

CITY COUNCIL CALENDAR OF THE CITY OF KETCHUM, IDAHO

Monday, May 7, 2012, beginning at 5:30 p.m.

480 East Avenue, North, Ketchum, Idaho

Approximate starting time for each agenda item is indicated at left.



- 5:30 1. CALL TO ORDER
- 5:30 2. COMMUNICATIONS FROM MAYOR AND COUNCILORS.
a) National Bike to School Day Proclamation - Mayor Randy Hall. Tab 1
3. COMMUNICATIONS FROM THE PUBLIC.
- 5:40 a) Communications from the public.
4. COMMUNICATIONS FROM CITY STAFF.
- 5:55 a) Recreation and Public Purposes Patent Process Update - Jennifer L. Smith, Director of Parks & Recreation. Tab 2
- 6:15 5. COMMUNICATIONS FROM THE PRESS.
6. AGREEMENTS AND CONTRACTS.
- 6:20 a) Automatic Aid Agreement with Wood River Fire Protection District and Ketchum Rural Fire Department - Mike Elle, Fire Chief. Tab 3
- 6:40 b) Revised Downtown Ketchum Transportation Center Contract for Services with Mountain Rides and LSC Transportation Consultants, Inc. - Lisa Horowitz, Community & Economic Development Director. Tab 4
- 7:05 c) Pipeline & Splitter Box Installation Contract for Services with Lunceford Excavation, Inc. - David Taylor, Wastewater Treatment Plant Supervisor. Tab 5
7. ORDINANCES AND RESOLUTIONS.
- 7:20 a) Ordinance 1092: An ordinance in accordance with Idaho Code 50-328, 50-329 and 50-329A granting a franchise to Idaho Power Company, a corporation, and its successors and assigns, to construct, maintain and operate in and upon the present and future streets, highways and other public places within the corporate limits of the City of Ketchum, Idaho, electric utility property and facilities for supplying electricity and electric service to the City, the inhabitants thereof, and others for a term of ten (10) years, including the nonexclusive right to physically locate and maintain telephone, cable, fiber optics or other communications facilities; setting forth an agreement not to compete, reserving power of eminent domain; providing for the payment of franchise fees; and specifying other limitations, terms and conditions governing the exercise of said franchise; and providing an effective date. (Third Reading and Adoption) - Gary Marks, City Administrator. Tab 6

7:45 b) Ordinance 1096: An ordinance of the City of Ketchum, Idaho amending the City of Ketchum Municipal Code, Title 15, by adding a new chapter: Green Building Codes, and adopting the 2008 Edition of the National Green Building Codes (NGBS), International Code Council (ICC) 700-2008 with amendments; providing for enforcement and penalties; providing for appeals; providing a savings and severability clause; providing a codification clause; providing a repealer clause; providing for publication by summary; and providing for an effective date - Rebecca F. Bundy, Associate Planner.

Tab 7

8:00 8. CONSENT CALENDAR.

Tab 8

- a) Approval of minutes from the April 16, 2012 and April 26, 2012 Council meetings.
- b) Recommendation to approve current bills and payroll summary.
- c) Recommendation to revoke certain LOT tax permits due to delinquency.

9. EXECUTIVE SESSION to discuss personnel, litigation and land acquisition pursuant to Idaho Code §§67-2345 1(a) (b), (c) and (f).

10. ADJOURNMENT.

Any person needing special accommodations to participate in the above noticed meeting should contact the City of Ketchum three days prior to the meeting at (208) 726-3841.

This agenda is subject to revisions and additions. NOTE: Revised portions of the agenda are underlined in bold. Public information on agenda items is available in the Clerk's Office located at 480 East Ave. N in Ketchum or (208) 726-3841.

Check out our website: www.ketchumidaho.org.

City of Ketchum, Idaho

P.O. Box 2315 Ketchum, ID 83340 (208) 726-3841 Fax: (208) 726-8234



May 2, 2012

Mayor Hall and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Hall and City Councilors:

May 7, 2012 City Council Agenda Report

The regular Council meeting will begin at **5:30 p.m.**

2. COMMUNICATIONS FROM THE PUBLIC.

- a) National Bike to School Day Proclamation - Mayor Randy Hall.

Mayor Hall will proclaim May 9, 2012 as "National Bike to School Day". A copy of the proclamation has been provided in the packet.

