICES REQUESTS:**

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

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

☐ Security ☐ Traffic Control ☐ Parking Control ☐ Escort ☐ N/A

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

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

☐ Ambulance ☐ Fire Engine ☐ N/A

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

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

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

**PORTABLE RESTROOMS AND HANDWASHING:**

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

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

Restroom Company: Restrooms inside at Backwoods

Number of Portable Restrooms: Number of Handwashing Stations:

Restroom Drop Off Date: Time:

Restroom Pick Up Date: Time:



**ELECTRICITY, MUSIC AMPLIFICATION AND LICENSING:**

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

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

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

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

Do you have electrical needs? ☐ Yes\* ☒ No

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

Will your event have amplified sound? ☒ Yes\* ☐ No

\*Please review approved noise levels stated in guidelines.

Will live or prerecorded music be played? ☒ Yes\* ☐ No

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

**TRASH AND RECYCLING:**

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

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

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

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

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

How many? We have two dumpsters at Backwoods What size?

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

How many? We have recycling dumpster at Backwoods What size?

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

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

Name of person supervising trash and recycling: Paddy McIlvoy

Cell Phone: 208-721-1911

Email: paddy@backwoodsmountainsports.com



How many staff and volunteers will be managing trash and recycling? Backwoods Staff

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

#### CONCESSIONS:

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

Will any of the following be served at your event:

☐ Alcoholic Beverages

☒ Food

☒ Merchandise

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

#### BANNERS:

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

#### BUSINESS AND/OR PROPERTY OWNER NOTIFICATION

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

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

#### BUSINESS AND/OR PROPERTY OWNER NOTIFICATION

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



**INSURANCE REQUIREMENTS**

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

**SIGNIFICANT EVENT CHANGES**

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

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

**HAVE YOU ATTACHED OR OBTAINED THE FOLLOWING?**

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

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

**AUTHORIZATION OF APPLICANT**

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

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

Signature of Applicant: Paddy McIlvay

Date: 4/9/25

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



# INDEMNIFICATION AGREEMENT

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

DATED this 9th day of April, 2025.

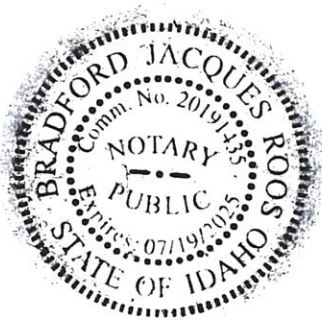
Signature of Applicant: [Signature]

STATE OF IDAHO

County of Blaine

On this 9 day of April, 2025, before me, a Notary Public in and for the State of Idaho, personally appeared Paddy McIlvay, known to me, or proved to me upon satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged to me that he/she executed the same.

WITNESS my hand and official seal.



Notary Public: [Signature]

Residing at: Box 3120 Ketchum ID

Commission expires: 7/19/25

## AFFIDAVIT

This affidavit certifies that the \_\_\_\_\_ special event taking place at \_\_\_\_\_ on \_\_\_\_\_ meets the following description of a special event as defined in Ketchum Municipal Code Chapter 12.32.010 Definitions.

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

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

- Site Plan ☐
- Certificate of Insurance ☐
- ITD Permit ☐
- Temporary Traffic Control Plan (TTCP) ☐

Patty Mulroy  
Event Organizer's Name

\_\_\_\_\_  
Event Organizer's Name

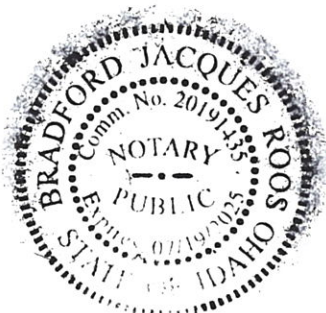
Backwoods Mountain Sports  
Organization or Business Name

\_\_\_\_\_  
Date

## NOTARY ACKNOWLEDGEMENT

On this 9 day of April, 2025, before me, Bradford Ross, personally appeared Patty Mulroy, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within Affidavit, and, being first duly sworn on oath according to law, deposes and says he/she has read the forgoing Affidavit subscribed by him/her, and that the matter stated herein are true best of his/her information, knowledge and belief.

Official seal:



[Signature]  
Notary Public

343120 Ketchum, IN  
Address:

My Commission expires: 7/19/25

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## **Ketchum Fire Department – Temporary Use Permit Fees**

All inspections and fees must be set up and processed through the

Ketchum Fire Department – 208.726.7805

PERMIT(S) ISSUED DIRECTLY FROM THE KETCHUM FIRE DEPARTMENT

Temporary use permit fees include one plan review and one inspection during normal business hours. Expedited plan reviews, additional inspections, inspections outside normal business hours, Firewatch personnel, standby personnel and apparatus require additional fees.

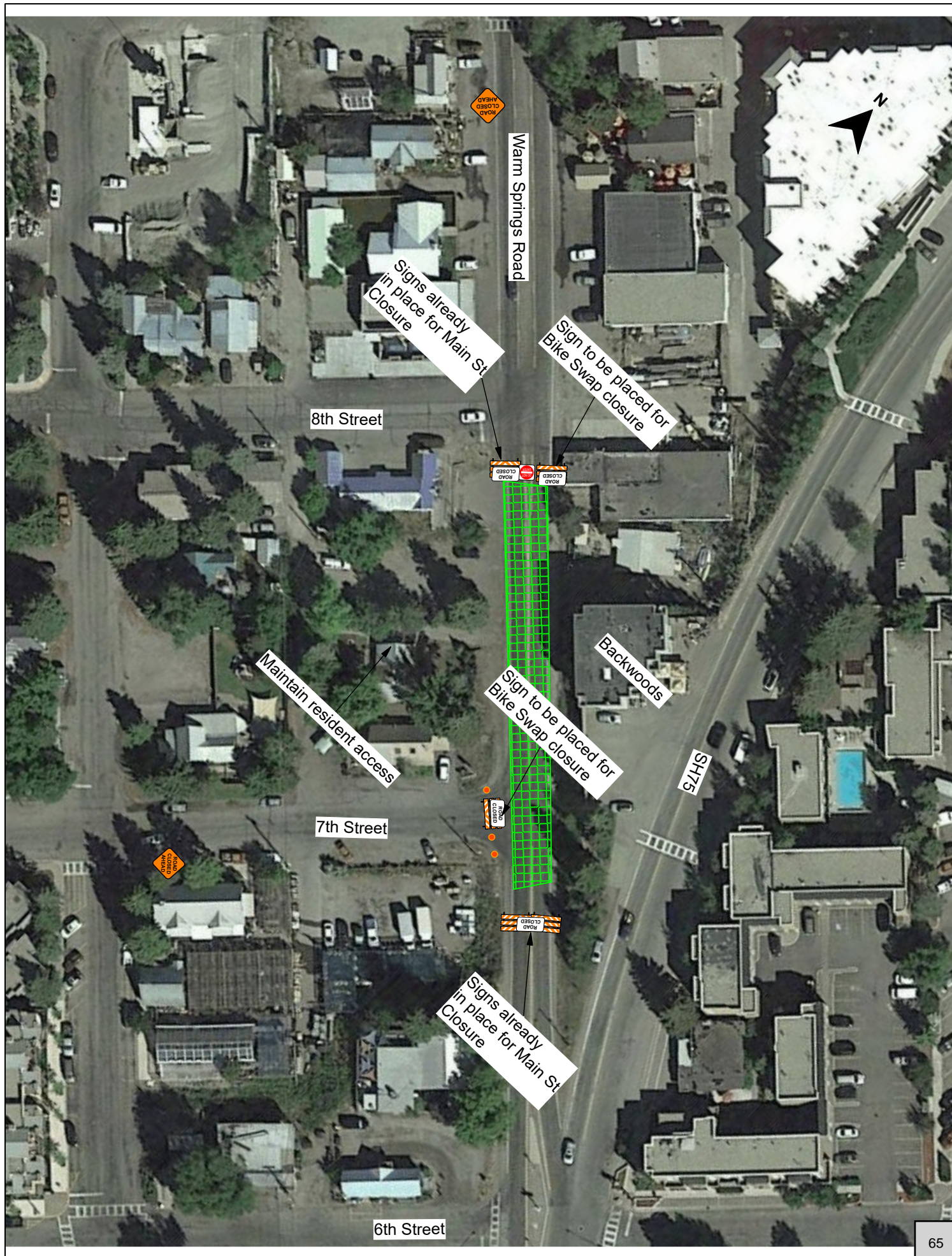
- Open Burning:
  - An operational permit shall be required for the kindling or maintaining of an open fire and is subject to the approval of the Fire Marshall. (\$100.00)
  
- Temporary Use:
  - Carnival, Fair, Circus, Haunt, or Other Public Special Event – 30 days (\$200.00)
  - Tent or Membrane Structure >400 sq. ft. (\$100.00)
    - Additional tent(s) per event \$50/each
  - Special Event Structure >400 sq. ft. (\$100.00)
  - Outdoor Assembly Event where planned attendance exceeds 1000 persons. (\$200.00)



# Bike Swap Street Party Site Plan











## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: May 5, 2025

Staff Member/Dept: Morgan Landers, AICP – Director of Planning and Building

Agenda Item: Cohesive Ketchum - Recommendation to review and provide direction on prioritization of code changes for the Phase 3 Code update

Recommended Motion:

No Motion – general council direction only

Reasons for Recommendation:

- At the April 21, 2025 meeting of Council, an initial review of the Phase 3 approach was discussed resulting in Council requesting additional time to consider options and priorities.
- The 2025 Comprehensive Plan is currently going through the adoption process and has had three public hearings with the Planning and Zoning Commission.
- To ensure a smooth transition between the comprehensive plan update and corresponding code changes, it is time to begin discussions about Phase 3 of the project. Phase 3 includes the more substantive updates to the city's land use regulations to implement the comprehensive plan.
- The Planning and Zoning Commission met in February 2025 to discuss the approach to Phase 3 and have recommendations for the City Council to consider as outlined below.