RECOMMENDATION: None.

RECOMMENDED MOTION: None.

This is an executive action.

4. COMMUNICATIONS FROM CITY STAFF.

- a) Recreation and Public Purposes Patent Process Update - Jennifer L. Smith, Director of Parks & Recreation.

Jen Smith will update the Council of the process regarding the City's Recreation and Public Purposes Patent application with the Bureau of Land Management. A detailed staff report from Jen has been provided in the packet for Council review.

RECOMMENDATION: This item is for information purposes only. There are no recommendations at this time.

RECOMMENDED MOTION: None.

This is an Informational matter.

6. AGREEMENTS AND CONTRACTS.

- a) Automatic Aid Agreement with Wood River Fire Protection District and Ketchum Rural Fire Department - Mike Elle, Fire Chief.

The subject agreement is an effort to develop further collaboration between the Ketchum Fire Department, Ketchum Rural Fire District and the Wood River Fire Protection District. The expected outcomes of the agreement are higher quality and safer emergency services for each of the respective jurisdictions. A detailed staff report from Chief Elle has been provided in the packet for Council review.

RECOMMENDATION: Staff respectfully recommends the City Council approve the Automatic Aid Agreement with Wood River Fire Protection District and Ketchum Rural Fire Department.

RECOMMENDED MOTION: *"I move to approve the Automatic Aid Agreement with Wood River Fire Protection District and Ketchum Rural Fire Department."*

This is a legislative matter.

- b) Revised Downtown Ketchum Transportation Center Contract for Services with Mountain Rides and LSC Transportation Consultants, Inc. - Lisa Horowitz, Community & Economic Development Director.

The Revised Downtown Ketchum Transportation Center Contract for Services with Mountain Rides and LSC Transportation Consultants, Inc. represents an effort to step back and conduct additional analysis concerning the transit center in response to public input. Additional work related to the revised agreement has been negotiated in an amount not to exceed \$6,890, with the City's share set at \$3,445. A detailed staff report from Lisa Horowitz has been provided in the packet for Council review.

RECOMMENDATION: Staff respectfully recommends the City Council approve the Revised Downtown Ketchum Transportation Center Contract for Services with Mountain Rides and LSC Transportation Consultants, Inc. in a City-share amount not to exceed \$3,445."

RECOMMENDED MOTION: *"I move to approve the Revised Downtown Ketchum Transportation Center Contract for Services with Mountain Rides and LSC Transportation Consultants, Inc. in a City-share amount not to exceed \$3,445."*

This is a legislative matter.

- c) Pipeline & Splitter Box Installation Contract for Services with Lunceford Excavation, Inc. - David Taylor, Wastewater Treatment Plant Supervisor.

The Utilities Department is seeking Council approval of a Pipeline & Splitter Box Installation Contract for Services with Lunceford Excavation, Inc. in an amount not to exceed \$81,480. The work contemplated in the agreement was included in the FY2011-12 Budget. A detailed staff report from David Taylor has been provided in the packet for Council review.

RECOMMENDATION: Staff respectfully recommends the City Council award a Pipeline & Splitter Box Installation Contract for Services with Lunceford Excavation, Inc. in an amount not to exceed \$81,480.

RECOMMENDED MOTION: *"I move to award a Pipeline & Splitter Box Installation Contract for Services with Lunceford Excavation, Inc. in an amount not to exceed \$81,480."*

This is a legislative matter.

7. ORDINANCES AND RESOLUTIONS.

- a) Ordinance 1092: An ordinance in accordance with Idaho Code 50-328, 50-329 and 50-329A granting a franchise to Idaho Power Company, a corporation, and its successors and assigns, to construct, maintain and operate in and upon the present and future streets, highways and other public places within the corporate limits of the City of Ketchum, Idaho, electric utility property and facilities for supplying electricity and electric service to the City, the inhabitants thereof, and others for a term of ten (10) years, including the nonexclusive right to physically locate and maintain telephone, cable, fiber optics or other communications facilities; setting forth an agreement not to compete, reserving power of eminent domain; providing for the payment of franchise fees; and specifying other limitations, terms and conditions governing the exercise of said franchise; and providing an effective date. (Third Reading and Adoption) - Gary Marks, City Administrator.