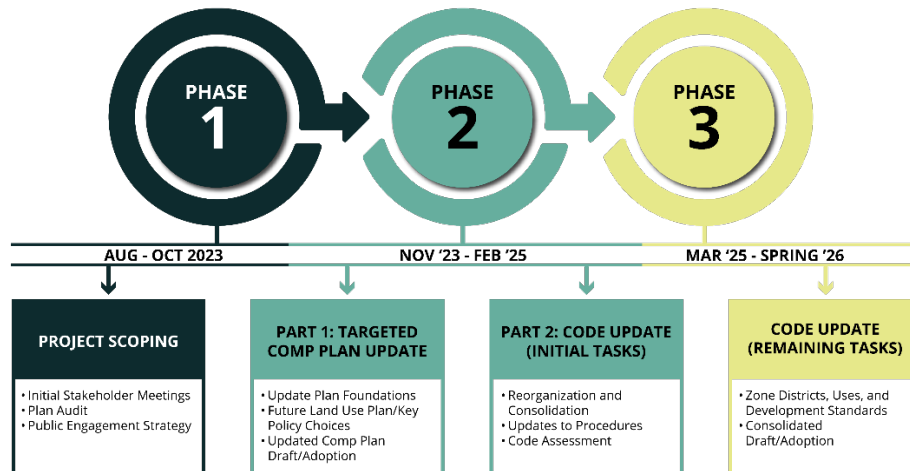
Policy Analysis and Background (non-consent items only):

**At the April 21, 2025 meeting, staff presented the information contained in this memo and the attached worksheet for consideration by City Council. In general, Council was supportive of the grouped approach to code changes and was inclined to begin with Downtown Community House (FAR and density bonus program), Design Guidelines/Standards, and items associated with Local Business support. However, the Council decided to continue the discussion at the next meeting prior to providing direction to staff. Staff would like to reiterate that all of the code changes will be completed within the approximate two-year timeframe. The council considered the Commission's recommendation to start with all residential zone districts, but seemed focused on fixing the areas where we have had the most feedback from the community in the past few years (e.g. downtown). One item for additional consideration is that staff have made significant progress in clarifying the density numbers proposed in the plan. Waiting for the second group of amendments to do the work in the residential areas will require a refresher with the community as some time will have passed. Regardless, staff look forward to receiving direction from the Council on where to take the next phase of the Cohesive Ketchum project.**

#### INTRODUCTION

As the city continues to work through the Comprehensive Plan update process and the reorganization and consolidation of the existing land use regulations, staff are beginning to look forward to Phase 3 of the project. As noted in the graphic below, Phase 3 includes the substantive updates to the city's land use regulations ("code") to implement the goals and policies outlined in the updated plan. These updates are specific to the details of the zone districts, uses, and development standards by which any future changes to properties will occur. The timeline in the

graphic has shifted due to the schedule of the Phase 2 work. Currently, we anticipate adoption of the comprehensive plan and reorganized code in June/July 2025. Additionally, as further discussed below, the Phase 3 work is likely to take up to two years to complete.



The purpose of the discussion is to:

- review the list of necessary code revisions
- determine the best approach to executing the Phase 3 code update process
- determine the priority of those revisions

Once staff and the consultant receive direction from City Council on the Phase 3 approach, we will prepare a more detailed scope of work, schedule, and budget for review and approval by City Council. We will also be finalizing the code assessment memo in May for presentation to the Commission and Council.

### PROPOSED REVISIONS

Chapter V of the draft 2025 comprehensive plan outlines a variety of code changes necessary to implement the plan. Additionally, Clarion Associates have begun the Code Assessment process that compares the updated plan to the city's zoning regulations, outlines necessary code changes, and provides options for how to achieve the goals. Staff and the consultant team have compiled a preliminary list of code revisions necessary to implement the Comprehensive Plan (Attachment A). This list was generated from the implementation chapter of the draft Comprehensive Plan, feedback from the PZ Commission and City Council during joint work sessions, and items within the Phase 2 code consolidation work that were not completed. To assist in the Council's review of the list, staff grouped the changes into categories, some by topic and others by zone district. It is important to note that revisions outlined in one category may be easily related to revisions in a different category, so the groups are not intended to be an assumption of association or priority.

The categories are:

- Design Guidelines/Standards
- Community Housing
- Downtown (non-housing related)
- Local Business Support
- Hotels and Base Areas
- Light Industrial District
- All Zone Districts
- Residential Areas
- Environmental
- Additional Procedures (Phase 2 carry-over)

To assist in the discussion, staff have provided an estimated level of effort for each revision. The level of effort noted is either low, medium, or high. Levels of effort are determined through an evaluation of:

- *Analysis/Research* – Low effort items won't require much additional study or research to determine the necessary code changes (i.e. ADUs or signs). High effort items may require additional study and research to evaluate multiple approaches and determine which approach is the most appropriate prior to drafting new regulations.
- *Drafting* – Low effort items generally do not require revisions to multiple sections of code with cross referencing. High effort items may require updates to multiple sections of code, cross references, additional definitions, and creation of graphic imagery or tables which extends the drafting time.
- *Engagement* – Low effort items generally have established community support from previous outreach efforts or may be administrative in nature allowing for changes to be made without extensive outreach and engagement efforts. High effort items will require additional engagement to inform the community of the various issues and evaluate options to ensure the goals of the plan and the community are being met.

### **APPROACH OPTIONS**

There are a couple of ways to approach Phase 3 work. Due to the amount of high effort items, staff and the consultant believe it will take approximately two years to complete all items regardless of which option council recommends. Generally, the work can be completed in one large update encompassing all proposed changes with one new adopted code at the end or in groups of updates with multiple adoptions through the duration of the project.

There are pros and cons to each approach as outlined below:

#### **Option #1: One Large Update**

- Pro – comprehensive look at all code revisions simultaneously and how one revision may impact another, reducing potential rework/overlap through the process. Doesn't require prioritization of items as all items will be addressed at the same time.
- Con – overall timeframe of new code to take effect is longer. Smaller code updates are delayed by more significant changes that take more time for research, drafting, and community engagement. May be difficult to keep the community engaged.

#### **Option #2: Groups of Updates**

- Pro – Can choose how many groups and how many revisions are completed at a time based on priority. Can adopt code revisions in a shorter period of time. Can create groups with a blend of high/medium/low items or could prioritize a full group of low effort items to accomplish updates while high effort items are being worked on. Less amount of development applications that may not align with community goals.
- Con – Requires prioritizing revisions. May require some rework of previously adopted sections depending on future changes to connected issues, creating overlap.

### **PZ COMMISSION RECOMMENDATION**

The Planning and Zoning Commission met in February 2025 to discuss this topic. The Commission's recommendation to the approach is Option #2, groups of updates with a maximum of three groups. The Commission felt that waiting for a comprehensive update would cause frustration within the community and perhaps result in a loss of momentum. The Commission also provided feedback on the priority by which we should approach the groups as follows:

1. Residential Zone District Work – This includes the items under "All Zone Districts" and "Residential Areas" from the memo and any bonus programs for community housing that would apply to the residential areas. The Commission felt that this work would make the most impact as it covers the broadest amount of the community. It also has the potential to address housing conversations and community character first, which were the community's top priorities in the community survey from January 2024.



2. Community Housing (Downtown), Design Guidelines/Standards, and Local Business Support items
3. Environmental items
4. Light Industrial
5. Non-Housing Related Downtown Items and Hotels/Base Areas

Items in the Additional Procedures list would be woven into the groups to ensure that each group includes some additional work there. Additionally, “low” effort items should also be woven into groups to make progress on those items sooner rather than later. For example: the LI is a lower priority for them, but it would be somewhat easy to clean up the work/live section earlier.

#### DISCUSSION AND DIRECTION

Attachment A is formatted as a worksheet where Council members can rank their priority items. Staff recommend noting each individual item as either low, medium, or high priority. This will help Council members determine how many items in a grouping of changes has a frequent number of high priority items, therefore that group of changes should be prioritized sooner rather than later. Staff requests direction from council on the following:

- Do you agree with the Planning and Zoning Commissions recommendation to do a grouped approach to code updates?
- Do you agree with the Planning and Zoning Commission’s recommended prioritization? If not, how would you adjust?

#### Sustainability Impact:

One of the priorities with updating the comprehensive plan was to incorporate newly adopted plans, including the Blaine County 5B CAN plan. The 2025 Comprehensive Plan calls out specific goals and policies that assist in the implementation of the 5B CAN plan and reinforces the city’s commitment to sustainability. Many of those goals and policies translate into the city’s land use regulations including revision of the city’s landscape regulations for water conservation, incentives for green building, and promotion of walkable vibrant communities. Phase 3 of the project will help move these ideas into action.

#### Financial Impact:

None OR Adequate funds exist in account:	Phase 3 is estimated to cost approximately \$165,000 and is currently funded by the PRO Housing Grant the city received from HUD. At this time, those funds are still in place and available. However, staff recommends that the funds also be included in the Planning and Building professional services budget due to uncertainty of federal grant funding currently.
--	--

#### Attachments:

1. Code Revision Worksheet
2.
3.

## ATTACHMENT A: CODE REVISIONS WORKSHEET

Design Guidelines/Standards	CC Priority		Level of Effort
Mixed Use (downtown)			High
Multi-family			High
Light Industrial			Medium
<b>Community Housing</b>			
Downtown (FAR density bonus)			High
Base Areas (FAR and Uses)			High
Residential Areas			High
Streamlined review process for Community Housing developments			Low
<b>Downtown (Non-housing related)</b>			
Re-evaluate encroachments above building height/rooftop decks and amenities			Low
Basement Invisible Plane/Underground Parking/FAR conflicts			Low
Reduce the scale of development in Retail Core (height/FAR)			High
Downtown Parking Exemptions (re-evaluate exemptions for residential uses)			Medium
<b>Local Business Support</b>			
Affordable Commercial Space (program and regulations)			High
Expand permitted uses in Light Industrial District (i.e. food trucks, retail, restaurants)			Low
Local Business Priority			Medium
Clarification of Sign Regulations			Low
<b>Hotels and Base Areas</b>			
Update of the Warm Springs Base Overlay			High
Revise the approach and parameters for hotels			Low

### Light Industrial District

Consolidation of districts and height overlays			Medium
Live/Work - where residential portion permitted, size, occupancy type			Low
Hwy 75 Setback			Medium
Parking Requirements for Commercial and Residential			Medium

### All Zone Districts

Align zone districts with adopted FLUM and adoption of an updated zoning map			High
Establish minimum/maximum unit sizes			Medium
Clarification of Nonconformities			Low
Clarification of Nonconformities			Low

### Residential Areas

Adjust dimensional limitations to align with existing characteristics and Land Use Categories in plan (i.e. setbacks for detached townhomes)			High
Review and revise use of detached townhomes (traditional TH development vs recent developments)			Medium
Residential Densities and Community housing (in-lieu payment for SF, or incentive increases for MF)			High
Adjust permitted uses in each district and expand definitions of different housing types based on Land Use Categories			Low
Adjust minimum/maximum lot sizes			Medium
Adjust building coverage and setback requirements based on revised lot sizes			Medium
ADUs - number permitted, accessory to duplexes and townhouses, height allowances for additions to existing structures			Low
Evaluate the allowance of Tiny Homes on Wheels			Low
Incentives/Standards for conversion of SF to MF (zoning and building code)			Medium
Condo/TH conversions (zoning and building code)			Low

## Environmental

Mountain Overlay development criteria (amount of disturbance, size of units, light trespass, wildlife interface)			Low
General development standards (pools, impervious surface, fencing, etc)			Low
Floodplain development (including riparian and wetlands)			Medium
Green Building incentives			Medium
Water Conservation/Efficiency (landscape/irrigation standards)			Medium
Avalanche Overlay clarifications			Low
Clarification of Dark Sky regulations (re. light trespass from interior lights)			Low

## Additional Procedures (Phase 2 carryover)

Clarification of Appeal Procedures			Low
Clarification of Enforcement Procedures			Low
Update and clarify definitions			Medium
Develop Administrative Manual (i.e. application requirements, engineering standards, how-to guides, process details)			Medium



## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

#### Recommended Motion:

Motion 1: “Council recommends authorizing the award of Warm Springs Preserve Pkg 1 – Restoration contract to Aqua Terra Restoration, LLC”

Motion 2: “Council recommends authorizing the award of Warm Springs Preserve Pkg 2 - Irrigation contract to Western State Reclamation, LLC”

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

Motion 4: “Council moves to authorize the mayor to execute the Memorandum of Approval between the City of Ketchum and Warm Springs Ranch Homeowners Association”

#### Reasons for Recommendation:

- Through an extensive qualification period and bid process the awardees to these packages have thoroughly worked with staff to ensure we are set up to provide the community with the funded features from our Warm Springs Master Plan.
- Community donations support 66.2% of total project cost
- Bureau of Reclamation grant supports 28.5% of total project cost
- Streets, Water/Wastewater CIP supports 5.8% of total project Cost
- The restoration package aims to reestablish the floodplain ecosystem while allowing access for visitors to observe and appreciate the natural habitat.
- The irrigation package scope will replace a heavily aged and inefficient legacy system to drastically reduce water consumption and automate the majority of the ongoing irrigation operations.
- The paving scope aims to bring the Warm Springs Preserve entrance road into the City road system and will greatly reduce the amount of ongoing maintenance required in maintaining the current gravel road in the summer and plowing it in the winter.
- Staff has confirmed funding for the proposed scope packages and remains eager to raise dedicated funds for the Welcome Building to complete the Warm Springs Master Plan
- Early on Staff recognized that the project would likely need to be phased due to trajectory of construction cost. Staff looks to continue fundraising efforts for funding the Welcome Building for construction in Fall 2025
- Staff has and continues to work closely with the Warm Spring Ranch HOA to ensure alignment and understanding of the planned work ahead. This agreement supports the WSP project work that borders the Warm Springs Ranch properties

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

Sustainability Impact:

This project has a very positive impact on the City's sustainability goals stated in the Warm Springs Master Plan. Including but not limited to large reduction in water usage, restoration of natural habitat.

Financial Impact:

None OR Adequate funds exist in account:

Adequate donations and grants exist to fund the initial phase of Warm Springs Master Plan. City CIP will accommodate the \$315k to bring the entrance road and building into City infrastructure system.

Attachments:

1. Purchase Order 25110 – Aqua Terra Restoration LLC
2. Purchase Order 25111 – Western States Reclamation
3. Purchase Order 25115 – Conrad Brothers Construction
4. Memorandum of Understanding 25-002 – Warm Springs Ranch HOA
5. Warm Springs Preserve Budget Summary



# CITY OF KETCHUM

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

## PURCHASE ORDER

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

PURCHASE ORDER - NUMBER: 25110

<b>To:</b> 6329 AQUA TERRA RESTORATION LLC PO BOX 651 DRIGGS ID 83422	<b>Ship to:</b> CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
---	---

P. O. Date	Created By	Requested By	Department	Req Number	Terms
04/28/2025	CCHING	CCHING			

Quantity	Description	Unit Price	Total
1.00	Warm Springs Preserve Restoration 93-4900-7950	2,999,163.85	2,999,163.85
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		2,999,163.85

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



# CITY OF KETCHUM

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

## PURCHASE ORDER

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

PURCHASE ORDER - NUMBER: 25111

<b>To:</b> 6330 WESTERN STATES RECLAMATION 3756 IMPERIAL ST FREDERICK CO 80516	<b>Ship to:</b> CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
--	---

P. O. Date	Created By	Requested By	Department	Req Number	Terms
04/28/2025	CCHING	CCHING			

Quantity	Description	Unit Price	Total
1.00	Warm Springs Preserve Irrigation 93-4900-7950	1,300,000.00	1,300,000.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		1,300,000.00

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





# CITY OF KETCHUM

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

## PURCHASE ORDER

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

PURCHASE ORDER - NUMBER: 25115

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

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

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

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

## **MEMORANDUM OF APPROVAL**

**25-002**

### **Between the City of Ketchum and Warm Springs Ranch Homeowners Association**

This Memorandum of Approval (Approval) is made and entered into by and between the City of Ketchum (City) and the Warm Springs Ranch Homeowners Association (HOA). The purpose of this Approval is to document the approval of the HOA and further acknowledge and clarify the rights, responsibilities, and obligations related to the HOA approval and City activities within the riparian easement area and setbacks governed by the Development Agreement dated April 28, 2020 and the Easement Agreement dated August 26, 2021.

#### **1. Purpose**

This Approval does not alter existing agreements, but serves to reference and address relevant HOA concerns, including coordination planning, responsibility for maintenance and repair, insurance obligations, and protection of viewsheds.

#### **2. Acknowledgment of Responsibilities**

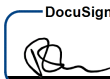
Both parties recognize, and this Approval affirms, that the applicable development approvals and agreements provide for, and this Approval is contingent upon, that:

- The City is responsible for the work and liability associated with the Warm Springs Creek Riparian Restoration Project (Project), as well as maintenance and repair within the riparian easement area.
- The City is solely responsible for the actions of the City and its agents, and maintains and/or requires appropriate and adequate insurance coverage associated with the Project and accompanying work.
- The City has provided a 95% Construction Document for Warm Springs Preserve Ketchum, Idaho issued 2/17/25 prepared by Superbloom Landscape Architecture (Plan) for the Project, upon which the HOA has had opportunity to review, provide feedback, and approve via this Approval.
- The Project anticipates riparian restoration and landscaping in the Plan-identified areas, would be reasonably anticipated for restoring and maintaining the integrity and continuity of a riparian area. As the Project progresses, the City will further reasonably communicate and coordinate with abutting property owners to the Project, so as to provide opportunity for additional input on specific landscaping plans and selections to balance the desired riparian integrity and protection with reasonable opportunity for property viewshed preservation
- The City has use of the bridge over the Creek within the City's easement rights, and acknowledges that such is at the City's own risk and with the City's acknowledgment of responsibility for maintenance and repair as would be commensurate with any such easement usage.

- The parties acknowledge that the HOA does not make or affirm any representation about the boundaries of the easement area. The parties acknowledge there may be an argument of discrepancy on the bounds of the easement area between the applicable development agreement and documentation on the plat map. The parties also understand that the Project has always been anticipated and is planned to include riparian restoration on both sides of the Creek. To the extent, if any, a third-party dispute on such arises, the City is solely responsible for handling any such that may arise connected to the City's activities.
- The City affirms to the HOA that the City has pursued and obtained separate construction access easements across individual properties for appropriate construction access to the easement area, or will be accessing the Project area via the City's own adjoining property (Warm Springs Preserve). The City is not requesting or pursuing any type of other construction access from the HOA or its members, beyond the usage already contemplated within the easement area established during the development approvals.
- Barring emergency circumstances, the City confirms that work on the Project will be performed in accordance with Ketchum Municipal Code, between the hours of 7:30 a.m. and 7:00 p.m. on weekdays and Saturdays, however weekend work is not anticipated.
- The Project contemplates a schedule for work from spring 2025 to fall 2025. Work will resume in spring 2026 and be substantially completed by fall of 2026. The City affirms that the work will be pursued in a timely fashion. The HOA will be given reasonable advance notice and opportunity for additional input if the City becomes aware that the anticipated schedule may be significantly exceeded, whether through force majeure reasons or any other reason for delay.

This Approval is a statement of understanding between the parties to ensure alignment on the pursuit of the Project and provide a framework for continued communication and cooperation. As called for in the applicable Easement Agreement, the HOA hereby approves the Restoration Plan presented by the City of Ketchum.

Approved by Warm Springs Ranch Homeowners Association

By:    
 Robert Parker, President

Accepted by City of Ketchum

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

Attest: \_\_\_\_\_   
 Trent Donat, City Clerk

## Warm Springs Preserve

### Sources

		% of Total Sources
<b>City Funds</b>		
Water/Wastewater Infrastructure	152,319	
Streets (General CIP)	163,131	5.3%
<b>Donations Received City</b>	1,301,149	
<b>Donations Received/Committed WRLT</b>	2,639,787	66.2%
<b>BOR Grant</b>	1,700,000	28.5%
<b>Total Sources</b>	<b>5,956,386</b>	

### Uses

<b>Package 1 (Restoration)</b>	3,254,137
<b>Package 2 (Irrigation)</b>	1,320,447
<b>Package 3 (Building Utilities/Paving)</b>	467,693
<b>Other Amenities (Furishings/Trails)</b>	711,980
<b>Total Uses</b>	<b>5,754,257</b>
<b>Net Surplus/(Need)</b>	<b>202,129</b>
<b>Adds</b>	
<b>Welcome Building/Maintenance Facility</b>	888,985
<b>Additional Amenities</b>	295,994
<b>Net Surplus/(Need) With Adds</b>	<b>(982,850)</b>



## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

#### Recommended Motion:

No formal motion requested. City Council feedback leading into the June FY 2026 Budget Workshop is requested.

#### Reasons for Recommendation:

Water services (Water Funds) are a critical function the City manages. The purpose of this meeting is to discuss the Draft FY 2026 Budget in the context of both short-term and long-term financial sustainability. This includes both the Operating Fund and Capital Fund. Decisions made today affect both the present and future, including the recommended fee increases for FY 2026.