At the April 16, 2012 City Council meeting, the City Council approved the second reading of Ordinance 1092, which grants a 10-year franchise agreement for the provision of electricity and electric service to Idaho Power Company. A staff report from Attorney Jill Holinka and a copy of the ordinance have been provided in the packet for Council review.

RECOMMENDATION: Staff recommends the City Council adopt Ordinance 1092 on third reading.

RECOMMENDED MOTION: *"Pursuant to Idaho Code 50-329, I move for approval and adoption of Ordinance 1092, Idaho Power Franchise Renewal, with publication as provided by law."*

This is a legislative matter.

- b) Ordinance 1096: An ordinance of the City of Ketchum, Idaho amending the City of Ketchum Municipal Code, Title 15, by adding a new chapter: Green Building Codes, and adopting the 2008 Edition of the National Green Building Codes (NGBS), International Code Council (ICC) 700-2008 with amendments; providing for enforcement and penalties; providing for appeals; providing a savings and severability clause; providing a codification clause; providing a repealer clause; providing for publication by summary; and providing for an effective date - Rebecca F. Bundy, Associate Planner.

The Community and Economic Development Department is recommending the City Council adopt Ordinance 1096, which establishes a green residential building code for the City. The first and second readings of the ordinance were accomplished at the March 19, 2012 and April 2, 2012 City Council meetings, respectively. A detailed staff report from Rebecca Bundy and a copy of the ordinance have been provided in the packet for Council review.

RECOMMENDATION: Staff recommends the City Council adopt Ordinance 1096 on third reading.

RECOMMENDED MOTION: *"Pursuant to Idaho Code 50-329, I move for approval and adoption of Ordinance 1096, amending Title 15, Ketchum Municipal Code, Buildings and Construction, by addition of a new chapter, Green Building Codes."*

This is a legislative matter.

8. CONSENT AGENDA.

- a) Approval of minutes from the April 16, 2012 and April 26, 2012 Council meetings.

Copies of the minutes from the April 16, 2012 and April 26, 2012 Council meetings have been provided in the packet of Council review.

- b) Recommendation to approve current bills and payroll summary.

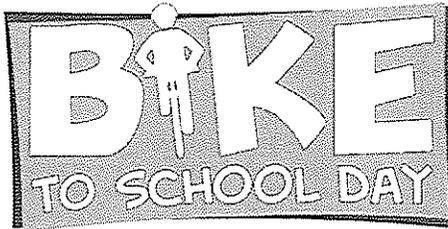
A list of bills for approval and the payroll summary have been included in the packet for Council review.

- c) Recommendation to revoke certain LOT tax permits due to delinquency.

Staff recommends revocation of the LOT tax permits (as listed in the packet).

Sincerely,

Gary B. Marks
City Administrator



Official National Bike to School Day Proclamation

May 9, 2012
Contact: Kaz Thea
Mountain Rides
kaz@mountainrides.org
208.720.7805

Whereas, a lack of physical activity plays a leading role in rising rates of obesity, diabetes and other health problems among children and being able to bicycle or walk to school offers an opportunity to build activity into daily routine.

Whereas, driving students to school by private vehicle contributes to traffic congestion and air pollution.

Whereas, an important role for parents and caregivers is to encourage children to be aware of the challenges and dangers that they face on their trip to school each day and the health and environmental risks related to physical inactivity and air pollution.

Whereas, community leaders and parents can determine the "bikeability" of their community and identify any potential challenges to safe bicycling using a bikeability checklist.

Whereas, community members and leaders should make a plan to make immediate changes to enable children to safely bicycle and walk in our communities and develop a list of suggestions for improvements that can be executed over time.

Whereas, children, parents and community leaders around the country are joining together to evaluate bicycling and walking conditions in their communities.

Now Therefore, Be It Resolved that I, Randy Hall, Mayor of Ketchum proclaim May 9, 2012, "National Bike to School Day" in Ketchum, ID, State and encourage everyone to consider the safety and health of children today and every day.