#### Sustainability Impact:



No Sustainability impact

#### Financial Impact:

No Financial Impact

#### Attachments:

- |   |
|---|
| 1. Presentation Slides                                |
| 2. FY 2026 Water Operational Fund Draft Budget Detail |
| 3. FY 2026 Water Capital Fund Draft Budget Detail     |
| 4. Updated Water Funds Financial Forecast             |



## Water Funds Budget Development & Financial Forecast

May 05, 2025

1

1



## FY 2026 Draft Operating Budget

2

2



## Draft FY 2026 Operating Budget

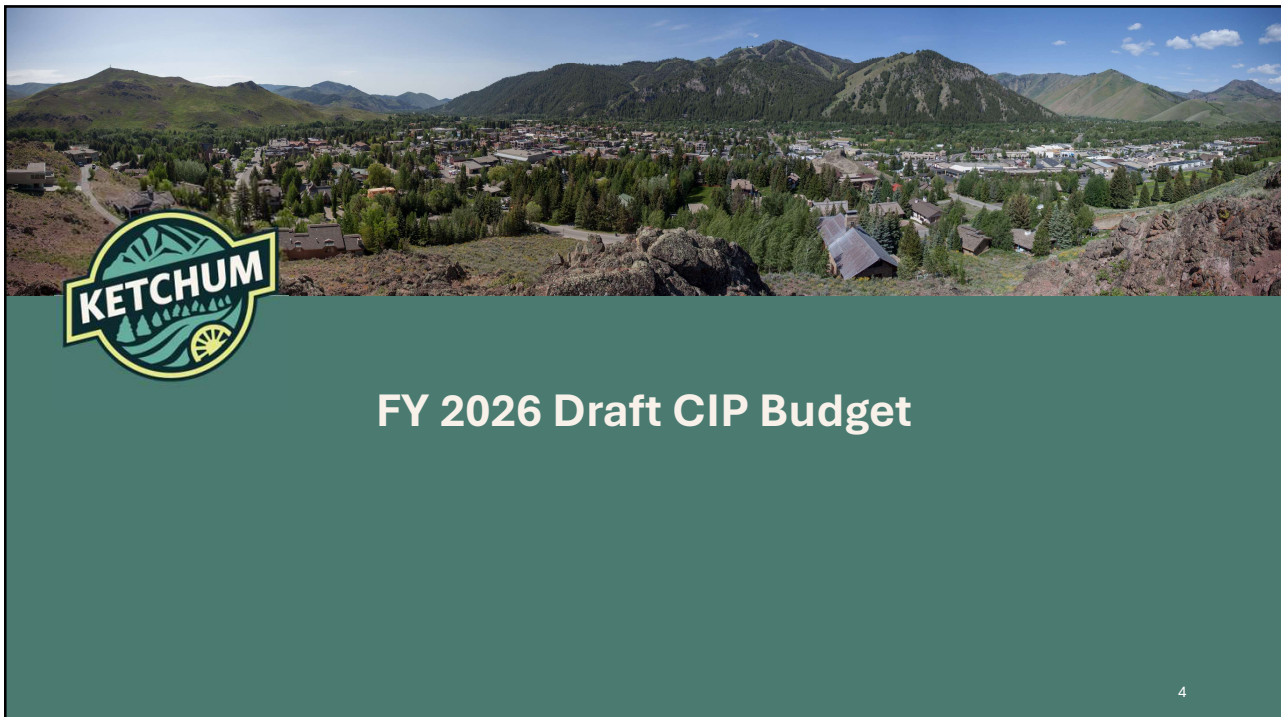
### Highlights

**\*See Handout**

- Revenues
  - Updated based on financial trends
  - Not recommending fee increases for FY 2026
- Personnel
  - Funds for an additional staff member built into the budget
    - Programmed in Op Contingency
  - Approved FTE Count      6.5 FTE
  - Currently staffed          4.5 FTE
- Operating
  - Updated accounts based on past and projected trends

3

3



4

4





## Draft FY 2026 CIP Budget

### Highlights

**\*See Handout**

- Revenue
  - Standard connection/interest/transfer in
- Expenditures (Projects)
 

• HWY 75	Engineers estimate
• Ops Building	Equipment/parts storage
• Northwood Well Roof	Cover generator
• Water Meters	Fastest possible replacement schedule given access limitations

5

5



## Financial Forecast

6

6





## Financial Forecast

### Highlights

**\*See Handout**

- Reserves
  - Hold operating reserves steady
  - Grow capital reserves
    - Estimated well replacement costs ~\$3.0M
- Fee Increases
  - No recommended increase for FY 2026
  - 3% annually thereafter
- Debt
  - No recommended new debt
  - Final existing debt payment in FY 2034

7

7



## Discussion & Direction

8

8

Water Operational Fund (63)  
FY 2026 Budget Build

			2023 Actual	2024 Actual	2025 Budget	FY 2026 Budget
1	Revenue					
2	63-3400-6100	WATER CHARGES	\$ 2,599,850	\$ 3,143,298	\$ 2,723,222	\$ 3,298,000
3	63-3400-6600	WA CONNECT FEE/FIRELINE/METER	\$ 11,710	\$ 1,100	\$ 23,000	\$ 10,000
4	63-3700-1000	INTEREST EARNINGS	\$ 105,823	\$ 169,624	\$ 10,000	\$ 100,000
5	63-3700-3600	REFUNDS & REIMBURSEMENTS	\$ (23,216)	\$ 26,409	\$ -	
6	63-3700-4000	SALE OF FIXED ASSETS	\$ 5,000	\$ -	\$ -	
7	63-3700-5000	AMORTIZED BOND PREMIUM	\$ 2,119	\$ 2,119	\$ -	
8	63-3700-7000	MISCELLANEOUS REVENUE	\$ 3,741	\$ 2,643	\$ 2,500	\$ 2,500
9	63-3700-8000	GAIN(LOSS) ON PENSION ACTIVITY	\$ (58,510)	\$ (17,261)	\$ -	
10	63-3800-9000	FUND BALANCE	\$ -	\$ -	\$ 56,186	
11	Total Revenue		\$ 2,646,518	\$ 3,327,932	\$ 2,814,908	\$ 3,410,500
12	Expenditures					
13	63-4340-1000	SALARIES-WATER	\$ 281,631	\$ 344,783	\$ 426,134	\$ 326,609
14	63-4340-1800	SHIFT COVERAGE ON CALL	\$ 22,405	\$ 20,895	\$ 20,000	\$ 22,000
15	63-4340-1900	OVERTIME	\$ 11,862	\$ 20,289	\$ 11,000	\$ 20,000
16	63-4340-2100	FICA TAXES-CITY	\$ 25,086	\$ 29,020	\$ 34,129	\$ 28,199
17	63-4340-2200	STATE RETIREMENT-CITY	\$ 38,624	\$ 43,478	\$ 54,673	\$ 44,086
18	63-4340-2400	WORKMEN'S COMPENSATION-CITY	\$ 8,468	\$ 6,980	\$ 11,513	\$ 5,863
19	63-4340-2500	HEALTH INSURANCE-CITY	\$ 85,895	\$ 87,309	\$ 194,163	\$ 93,833
20	63-4340-2505	HEALTH REIMBURSEMENT ACCT(HRA)	\$ 448	\$ 7,931	\$ 12,429	\$ 6,000
21	63-4340-2510	DENTAL INSURANCE-CITY	\$ 2,549	\$ 2,754	\$ 4,871	\$ 2,910
22	63-4340-2515	VISION	\$ 893	\$ 894	\$ -	\$ 1,272
23	63-4340-2600	LONG TERM DISABILITY	\$ 1,148	\$ 2,004	\$ 2,701	\$ 1,937
24	63-4340-3100	OFFICE SUPPLIES & POSTAGE	\$ 572	\$ 771	\$ 1,000	\$ 1,000
25	63-4340-3120	DATA PROCESSING	\$ 6,993	\$ 7,785	\$ 6,000	\$ 7,500
26	63-4340-3200	OPERATING SUPPLIES	\$ 18,113	\$ 19,361	\$ 16,500	\$ 20,000
27	63-4340-3250	LABORATORY/ANALYSIS	\$ 917	\$ 6,721	\$ 6,500	\$ 3,000
28	63-4340-3400	MINOR EQUIPMENT	\$ 2,494	\$ 2,031	\$ 2,500	\$ 3,000
29	63-4340-3500	MOTOR FUELS & LUBRICANTS	\$ 9,838	\$ 13,573	\$ 10,000	\$ 10,000
30	63-4340-3600	COMPUTER SOFTWARE	\$ 6,241	\$ 5,966	\$ 10,000	\$ 10,000
31	63-4340-3800	CHEMICALS	\$ 6,980	\$ 9,568	\$ 10,000	\$ 10,000
32	63-4340-4200	PROFESSIONAL SERVICES	\$ 28,462	\$ 101,979	\$ 170,000	\$ 150,000
33	63-4340-4300	STATE & WA DISTRICT FEES	\$ 55,671	\$ 78,324	\$ 65,000	\$ 65,000
34	63-4340-4600	INSURANCE	\$ 14,000	\$ 18,000	\$ 19,000	\$ 16,000
35	63-4340-4800	DUES, SUBSCRIPTIONS, & MEMBERS	\$ 1,139	\$ 740	\$ 1,000	\$ 1,000
36	63-4340-4900	PERSONNEL TRAINING/TRAVEL/MTG	\$ 1,080	\$ 3,420	\$ 5,000	\$ 5,000
37	63-4340-5000	ADMINISTRATIVE EXPENSE-GEN FND	\$ 97,619	\$ 110,169	\$ 148,779	\$ -
38	63-4340-5100	TELEPHONE & COMMUNICATIONS	\$ 14,738	\$ 8,785	\$ 12,000	\$ 12,000
39	63-4340-5200	UTILITIES	\$ 107,505	\$ 143,057	\$ 120,000	\$ 120,000
40	63-4340-5500	RIGHT-OF-WAY FEE	\$ 121,832	\$ 129,678	\$ 136,161	\$ 150,000
41	63-4340-6000	REPAIR & MAINT-AUTO EQUIP	\$ 10,827	\$ 3,183	\$ 5,500	\$ 6,000
42	63-4340-6100	REPAIR & MAINT-MACH & EQUIP	\$ 30,883	\$ 61,517	\$ 60,000	\$ 60,000
43	63-4340-6910	OTHER PURCHASED SERVICES	\$ 9,882	\$ 2,967	\$ 10,000	\$ 10,000
44	63-4340-7900	DEPRECIATION EXPENSE	\$ 236,770	\$ 259,561	\$ 275,000	\$ 275,000
45	63-4340-8801	REIMBURSE CITY GENERAL FUND	\$ 218,048	\$ 286,444	\$ 368,138	\$ 403,634
46	63-4340-8864	TRANSFER TO WA CAPITAL IMP FND	\$ 534,000	\$ 760,000	\$ 240,000	\$ 700,000
47	63-4340-9910	MERIT/COMPENSATION ADJUSTMENTS	\$ -	\$ -	\$ 35,000	
48	63-4340-9930	WATER FUND OP. CONTINGENCY	\$ 13,900	\$ -	\$ -	\$ 200,000
49	63-4800-4200	PROF.SERVICES-PAYING AGENT	\$ 450	\$ 450	\$ 500	\$ 500
50	63-4800-8300	DEBT SRVC ACCT PRINCIPAL-2015B	\$ -	\$ -	\$ 35,000	\$ 86,125
51	63-4800-8400	DEBT SRVC ACCT INTEREST-2015B	\$ 106,008	\$ 104,825	\$ 104,000	\$ 51,125
52	63-4800-8600	DEBT SRVC ACCT PRINCIPAL-2016	\$ -	\$ -	\$ 162,000	\$ 168,950
53	63-4800-8700	DEBT SRVC ACCT INTEREST-2016	\$ 17,815	\$ 15,045	\$ 8,717	\$ 2,950
54	Total Expenditures		\$ 2,151,786	\$ 2,720,258	\$ 2,814,908	\$ 3,100,492