Randy Hall, Mayor

City of Ketchum, Idaho

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May 1, 2012

Mayor Hall and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Hall and City Councilors:

Recreation & Public Purposes patent – Update to City Council

Introduction/History

The City applied for a Recreation and Public Purposes (R&PP) patent agreement with the Bureau of Land Management (BLM) in 2008 in partnership with the Wood River Land Trust (WRLT) for management of lands located north and west of Ketchum. The North parcel, known as Hulen Meadows Floodplain and River Access Area, includes approximately 209.19 acres from Sun Peak Day Use Area north to Lake Creek Trail Head. The south parcel, known as Hemingway Floodplain and River Access area, includes 105.42* acres just west of Atkinson Park adjacent to the confluence of Warm Springs Creek and the Big Wood River. The total acreage of the patent application is approximately 315.*

Recreation potentials were determined through a series of stakeholder outreach meetings and include concepts such as a white water park designed for river recreationists seeking waves and pools such as kayakers, improvements to wildlife viewing trails and picnic area, and enhancement of riparian vegetation. Public purposes potentials include a well site at Sun Peak whose feasibility will be determined through rigorous testing led by Ketchum's Utilities Department. Thus far, a concept master plan has been developed; however, no actual plans are in place. Myriad stakeholders continue to be engaged.

City Council directed staff to develop a Request For Qualifications at the July 18, 2011 City Council meeting for Master Planning of the RPP sites, including for the design and engineering of a White Water Park to be located at the north parcel. Since Council's approval, Mayor Randy Hall allocated \$35,000 in the City's FY12 budget to be contributed to this Master Planning effort. It is staff's desire to engage additional partners and stakeholders that may contribute to the planning costs.

Parks & Recreation Department
Jennifer L. Smith, Director | jsmith@ketchumidaho.org
208.726.7820 | www.ketchumidaho.org

Mayor Hall requested an allocation of \$35,000 for Master Planning efforts in FY12. This allocation from the General Fund was approved by City Council for FY12.

City Council approved a Master Plan contract with S2o Design & Engineering for recreation master planning services on 1/3/12. The S2o contract was approved at an NTE rate of \$71,572.00; the City's \$35,000 allocation was subsequently augmented by an anonymous donation of \$60,000. This donation was added to the Ketchum Parks & Recreation Development Fund and is restricted to those portions of the Master Plan focused on the proposed White Water Park.

The Parks & Recreation Department along with R&PP stakeholders continue to work closely with S2o regarding outreach and public meeting organization.

The City operates with full disclosure to BLM officials in the Shoshone District office and is actively engaged with regular conference calls regarding Environmental Assessment analysis currently underway by ERO Resources LLC. To date, the City has paid \$53,293.91 to ERO for EA analysis (attachment A). These conference calls have now ceased because of a bifurcation of project areas cited below.

Current Report

BLM officials in Shoshone requested a meeting with Jen Smith and Nina Jonas in Ketchum on 1/24/12. During this meeting, Ruth Miller (Shoshone Field Office supervisor), Tara Hagen (Shoshone Field Office realty specialist) and Holly Hampton (Shoshone Field Office Craters of the Moon Monument manager) informed Smith and Jonas that the BLM's State Director had bifurcated the R&PP process from the WRLT's land exchange process and "slow the R&PP process" to accommodate inclusion of the City's Master Plan effort. Additionally, BLM officials indicated that the Hulen Meadows HOA Board had indicated that they would protest an affirmative decision by BLM to award the R&PP patent because of inclusion of the City's potential well site project at Sun Peak Day Use Area. Mayor Hall and others are actively engaged in negotiating a mutually beneficial agreement with Hulen HOA.

Mayor Randy Hall immediately indicated the need to create an R&PP "task force" which includes main stakeholders and a prominent Hulen Meadows resident presence. Members of the Task Force include Mayor Randy Hall, City Administrator Gary Marks, City Attorney Susan Buxton, Director of Parks & Recreation Jen Smith, Utilities Manager Steve Hansen, Hulen resident and former City Administrator Jim Jaquet, Wood River Land Trust executive director Scott Boettger, WRLT Stewardship coordinator Keri York, City Councilor Nina Jonas, Hulen Meadows resident Sarah Michael, and BLM employees Tara Hagen and Ruth Miller. A representative from the White Water Park Committee,

Parks & Recreation Department

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Jeff Smull, was appointed to the Task Force by Mayor Hall on April 18, 2012. This task force will help ensure a proper level of functional support for the Parks & Recreation Director's efforts relative to the R&PP process moving forward.