**Water CIP Fund (64)**  
**FY 2026 Budget Build**

**FY 2026 Budget**

1 **Revenue**

2	64-3400-7300	WATER CONNECTION FEES	\$	100,000
3	64-3700-1000	INTEREST EARNINGS	\$	30,000
4	64-3700-3600	REFUNDS & REIMBURSEMENTS		
5	64-3700-8763	TRANSFER FROM WATER FUND	\$	700,000
6	64-3800-9000	FUND BALANCE	\$	-
7		<b>Total Revenue</b>	<b>\$</b>	<b>830,000</b>

8 **Expenditures**

9	TBD	TRAIL CREEK BRIDGE HWY 75/ITD MAINLINE	\$	200,000
10	TBD	OPS BUILDING ADDITION DESIGN/PLANS	\$	100,000
11	TBD	NORTHWOOD WELL ROOF ADDITION	\$	50,000
12	64-4340-7650	WATER METERS	\$	200,000
13	64-4340-7800	CONSTRUCTION	\$	150,000
14		<b>Total Expenditures</b>	<b>\$</b>	<b>700,000</b>

Water Funds Financial Forecast

04.28.25

			10-Year Projection Window											
			FY 2024 Actuals	FY 2025 Revised Budget	FY 2026 Proposed Budget	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	FY 2032 Projected	FY 2033 Projected	FY 2034 Projected	FY 2035 Projected
Operating Revenues and Expenses														
Revenues														
1	Undesigned Fund Balance		\$3,995,125	\$3,938,939	\$4,258,947	\$3,929,563	\$4,101,629	\$4,058,864	\$4,065,505	\$4,128,296	\$4,356,236	\$4,633,579	\$5,077,334	
2	Water Charges	\$3,143,298	\$2,723,222	\$3,298,000	\$3,396,940	\$3,498,848	\$3,603,814	\$3,711,928	\$3,823,286	\$3,937,984	\$4,056,124	\$4,177,808	\$4,303,142	
3	WA Connect Fee/Fireline/Meter	\$1,100	\$23,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
4	Interest Earnings	\$169,624	\$10,000	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
5	Refunds & Reimbursements	\$26,409	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
6	Misc. Revenue	\$13,910	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	
7	Total	\$3,354,341	\$2,758,722	\$3,410,500	\$3,459,440	\$3,561,348	\$3,666,314	\$3,774,428	\$3,885,786	\$4,000,484	\$4,118,624	\$4,240,308	\$4,365,642	
8	Expenses													
Expenditure Type		FY 2024 Projected Actuals	FY 2025 Revised Budget	FY 2026 Projected Budget	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	FY 2032 Projected	FY 2033 Projected	FY 2034 Projected	FY 2035 Projected	
9	Personnel	\$566,337	\$771,613	\$552,708	\$577,580	\$603,571	\$630,732	\$659,115	\$688,775	\$719,770	\$752,159	\$786,006	\$821,377	
10	Materials & Services	\$617,877	\$814,940	\$660,000	\$679,800	\$700,194	\$721,200	\$742,836	\$765,121	\$788,075	\$811,717	\$836,068	\$861,150	
11	Depreciation Expense	\$259,561	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	
12	Reimbursements (Indirect to GF)	\$396,613	\$368,138	\$403,634	\$403,634	\$403,634	\$403,634	\$403,634	\$403,634	\$403,634	\$403,634	\$403,634	\$403,634	
13	Contingency	\$0	\$35,000	\$190,000	\$196,300	\$202,884	\$209,763	\$216,953	\$224,465	\$232,316	\$240,521	\$249,094	\$258,053	
14	Total Operating Expenses	\$1,840,388	\$2,264,691	\$2,081,342	\$2,132,314	\$2,185,282	\$2,240,329	\$2,297,537	\$2,356,995	\$2,418,795	\$2,483,031	\$2,549,803	\$2,619,214	
15	Net Operating Income	\$1,513,952	\$494,031	\$1,329,158	\$1,327,126	\$1,376,066	\$1,425,985	\$1,476,891	\$1,528,791	\$1,581,690	\$1,635,593	\$1,690,505	\$1,746,428	
16	Existing Debt Service	\$119,869	\$310,217	\$309,150	\$306,510	\$354,000	\$356,250	\$357,750	\$353,500	\$353,750	\$358,250	\$246,750	\$0	
17	Total Debt Service	\$119,869	\$310,217	\$309,150	\$306,510	\$354,000	\$356,250	\$357,750	\$353,500	\$353,750	\$358,250	\$246,750	\$0	
18	Total Op Ex + Debt	\$1,960,258	\$2,574,908	\$2,390,492	\$2,438,824	\$2,539,282	\$2,596,579	\$2,655,287	\$2,710,495	\$2,772,545	\$2,841,281	\$2,796,553	\$2,619,214	
19	Net Cash after Debt and Operations	\$1,394,083	\$183,814	\$1,020,008	\$1,020,616	\$1,022,066	\$1,069,735	\$1,119,141	\$1,175,291	\$1,227,940	\$1,277,343	\$1,443,755	\$1,746,428	
20	Transfers to CIP Fund	\$760,000	\$240,000	\$700,000	\$1,350,000	\$850,000	\$1,112,500	\$1,112,500	\$1,112,500	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
21	Ending Cash Balance		\$3,938,939	\$4,258,947	\$3,929,563	\$4,101,629	\$4,058,864	\$4,065,505	\$4,128,296	\$4,356,236	\$4,633,579	\$5,077,334	\$5,823,762	

Water Funds Financial Forecast      04.28.25

		10-Year Projection Window											
		FY 2024 Actuals	FY 2025 Revised Budget	FY 2026 Proposed Budget	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	FY 2032 Projected	FY 2033 Projected	FY 2034 Projected	FY 2035 Projected
22	CIP Funding												
23	CIP Carry Forward		\$821,048	\$273,048	\$678,048	\$1,013,048	\$1,348,048	\$1,683,048	\$2,018,048	\$2,353,048	\$2,688,048	\$3,023,048	\$3,358,048
24	Portion Funded with Bond Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
25	CIP Funding (Add Back Depreciation)	\$259,561	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000
26	Connection Fees	\$130,317	\$25,000	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
27	Interest Earnings	\$34,858		\$30,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
28	Transfers In From Fund Balance	\$760,000	\$240,000	\$700,000	\$1,350,000	\$850,000	\$1,112,500	\$1,112,500	\$1,112,500	\$1,000,000	\$1,000,000	\$1,000,000	\$1,200,000
29	Total Sources of Funds for CIP	\$1,184,736	\$540,000	\$1,105,000	\$1,685,000	\$1,185,000	\$1,447,500	\$1,447,500	\$1,447,500	\$1,335,000	\$1,335,000	\$1,335,000	\$1,535,000
30	CIP Annual Outflows	\$759,641	\$1,088,000	\$700,000	\$1,350,000	\$850,000	\$1,112,500	\$1,112,500	\$1,112,500	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
31	Change in CIP Fund	\$425,095	-\$548,000	\$405,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$535,000
32	CIP Fund Balance		\$273,048	\$678,048	\$1,013,048	\$1,348,048	\$1,683,048	\$2,018,048	\$2,353,048	\$2,688,048	\$3,023,048	\$3,358,048	\$3,893,048
33	Total Fund Balance (Op & Cap)		\$4,211,988	\$4,936,996	\$4,942,612	\$5,449,678	\$5,741,912	\$6,083,553	\$6,481,344	\$7,044,284	\$7,656,628	\$8,435,383	\$9,716,810



City of Ketchum

## CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

### Recommended Motion:

No formal motion requested. City Council feedback leading into the June FY 2026 Budget Workshop is requested.

### Reasons for Recommendation:

Wastewater services (Wastewater Funds) are a critical function the City manages. The purpose of this meeting is to discuss the Draft FY 2026 Budget in the context of both short-term and long-term financial sustainability. This includes both the Operating Fund and Capital Fund. Decisions made today affect both the present and future, including the recommended fee increases for FY 2026.

### Sustainability Impact:

No Sustainability impact



### Financial Impact:

No Financial Impact

### Attachments:

- |  |
|--|
| 1. Presentation Slides                                     |
| 2. FY 2026 Wastewater Operational Fund Draft Budget Detail |
| 3. FY 2026 Wastewater Capital Fund Draft Budget Detail     |
| 4. Updated Wastewater Funds Financial Forecast             |





## Wastewater Funds Budget Development & Financial Forecast

May 05, 2025

1

1



## FY 2026 Draft Operating Budget

2

2



## Draft FY 2026 Operating Budget

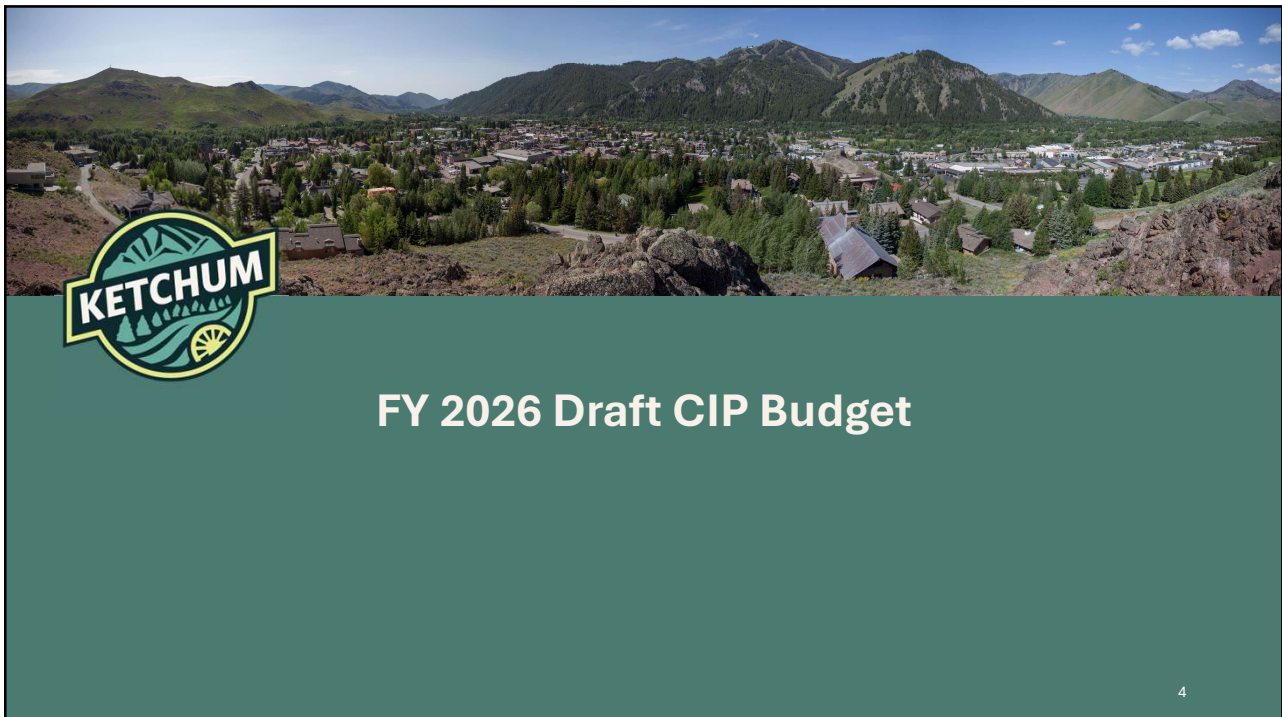
### Highlights

**\*See Handout**

- Revenues
  - Updated based on financial trends
  - Recommending a 4% increase for FY 2026
- Personnel
  - Status quo
    - 3% base increases
- Operating
  - Updated accounts based on past and projected trends