The first public meeting to discuss Master Planning for recreation and habitat enhancement was scheduled by S2o for 2/9/12 and was attended by over 80 individuals.

A meeting on 2/10/12 was called between Mayor Hall, Gary Marks, Jen Smith, Steve Hansen, Susan Buxton (on conference call), BLM acting District Manager Mary Deaguero, Realty Specialist Tara Hagen, Field Office supervisor Ruth Miller and Craters of the Moon National Monument supervisor Holly Hampton to discuss happenings since 1/24/12 including a meeting with Senator Mike Crapo's office, State Director Steve Ellis and City Attorney Susan Buxton. Outcomes from this meeting include:

- Jen Smith will submit a revised Plan of Development/Management Plan to BLM which will merge the City's original patent application, several amendments to the application which have occurred since 2008, and new information from the City's Master Plan effort.
- Mayor Hall stressed the high level of importance regarding engaging directly with Hulen Meadows residents.
- The R&PP Task Force will meet prior to the 2/21/12 City Council meeting.
- Steve Hansen will develop specific language for the proposed well site regarding the City's deficiency according to the Department of Environmental Quality (DEQ) and need for redundancy. Additionally, Mr. Hansen will cite specific significance regarding the Hulen Tank Site on the east side of Highway 75.
- Jen Smith will remain point-of-contact for all things R&PP and will receive substantial support from the R&PP Task Force.

The R&PP Task Force has met four times since its inception (2/12, 3/15, 4/18 and 5/1) and is discussing issues and assigning tasks, including:

- Historical review; what brought us to this point
- Importance of full engagement with offices of the Mayor, City Administrator, legal, Planning, and Utilities
- Importance of full engagement with partners and stakeholders; outreach efforts with stakeholder groups (Hulen Meadows, Blaine County Flood District, etc.)
- Plan Of Development/Management Plan strategy
- Master Plan guidance including design input, request for cost estimates

Parks & Recreation Department

Jennifer L. Smith, Director | jsmith@keetchumidaho.org
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Financial Requirement/Impact

No financial requirement exists at this time; however, additional Environmental Analysis will occur with completion and adoption of S2o's Master Plan and its inclusion in a new, comprehensive Plan of Development.

A more complete review of expenditures to date and anticipated future costs will be provided at the Parks & Recreation Director's earliest ability.

Recommendation

No recommendation at this time.

Suggested Motion

No motion required at this time.

Respectfully Submitted,



Jennifer L. Smith
Director of Parks & Recreation

*Acres included in the South Parcel have been updated to reflect current proposal; total acreage reflects this change.

City of Ketchum, Idaho

P.O. Box 2315 Ketchum, ID 83340 (208) 726-3841 Fax: (208) 726-8234



May 1, 2012

Mayor Hall and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Hall and City Councilors,

Wood River Fire and Ketchum Fire Department Automatic Aid Agreement

Introduction/History

The City of Ketchum Fire Department and the Ketchum Rural Fire District have been functionally consolidated since 1976 and this agreement is another step in working towards increased collaboration between Wood River Fire and Rescue and the Ketchum Fire Department. The Ketchum Rural Fire District and Wood River Fire Protection District have had an Automatic Aid Agreement in place for the mid-valley portion of the Wood River Valley for many years. The Fire Chief's of both agencies felt that an extension of the current agreement could provide higher quality safer emergency services utilizing a cooperative Automatic Aid Agreement throughout our respective jurisdictions.

Current Report

The attached Automatic Aid Agreement sets the terms and conditions under which the Ketchum Fire Department agrees to provide automatic aid to Wood River Fire and Rescue's jurisdiction and the terms and conditions under which Wood River Fire and Rescue agrees to provide automatic aid to the City of Ketchum and the Ketchum Rural Fire District. The primary purpose of this agreement is to provide increased manpower and equipment response to reported structure fires without having to rely on incident commanders remembering to call for mutual aid from the other agency during the initial stages of an incident. Utilizing the Computer Aided Dispatch (CAD) system in Blaine County dispatch shortens the dispatch time for additional resources needed to safely fight fires and protect our citizens and their property. This agreement will create an enhanced response capability to either jurisdiction utilizing Wood River Fire and Rescue's and the Ketchum Fire Department's similar command structure, firefighter training standards and depth of personnel to provide increased firefighter safety and higher quality emergency services through a cooperative automatic aid agreement.

Financial Requirement/Impact

Past Automatic Aid Agreements did not have any financial requirements however this agreement includes a compensation section that follows our other Mutual Aid agreements with the Federal fire agencies and local fire departments. Essentially any automatic aid response that is utilized is of no cost to the receiving agency until the first operational period of twelve hours has elapsed. If the receiving agency continues to utilize assistance after the first twelve hours, an hourly rate based on each agency's signed Federal rate schedule is due to the agency providing assistance. This compensation section will assist responding agencies in covering costs not directly related to their own jurisdictions during long duration emergencies.

Recommendation

I respectfully recommend that the City Council approve this Automatic Aid Agreement as presented and authorize the Mayor to sign it so that the Ketchum Fire Department can continue to provide the excellent level of firefighting services to our citizens and visitors alike.

Recommended Motion

"I move to approve the Wood River Fire and Ketchum Fire Department Automatic Aid Agreement".

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Elle". The signature is fluid and cursive, with the first name "Mike" being more prominent than the last name "Elle".

Mike Elle
Fire Chief

ORIGINAL

AUTOMATIC AID AGREEMENT

THIS AUTOMATIC AID AGREEMENT ("Agreement") dated this 11th day of April 2012 is entered into between the **WOOD RIVER FIRE PROTECTION DISTRICT** ("Wood River") and the **CITY OF KETCHUM FIRE DEPARTMENT** ("Ketchum") and the **KETCHUM RURAL FIRE DISTRICT** ("Ketchum Rural") as a replacement to the current Automatic Aid Agreement between the agencies and to expand coverage and response, in contemplation of the following recitals:

RECITALS

WHEREAS, Ketchum, Ketchum Rural and Wood River currently own and operate fire stations and fire apparatus and employ fire fighters and EMT's assigned to respond on an emergency basis within their respective jurisdictions; and

WHEREAS, Ketchum, Ketchum Rural and Wood River share a common border at the Greenhorn Bridge which marks a portion of the southern boundary of Ketchum and Ketchum Rural's jurisdiction and a portion of the northern boundary of Wood River's jurisdiction; and

WHEREAS, Ketchum, Ketchum Rural and Wood River are fire protection authorities providing fire and rescue services and are governmental subdivisions of the State of Idaho and are body politic as organized under the provisions of Title 31, Chapter 14 (Wood River and Ketchum Rural) and Title 50, Chapter 3 (Ketchum) of the Idaho Code; and

WHEREAS, Ketchum, Ketchum Rural and Wood River are expressly authorized by Idaho Code § 31-1430 to enter into written agreements with one another for their mutual protection, joint use, ownership and/or operation of land, equipment or facilities, or for the protection of either of the contracting parties; and

WHEREAS, personnel of Ketchum and Ketchum Rural are employees of the city of Ketchum and are supervised by the Ketchum Fire Chief and have met all the standards of the Ketchum Fire Department and are governed by the personnel policies of Ketchum; and

WHEREAS, personnel of Wood River are employees of the Wood River Fire Protection District and are supervised by the Wood River Fire Chief and have met all the standards of the Wood River Fire Protection District and are governed by the personnel policies of Wood River; and

WHEREAS, Ketchum and Ketchum Rural desire to enter into an automatic aid agreement with Wood River whereby Ketchum and Ketchum Rural would provide an automatic **FIRE** response to any location within Wood River's jurisdiction for a reported structure fire *and* an automatic **EMS** response to the mid-valley 'Wood River Zone' as defined below. The initial **FIRE** response would be a structure fire engine staffed with a minimum of three personnel *and* a paramedic ambulance with a minimum of two personnel while the initial **EMS** response would be a paramedic ambulance with a minimum of two personnel; and

WHEREAS, Wood River desires to enter into an automatic aid agreement with Ketchum and Ketchum Rural whereby Wood River would provide an automatic **FIRE** response to any location within Ketchum or Ketchum Rural's jurisdiction for a reported structure fire *and* an automatic **EMS** response to the mid-valley 'Ketchum Zone' as defined below. The initial **FIRE** response would be a structure fire engine staffed with a minimum of three personnel *and* a paramedic ambulance with a

minimum of two personnel while the initial EMS response would be a paramedic ambulance with a minimum of two personnel; and

WHEREAS, Ketchum's **FIRE** jurisdiction includes all territory within the City of Ketchum and all territory within the Ketchum Rural Fire District while the mid valley 'Ketchum Zone' (subject to automatic EMS response by Wood River) includes the Highway 75 right-of-way from the East Fork / Greenhorn Rd. intersection to the Greenhorn Bridge and areas on both sides of Highway 75 including Valley View (Timber Way), East Fork (up to and including the end of Pioneer Mountain Drive), Greenhorn, and Golden Eagle subdivisions.