3

3



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## Draft FY 2026 CIP Budget

### Highlights

**\*See Handout**

- Revenue
  - Standard connection/interest/transfer in
  - Capital contribution from Sun Valley Sewer District
- Expenditures (Projects)
  - Continued Dewatering Project
    - Per Facility Plan

5

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## Financial Forecast

6

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## Financial Forecast

### Highlights

**\*See Handout**

- Reserves
  - Operating reserve goal of 180+ days
  - Grow Capital Reserves
    - Bond funds will be exhausted in FY 2030
    - Dewatering project ~\$10M+
    - Aeration basin modification/replacement ~\$2.4M/\$10M
- Fee Increases
  - 4% annually increase built in financial model
- Debt
  - Previously approved remaining \$7.0M scheduled in FY 2027 (line 27)

7

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## Discussion & Direction

8

8

Wastewater Operational Fund (65)  
FY 2026 Budget Build

		2023 Actual	2024 Actual	2025 Budget	FY 2026 Budget
1	Revenue				
2	65-3300-1200	GRANTS STATE	\$ -	\$ 8,696	\$ -
3	65-3400-7100	WASTEWATER CHARGES	\$ 2,584,103	\$ 2,781,134	\$ 2,869,542
4	65-3400-7300	WASTEWATER INSPECTION FEES	\$ 640	\$ 440	\$ -
5	65-3400-7800	SUN VALLEY WA & SW DISTRICT CH	\$ 808,441	\$ 556,519	\$ 737,067
6	65-3700-1000	INTEREST EARNINGS	\$ 46,054	\$ 107,607	\$ 15,000
7	65-3700-3600	REFUNDS & REIMBURSEMENTS	\$ 42,994	\$ (200,980)	\$ -
8	65-3700-5000	AMORTIZED BOND PREMIUM	\$ 66,411	\$ -	\$ -
9	65-3700-8000	GAIN(LOSS) ON PENSION ACTIVITY	\$ (46,798)	\$ (23,015)	\$ -
10	Total Revenue	\$ 3,501,846	\$ 3,230,401	\$ 3,621,609	\$ 4,158,293
11	Expenditures				
12	65-4350-1000	SALARIES-WASTEWATER	\$ 444,991	\$ 516,119	\$ 525,300
13	65-4350-1800	SHIFT COVERAGE ON CALL	\$ 16,593	\$ 19,877	\$ 22,968
14	65-4350-1900	OVERTIME	\$ 14,320	\$ 15,360	\$ 15,000
15	65-4350-2100	FICA TAXES-CITY	\$ 37,300	\$ 40,571	\$ 43,090
16	65-4350-2200	STATE RETIREMENT-CITY	\$ 58,869	\$ 62,008	\$ 67,367
17	65-4350-2400	WORKMEN'S COMPENSATION-CITY	\$ 9,253	\$ 7,600	\$ 10,545
18	65-4350-2500	HEALTH INSURANCE-CITY	\$ 234,662	\$ 228,167	\$ 275,520
19	65-4350-2505	HEALTH REIMBURSEMENT ACCT(HRA)	\$ 6,540	\$ 7,853	\$ 16,604
20	65-4350-2510	DENTAL INSURANCE-CITY	\$ 5,338	\$ 5,467	\$ 6,215
21	65-4350-2515	VISION	\$ 1,553	\$ 826	\$ -
22	65-4350-2600	LONG TERM DISABILITY	\$ 2,039	\$ 3,112	\$ 3,146
23	65-4350-3100	OFFICE SUPPLIES & POSTAGE	\$ 566	\$ (172)	\$ 700
24	65-4350-3120	DATA PROCESSING	\$ 7,221	\$ 7,785	\$ 7,500
25	65-4350-3200	OPERATING SUPPLIES	\$ 14,551	\$ 11,376	\$ 14,800
26	65-4350-3400	MINOR EQUIPMENT	\$ 1,846	\$ 1,035	\$ 1,500
27	65-4350-3500	MOTOR FUELS & LUBRICANTS	\$ 18,445	\$ 11,995	\$ 20,000
28	65-4350-3600	COMPUTER SOFTWARE	\$ 1,555	\$ 2,798	\$ 5,000
29	65-4350-3800	CHEMICALS	\$ 123,250	\$ 103,583	\$ 104,500
30	65-4350-4200	PROFESSIONAL SERVICES	\$ 39,864	\$ 64,261	\$ 60,000
31	65-4350-4201	IPDES PERMIT FEE	\$ 3,452	\$ 3,642	\$ 3,711
32	65-4350-4600	INSURANCE	\$ 32,000	\$ 32,000	\$ 40,000
33	65-4350-4900	PERSONNEL TRAINING/TRAVEL/MTG	\$ 3,111	\$ 2,128	\$ 2,500
34	65-4350-5000	ADMINISTRATIVE EXPENSE-GEN FND	\$ 131,989	\$ 129,893	\$ 140,252
35	65-4350-5100	TELEPHONE & COMMUNICATIONS	\$ 5,922	\$ 7,589	\$ 7,000
36	65-4350-5200	UTILITIES	\$ 180,488	\$ 157,393	\$ 175,000
37	65-4350-5500	RIGHT-OF-WAY FEE (STREET DEPT)	\$ 121,624	\$ 136,664	\$ 143,477
38	65-4350-6000	REPAIR & MAINT-AUTO EQUIP	\$ 7,403	\$ 20,489	\$ 12,000
39	65-4350-6100	REPAIR & MAINT-MACH & EQUIP	\$ 45,990	\$ 57,805	\$ 70,000
40	65-4350-6150	OHIO GULCH REPAIR & REPLACE	\$ -	\$ 82	\$ 500
41	65-4350-6900	COLLECTION SYSTEM SERVICES/CHA	\$ 30,895	\$ 51,558	\$ 65,000
42	65-4350-7900	DEPRECIATION EXPENSE	\$ 358,055	\$ 403,362	\$ 330,000
43	65-4350-8801	REIMBURSE CITY GENERAL FUND	\$ 298,280	\$ 337,728	\$ 746,241
44	65-4350-8867	TRANSFER TO WW CAP IMP FUND	\$ -	\$ 579,927	\$ -
45	65-4350-9910	MERIT/COMPENSATION ADJUSTMENTS	\$ -	\$ -	\$ 35,000
46	65-4350-9930	WASTEWATER FUND OP.CONTINGENCY	\$ 22,900	\$ -	\$ -
47	65-4800-4200	PROF.SERVICES-PAYING AGENT	\$ 3,250	\$ 1,000	\$ -
48	65-4800-8300	DEBT SRVC ACCT PRNCPL-2014C	\$ 58,787	\$ -	\$ -
49	65-4800-8500	DEBT SRVC ACCT PRNCPL-S2023	\$ -	\$ (2)	\$ 200,000
50	65-4800-8600	DEBT SRVC ACCT INTEREST-S2023	\$ 119,916	\$ 292,439	\$ 300,400
51	Total Expenditures	\$ 2,462,819	\$ 3,323,320	\$ 3,470,836	\$ 4,010,845

## Wastewater CIP Fund (67)

### FY 2026 Budget Build

#### FY 2026 Budget

#### 1 Revenue

2	67-3400-7300	WASTEWATER CONNECTION FEES	\$	75,000
3	67-3400-7800	SUN VALLEY WA & SW DISTRICT CH	\$	2,571,043
4	67-3400-9200	DEBT PROCEEDS	\$	-
5	67-3700-1000	INTEREST EARNINGS	\$	100,000
6	67-3700-8765	TRANSFER FROM WASTEWATER FUND	\$	500,000
7	67-3800-9000	FUND BALANCE		
8		<b>Total Revenue</b>	<b>\$</b>	<b>3,246,043</b>

#### 9 Expenditures

10	67-4350-7600	BOB CAT UW56 TOOLCAT		
11	67-4350-7809	ENERGY EFFICIENCY PROJECTS	\$	50,000
12	67-4350-7813	CAPITAL IMP PLAN(NO SHARING)	\$	100,000
13	67-4350-7818	ROTARY DRUM THICK & DEWATERING	\$	4,678,586
14	67-4350-7800	CONSTRUCTION (P)	\$	100,000
15	TBD	VEHICLE REPLACEMENT	\$	70,000
16	TBD	AERATION BASIN UPGRADE (BASINS 1 & 2)	\$	160,000
17	TBD	OUTFALL CLEARING	\$	83,500
18		<b>Total Expenditures</b>	<b>\$</b>	<b>5,242,086</b>