WHEREAS, Wood River's **FIRE** jurisdiction includes all territory within the Wood River Fire Protection District while the mid valley 'Wood River Zone' (subject to automatic EMS response by Ketchum) includes the Highway 75 right-of-way from the Greenhorn Bridge to the Starweather / Ohio Gulch intersection and areas on both sides of Highway 75 including Hidden Hollow, Alturas, Starweather Heatherlands, and Sundance subdivisions.

WHEREAS, Wood River, Ketchum and Ketchum Rural are agreeable to the foregoing based upon the understandings set forth herein.

NOW, THEREFORE, the parties agree as follows:

FIRE RESPONSE – Jurisdiction Wide

1. Ketchum and Ketchum Rural, when notified of a structure fire in Wood River's jurisdiction will immediately initiate a response of an appropriate engine and ambulance with personnel. Ketchum personnel, if arriving first on scene will take responsibility and control using the Incident Command System until relieved by a member of Wood River. Once relieved the Ketchum personnel will operate under the direction of their company officer who will receive further direction from the Incident Commander.

2. Wood River, when notified of a structure fire in Ketchum's jurisdiction will immediately initiate a response of an appropriate engine and ambulance with personnel. Wood River personnel, if arriving first on scene will take responsibility and control using the Incident Command System until relieved by a member of the Ketchum Fire Department. Once relieved the Wood River personnel will operate under the direction of their company officer who will receive further direction from the Incident Commander.

3. Ketchum, Ketchum Rural and Wood River acknowledge and agree that while agencies should respond immediately they should also assure (Paramedic) EMS and fire response coverage within their own jurisdiction before committing their apparatus to an Automatic Aid **FIRE** incident. To that end, responding apparatus should not proceed past Greenhorn Station without the assurance that their primary response area has adequate coverage. In the event that coverage cannot be assured, Greenhorn Station may be used as a 'staging area' for county-wide coverage and response.

EMS RESPONSE – Mid-Valley Zone

4. Ketchum, when notified of an EMS call including a motor vehicle collision (MVC) within the 'Wood River Zone' will immediately initiate a response of an ambulance with personnel. Ketchum personnel, if arriving first on scene will take responsibility and control using the Incident Command System until relieved by a member of Wood River. Once relieved the Ketchum personnel will operate under the direction of their company officer who will receive further direction from the Incident Commander.

5. Wood River, when notified of an EMS call including a motor vehicle collision (MVC) within the 'Ketchum Zone' will immediately initiate a response of an ambulance with personnel. Wood River personnel, if arriving first on scene will take responsibility and control using the Incident Command System until relieved by a member of the Ketchum Fire Department. Once relieved the Wood River personnel will operate under the direction of their company officer who will receive further direction from the Incident Commander.

ALL RESPONSES

6. When responding, each agency should notify Blaine County Communications (Comm.) by radio using their own primary response frequency. Once acknowledged by Comm., the responding agency should switch to the primary frequency of the jurisdiction receiving aid or the frequency that has been assigned to that incident – whichever will assure communications with the incident commander.

7. Ketchum, Ketchum Rural and Wood River acknowledge that this agreement does not constitute a requirement to respond by either agency but is an agreement that is meant to enhance protection providing that equipment and personnel are available to respond.

8. The Fire Chiefs of each jurisdiction shall formally report to his/her Councilors / Commissioners on the workings of this Agreement so that the Councilors / Commissioners may review, evaluate and make modifications as appropriate.

9. The purpose of this Agreement is not the acquisition of more taxable property by any other jurisdiction, but is to create an enhanced response capability by utilizing each agencies similar command structure, firefighter training standards and depth of personnel to provide increased firefighter safety and higher quality emergency services to the citizens and visitors of the respective jurisdictions through a cooperative automatic aid agreement.