Wastewater Funds Financial Forecast

04.28.25

			10-Year Projection Window									
	FY 2024 Actuals	FY 2025 Revised Budget	FY 2026 Proposed Budget	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	FY 2032 Projected	FY 2033 Projected	FY 2034 Projected	FY 2035 Projected
Operating Revenues and Expenses												
Revenues												
Undesigned Fund Balance	\$2,868,503	\$2,698,942	\$2,989,715	\$3,080,962	\$2,558,792	\$2,090,321	\$1,677,749	\$1,323,360	\$1,029,530	\$798,726	\$1,133,512	\$1,536,554
Wastewater Charges	\$2,781,134	\$2,869,542	\$2,960,000	\$3,078,400	\$3,201,536	\$3,329,597	\$3,462,781	\$3,601,293	\$3,745,344	\$3,895,158	\$4,050,964	\$4,213,003
Sun Valley WA & SW District OP Contribution	\$556,519	\$737,067	\$1,082,092	\$1,082,092	\$1,082,092	\$1,082,092	\$1,082,092	\$1,082,092	\$1,082,092	\$1,082,092	\$1,082,092	\$1,082,092
Interest Earnings	\$107,607	\$15,000	\$60,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Refunds & Reimbursements	-\$200,980	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Amortized Bond Premium	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Misc. Revenue	-\$13,880	\$140,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Assigned	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$3,230,400	\$3,761,609	\$4,102,092	\$4,190,492	\$4,313,628	\$4,441,689	\$4,574,873	\$4,713,385	\$4,857,436	\$5,007,250	\$5,163,056	\$5,325,095
Expenses												
Expenditure Type	FY 2024 Projected Actuals	FY 2025 Revised Budget	FY 2026 Proposed Budget	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	FY 2032 Projected	FY 2033 Projected	FY 2034 Projected	FY 2035 Projected
Personnel	\$906,961	\$1,020,755	\$911,950	\$952,988	\$995,872	\$1,040,686	\$1,087,517	\$1,136,456	\$1,187,596	\$1,241,038	\$1,296,885	\$1,355,244
Materials & Services	\$802,905	\$873,440	\$859,300	\$885,079	\$911,631	\$938,980	\$967,150	\$996,164	\$1,026,049	\$1,056,831	\$1,088,536	\$1,121,192
Depreciation Expense	\$403,362	\$330,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000
Reimbursements (Indirect to GF)	\$337,728	\$746,241	\$864,195	\$864,195	\$864,195	\$864,195	\$864,195	\$864,195	\$864,195	\$864,195	\$864,195	\$864,195
Total Operating Expenses	\$2,450,957	\$2,970,436	\$3,010,445	\$3,077,262	\$3,146,699	\$3,218,862	\$3,293,862	\$3,371,815	\$3,452,840	\$3,537,064	\$3,624,615	\$3,715,631
Net Operating Income	\$779,444	\$791,173	\$1,091,647	\$1,113,230	\$1,166,929	\$1,222,828	\$1,281,011	\$1,341,570	\$1,404,596	\$1,470,187	\$1,538,441	\$1,609,464
2023 Wastewater Rev Bond (20yrs)	\$292,437	\$500,400	\$500,400	\$500,400	\$500,400	\$500,400	\$500,400	\$500,400	\$500,400	\$500,400	\$500,400	\$500,400
2027 Wastewater Rev Bond (20yrs)	\$0	\$0	\$0	\$635,000	\$635,000	\$635,000	\$635,000	\$635,000	\$635,000	\$635,000	\$635,000	\$635,000
Defeasance of 2014 Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Debt Service	\$292,437	\$500,400	\$500,400	\$1,135,400	\$1,135,400	\$1,135,400	\$1,135,400	\$1,135,400	\$1,135,400	\$1,135,400	\$1,135,400	\$1,135,400
Total Op Ex + Debt	\$2,743,393	\$3,470,836	\$3,510,845	\$4,212,662	\$4,282,099	\$4,354,262	\$4,429,262	\$4,507,215	\$4,588,240	\$4,672,464	\$4,760,015	\$4,851,031
Net Cash after Debt and Operations	\$487,007	\$290,773	\$591,247	-\$22,170	\$31,529	\$87,428	\$145,611	\$206,170	\$269,196	\$334,787	\$403,041	\$474,064
Transfers to CIP Fund	\$579,927	\$0	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$0	\$0	\$0
Ending Cash Balance	\$2,775,503	\$2,989,715	\$3,080,962	\$2,558,792	\$2,090,321	\$1,677,749	\$1,323,360	\$1,029,530	\$798,726	\$1,133,512	\$1,536,554	\$2,010,618

Wastewater Funds Financial Forecast04.28.25

			10-Year Projection Window									
	FY 2024 Actuals	FY 2025 Revised Budget	FY 2026 Proposed Budget	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	FY 2032 Projected	FY 2033 Projected	FY 2034 Projected	FY 2035 Projected
CIP Funding												
CIP Carry Forward	\$8,134,280	\$7,434,528	\$4,798,746	\$3,177,703	\$7,627,291	\$7,298,541	\$7,522,541	\$7,032,541	\$6,754,041	\$5,518,916	\$5,503,916	\$5,968,916
Bond Proceeds Deposit				\$7,000,000								
Portion Funded with Bond Proceeds	\$1,928,441	\$3,105,782	\$1,496,668	\$3,565,412	\$1,343,750	\$791,000	\$1,299,839	\$0	\$0	\$0	\$0	\$0
Depreciation Expense (Add Back)	\$403,362	\$330,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000
Connection Fees	\$82,518	\$40,000	\$75,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
CIP Cash Contribution from SVWSD Dist (50%)	\$968,840	\$2,277,068	\$2,571,043	\$3,565,412	\$1,343,750	\$791,000	\$1,505,000	\$1,293,500	\$2,250,125	\$530,000	\$50,000	\$50,000
Interest Earnings	\$455,209	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Transfer In From Fund Balance Op Fund	\$579,927	\$0	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$0	\$0	\$0
Total Sources of Funds for CIP	\$2,489,857	\$2,747,068	\$3,621,043	\$4,580,412	\$2,358,750	\$1,806,000	\$2,520,000	\$2,308,500	\$3,265,125	\$1,045,000	\$565,000	\$565,000
CIP Annual Outflows	\$2,897,281	\$5,382,850	\$5,242,086	\$7,130,823	\$2,687,500	\$1,582,000	\$3,010,000	\$2,587,000	\$4,500,250	\$1,060,000	\$100,000	\$100,000
Change in CIP Fund	-\$407,424	-\$2,635,782	-\$1,621,043	-\$2,550,412	-\$328,750	\$224,000	-\$490,000	-\$278,500	-\$1,235,125	-\$15,000	\$465,000	\$465,000
CIP Fund Balance	\$7,726,836	\$4,798,746	\$3,177,703	\$7,627,291	\$7,298,541	\$7,522,541	\$7,032,541	\$6,754,041	\$5,518,916	\$5,503,916	\$5,968,916	\$6,433,916
Remaining Bond Proceeds	\$4,602,450	\$1,496,668	\$0	\$3,434,589	\$2,090,839	\$1,299,839	\$0	\$0	\$0	\$0	\$0	\$0
Total Fund Balance (Op & Cap)	\$10,502,421	\$7,788,460	\$6,258,664	\$10,186,083	\$9,388,862	\$9,200,290	\$8,355,901	\$7,783,571	\$6,317,642	\$6,637,429	\$7,505,470	\$8,444,534



## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: May 5, 2025 Staff Member/Dept: Jade Riley – Administration

Agenda Item: Review of Council priorities for Fiscal Year 2025's citywide work plan and initial discussion of Fiscal Year 2026's project and budget priorities.

#### Recommended Motion:

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

#### Background:

- The annual work plan is a key component (see attachment 1) to ensure alignment with the long-term Comprehensive Plan.
- During the October 21 meeting, the city council reviewed the initial draft for FY2025. Each councilmembers' top priorities were added and/or highlighted on the working sheet. (3rd column)
- Staff developed a calendar at-a-glance tool to assist council with upcoming meeting topics and public outreach on major workplan items. Note the following additions:
  - Warm Springs Preserve Open House (TBD)
  - Mobility/CIP/Long-term funding Open House (TBD)

#### Policy Analysis

- Staff will provide the status of current priority projects
  - Housing Development (new) – status of RFP
  - Town Square revamp & Starbucks lease
  - Others upon request
- Council to deliberate on their collective priorities for FY2026, ranging from projects/initiatives (ex: Comp Plan & Code Rewrite) or changes to budget allocations (ex: increase or decrease staffing levels; form county-wide municipal health trust; alter a city service (ex: sidewalk snow removal))
- Goal: all council budgetary priorities are explored and reviewed during the June 24<sup>th</sup> Budget Workshop.

#### Sustainability Impact:

Several projects are outlined in the work plan.

Financial Impact:

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

1. FY2025 Mayor & Council priorities table
2. Visual of City Planning Model
3. 2025 Plan
4. 2025 Communications calendar

Mayor & Council Budget Priorities | Fiscal Year 2025

Amanda	Courtney	Neil	Spencer	Tripp
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Housing Programs Crossover:				
Lease to Locals	Lease to Locals	Lease to Locals		Lease to Locals (move in house)
Ownership Preservation Program	Ownership Preservation Program	Ownership Preservation Program	Ownership Preservation Program	Ownership Preservation Program
Housing Development (new)		Housing Development (new)		Housing Development (new)
	Rental Preservation Program	Mediation		Explore land acquisition

Crossover:				
Comp Plan & Code Rewrite	Comp Plan & Code Rewrite	Comp Plan & Code Rewrite		
Forest Service Park		Forest Service Park		Forest Service Park
Sidewalk infill		Sidewalk infill (4 <sup>th</sup> St, 5 <sup>th</sup> St., 2 <sup>nd</sup> St.)		
		Undergrounding of lines (5 <sup>th</sup> & 4 <sup>th</sup> St)		Undergrounding of lines (WS path)
Fire consolidation		Fire consolidation		
Town Square revamp & Starbucks lease		Town Square revamp & Starbucks lease		

Other:				
Bike/ped plan (east/west)	Electric vehicles	10 <sup>th</sup> Street roundabout	Consultants (review overall spend)	Consider a new law firm
Sidewalk inventory & 10-year plan	Fire station solar	Streets assessment	Historical district	Grow & expand Mountain Rides
	Funding for KSAC conference	Warm Springs Preserve	Mountain overlay district	Rebuild of Atkinson Park soccer field
	Bear proof trash cans	Main Street Completion	FAR exceedance	
	Stop sign/traffic calming study	Wastewater project upgrade	City standards (sidewalks & ROW)	

Staffing:				
	Consider HR personnel		County health trust/cafeteria plan	Competitive comp. for Housing
	Consider sustainability personnel			Consider sustainability personnel
				Consider a grant writing position

To be completed in FY2025
Ongoing/carrying over to FY2026



# PLANNING OVERVIEW

## COMPREHENSIVE PLAN

*Broad goals and policies*  
10-20 years



## GUIDEBOOK

*Strategies and  
objectives for policies*  
4 years



## WORK PLAN

*Tasks by  
dept.*  
Annual





Fiscal Year 2025 | Work Plan

COMP PLAN CHAPTER	PROJECT	CC PRIORITY	COMPLETION TARGET	NOTES
Arts & Culture (page 45)	1 City-wide Arts & History plan		Fall/winter 2025	Build on Main Street plan; get buy in from both HPC & AC, evaluate city-wide application in partnership with The Community Library
	Art/history projects			
	2 Main Street installations (creative crosswalks, building placards)		Spring 2025	Need placard design; 'frame' design
	3 KAC projects		TBD	
	4 Ore Wagon Museum plan refresh		Summer 2025	Phased scoping due to bandwidth. Complete new doors this spring/summer. New programming is proposed to be deferred to 2026.
	5 Forest Service Park		TBD	SVMoA no longer interested in partnering; exploring other options for consideration
	6 Survey of historic assets		Spring/Summer 2025	Grant received, executing grant agreement
	7 World Cup event planning		Complete	Partner/agency debriefs have occurred; operational & financial takeaways to come
Community Design & Future Land Use (page 23 & page 63)	8 Comprehensive Plan & Code update			
	Comprehensive Plan		Spring 2025	Adoption (Spring 2025); Public Draft v2 to be reviewed by P&Z in March as part of public hearings
	Zoning Code (Reorg and Procedures)		Spring 2025	Public Draft (March 2025) Adoption (Spring 2025)
	Zoning Code (Substantive Updates)		TBD	Phase 3 Scope of Work (March 2025) Code Assessment Memo (Public Draft - May 2025)
	9 Stakeholder engagement to improve processes		Ongoing	Regular meetings with Technical Advisory Group (TAG) and other stakeholders through the code update process
	10 Community contractor & TAG meetings		Ongoing	Semi-regular meetings with Technical Advisory Group (TAG) and bi-annual Development and Construction Meetings
Community Health & Wellness (page 55)	11 Participate in Hemingway Elementary's Facility Master Plan update		TBD	Draft presented to BCSD board. In communication with facility manager. Research/tabs on future of pump park site.
	Refresh Atkinson Park master plan (in concert)			
Housing (page 19)	Housing Action Plan Year 3			
	12a Produce & preserve community housing			
	1 South YMCA & Lift Tower Lodge development			RFP garnered 7 proposals. Interview process underway. Staff to recommended award at May 19 meeting.
	2 Identify parcels for acquisition		Ongoing	Council approved purchase of 291 N 2nd Avenue. RFQ for renovation closes May 28. Monthly realtor meeting reviewing available sites.
	3 Dialogue w/ significant site owners		Ongoing	
	4 Pursue historic preservation of Forest Service Park's big house			Limiting scope based on immediate need and support
	5 Identify buildings and strategy for preservation		Ongoing	Biweekly meetings mapping, prioritizing, and strategizing parcels and older multifamily. Council approved purchase of 291 N 2nd Ave
	6 Continue Lease to Locals program		Ongoing	35 properties, 64 people since launch. Winding down the program, transitioning to long-term rental program.
	7 Ownership & Preservation program (include bargain sale)		Ongoing	Year 1 pilot ended 1/2025; 3 sales completed, 2 new restrictions in progress. Continued interest from new applicants. Launching marketing campaign and education
	12b Update policy to promote community housing			
	1 Develop code change workplan		Feb/March 2025	Part of Phase 2 comprehensive plan update (Code Assessment Memo)
	2 Meet regularly with partners to obtain feedback for process improvements		Ongoing	Planning Dept Semi-regular meetings with Technical Advisory Group (TAG) and bi-annual Development and Construction Meetings.
	3 Explore priority processing and incentives for projects that serve the HAP		Spring 2025	Part of Phase 2 of Comprehensive Plan update. Will implement in Phase 3.
	4 Monitor progress of Tiny Homes On Wheels in other jurisdictions		Not Started	Staff to engage with Hailey staff on progress/results of their allowances for THOWs. Any action would occur in Phase 3 of the Comprehensive Plan Update.
	5 Update density bonus program including requiring adjusted dues and assessments in HOA's CC&Rs		April 2025	Start in April 2025
	6 Identify and advocate for state- and federal-level policy changes		Ongoing	Provided feedback to IHFA Board at breakfast meeting 8/24; Director sits on state coalitions and committees. Tracking potential changes with new federal administration.
	7 Monitor short-term rentals		Ongoing	Resort Cities Coalition actively working to ensure any new legislation does not further remove city regulatory abilities.
	8 Financially support an Analysis of Impediments to Fair Housing Choice.		Started	BCHA contracted with Roots Policy and Rian Rooney to conduct this work, expected publication in April.
	12c Expand & improve services to create stability			
	1 Financially support master leasing opportunities		Ongoing	Ketchum provides a financial guarantee to Silvercreek Living, in the event BCHA is unable to cover monthly rental payments to owner.
	2 Convert, acquire, or construct new transitional housing		Not started	Transitional housing units can be incorporated in upcoming RFPs on publicly owned land, or acquisition of Silvercreek Living.
	3 Continue to financially support mediation program		Done	(FY24) there were 35 inquiries for mediation, with 11 mediations occuring and agreements reached (stability for 22 people). FY25 - 12 inquiries, 3 meditations with stay extensions. Many new inquires expected at Silvercreek.
	4 Continue to financially support Blaine County Charitable Fund			BCCF is allocated to receive another \$50,000 this fiscal year, assisting 225 individuals who live or work in Ketchum and 241 who work valleywide.
	12d Expand & leverage resources			
	1 Secure additional lodging LOT funds for preservation		Not started	Council instructed staff to conduct more engagement and will consider putting it on the May ballot.
	2 Secure state/federal/county funds		Not started	Received \$2.5 million from HUD. Will fund Phase 3 of Comprehensive Plan Update and 2 new construction or acquisition/rehabilitation developments
	3 Contract for + use grant-writing services		Ongoing	There are two skilled writers on contract that staff can call on to supplement grant-writing capacity.
	12e Inform, engage & collaborate			
	1 Increase staff capacity through filling open positions, targeted training, efficiency		Done	No open positions. Onboard in process.
	2 Clarify, document, and improve processes		Ongoing	New Ops Manager will make updates to - and develop - policies, procedures, and forms to ensure effectiveness
	3 Quarterly progress report, newsletter + City Council updates.		Not started	Prioritizing onboarding and process cleanup.
COMP PLAN CHAPTER	PROJECT	CC PRIORITY	COMPLETION TARGET	NOTES
Mobility (page 39)	Master Transportation Plan projects_planning			Mobility Open House - March 19. 'Pulse'/subject surveys in circulation. Open House slated for May 28th for long-term funding.
	13 Lewis Street & Warm Springs Road roundabout		TBD	Researching state & federal grants. Submissions slated for early 2026.
	14 Serenade & 2nd Avenue intersection		TBD	Scope/design dependent on Lift Tower Lodge/Trail Creek housing redevelopment projects.
	15 Sidewalk inventory & 10-year plan		Winter 2025	Completed. Projects being integrated to CIP; dependent on long-term funding
	16 Street conditions survey & 10 year plan		Winter 2025	Completed. Projects being integrated to CIP; dependent on long-term funding
	17 Downtown stop sign/traffic calming study		Summer 2025	Scope of work to come.
	18 Bike/ped plan		Winter 2025	Researched dedicated east/west connections. Bike network workshop(s) held in December. On hold but revising concept of 4th Street for council feedback.
	19 Update right-of-way standards		Spring 2025	Will be evaluated during Comp Plan process - will initiate project planning meetings in Winter 24/25 (CH priority: trees)
	Main Street/HWY75 reconstruction			
	20 4th to 10th roadway & sidewalk rebuild		Fall 2025	4th-6th construction underway.
	21 6th to Saddle separated multi-use path		TBD	Discussions ongoing with ITD to determine construction window (2026 v 2028)
	22 Saddle Road pedestrian underpass		TBD	Initiate concept design
	Roadway maintenance			
	23 Chip seal		Summer 2025	Awarded on March 3. Work to begin/be completed mid-June.
	24 Seal coating of Warm Springs and Saddle bike paths		August 2025	3-4 day expected closure
	25 Downtown Parking Plan		Winter 2025	Draft completed & presented on April 15, 2024. Will be evaluated during Comp Plan process.
	26 West Ketchum Traffic Calming		Spring 2025	To be installed in May.



Fiscal Year 2025 | Work Plan

Natural Resources (page 29)	27	Warm Springs Preserve Master Plan			
		Completion of local & state permitting		Fall 2025	Permits completed.
		General contractor bid		Fall 2025	Bid package to council for review.
		Access: connector trail, Norwegian Woods, Broadway, West Ketchum bridge		Fall 2025	Connector trail proposal submitted to BLM
		Implement sustainability projects			
	28	Green waste		TBD	Working with Clear Creek - researching communal business use in downtown core
	29	KFD solar panels		Spring 2025	Bid package to council.
Parks, Rec, Open Space	30	Complete facility audit of recreation building		Spring 2025	Work with BCRD & BCSD
	31	Forest Service Park maintenance upgrades		Late 2025	Roofs replaced. Painting & residing in spring; conversations continue with potential future tenants
	32	Town Square & Visitor Center revamp planning		TBD	Phase I of Town Square improvements inititally scheduled for 2026. Further discussions with Council to come.
	33	Complete negotiations with tenant and/or begin RFP process		March 2025	Preliminary negotiations underway with current tenant.
Public Safety & Utilities (page 51)	34	Fire Department consolidation w/WR Fire & Rescue		January 2025	Commission meets monthly. Recently held a joint meeting with Blaine County South to discuss joint chief selection and merger.
	35	Implement Water CIP			
		Relocation of water lines from HWY75 to Reinheimer Ranch/Weyyakin		TBD	
	36	Implement WasteWater CIP			
		Sewer Collection System Facility Plan		Spring 2025	Received \$50k DEQ grant; Engineer is preparing
		Treatment Facility Ugrades			
		WRF Aeration upgrades		August 2025	Blowers delivered, VFD's delivered; construction underway and on schedule
		WRF Solids Handling Improvements		Fall 2027	Detailed design completion 12/2024; RFP issued, bids to be open April 16
	37	Avalanche study			Project kickoff: May 2024. Report presented in December of 2024.
		Power line undergrounding			
	38	Master Plan		TBD	Create master plan for future years' priorities
	39	HWY75 - Weyyakin to Gem Street		Spring/Summer 2025	Married to east side of ITD work
	40	Main Street - 9th & 10th Streets		Spring 2025	Deferred due to Main Street scope.
	41	5th/Spruce Street		Spring 2025	Commencing in May, completion prior to mid-June chip sealing.
	42	Wildlife proof trash cans		Fall 2025	Testing another cart option; working with Clear Creek on costing & timeline implementation
	43	E-bike safety regulations		Spring 2025	Working with other jurisdictions for a May 19th ordinance reading.
Strong & Diverse Economy (page 15)	44	Address Post Office service delivery challenges		Complete	Free service for Group E
	45	City's Economic Development framework		TBD	In concert with Comp Plan feedback

Fiscal Year 2025 | Work Plan

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