10. The agencies understand and agree that they will bear all costs incurred by their respective agencies for the first operating period of any one incident. Such assistance shall be uncompensated for a period of time not to exceed 12 hours, after which the Commanding Officer of the Authority Having Jurisdiction must either release or retain the resource. If resources are retained, compensation for continued aid will be contracted at the rates published in the most recent edition of the Idaho Fire Service Organization Rate Book.

11. In the event that the costs of providing emergency services are recovered, funds will be distributed in proportion to the agencies on-scene resources, by dividing the costs submitted by each agency (using Idaho Fire Service Organization Rate Book rates) by the total costs submitted by all agencies multiplied by the total funds available.

12. This Agreement shall continue in effect for three years from the date of signing or until terminated by either party upon the giving of not less than 30 day's written notice.

13. The political bodies of each jurisdiction have duly authorized the signing of this agreement by their respective Mayor / Chairman.

ORIGINAL

WOOD RIVER FIRE PROTECTION DISTRICT

By: 
Jay Bailet
Chairman

Attest: 
Carol Thomas
District Clerk

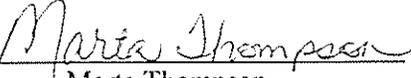
CITY OF KETCHUM

By: _____
Randy Hall
Mayor

Attest: _____
Sandy Cady
City Clerk

KETCHUM RURAL FIRE PROTECTION DISTRICT

By: 
Jed Gray
Chairman

Attest: 
Marta Thompson
District Clerk

City of Ketchum, Idaho

P.O. Box 2315 Ketchum, ID 83340 (208) 726-3841 Fax: (208) 726-8234



May 1, 2012

Mayor Hall and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Hall and City Councilors:

Consideration of an Amended Contract for Joint Services with Mountain Rides: Alternative Planning for a Downtown Ketchum Transportation Center

Introduction/History

The 2004 Ketchum Parking Master Plan calls for improvements to downtown transit service that will increase pedestrian use and decrease vehicular/bus/pedestrian conflicts. These concepts are reinforced in the 2006 Downtown Master Plan. The value of this concept was reinforced on the multi-agency trip to Aspen in June of this year, where the Aspen Downtown Transit Center was viewed in operation.

Mountain Rides and City staff have been exploring options for a downtown transit hub for several years as shown in the project chronology below. This concept was ready for action in December, 2011 as a result of a \$200,000 US Department of Transportation Grant that was awarded to Mountain Rides for the purpose of a Downtown Ketchum Intermodal Center.

The City Council approved a contract for services with LSC Transportation Consultants, Inc., for \$6,000 in December, 2011. The Mountain Rides Board approved the same amount, for a total contract of \$12,000. That original scope of work is provided in Attachment A.

Project Chronology

- February 10, 2010 Mountain Rides Planning and Marketing Committee Meeting. Discussion of need and strategic direction for a Ketchum Transit Hub; discussion of various locations.
- March 10, 2010 Mountain Rides Planning and Marketing Committee Meeting. Committee discussion of a process to approach the City of Ketchum on a Ketchum Transit Hub.

- May 12, 2010 Mountain Rides Planning and Marketing Committee Meeting. Review of project and ongoing discussion.
- April 14, 2010 Mountain Rides Planning and Marketing Committee Meeting. Further discussion of Ketchum Transit Hub.
- November 2, 2011 Mountain Rides Planning and Marketing Committee Meeting. Further discussion of Ketchum Transit Hub and preparation for Public Workshop.
- November, 2011 to February 2012. Approximately 200 hours of individual (one-on-one) business and community meetings were conducted.
- December 16, 2011 Ketchum City Council. Council approval of a joint contract with Mountain Rides and LSC Consulting for consulting services on a concept design for a Ketchum Transit Center (Attachment A).
- December 21, 2011 Mountain Rides Board Meeting. Board approval of a joint contract with Ketchum and LSC Consulting for consulting services on a concept design for a Ketchum Transit Center.
- March 13, 2012 Transportation Center Public Workshop. This workshop included a Power Point Presentation by LSC Consulting (Attachment B) on why mountain resort towns design transit centers, and four design alternatives for the preferred site on East Avenue.
- March 15, 2012 Ketchum Urban Renewal Agency Meeting. The KURA Board agree to reconsider the question of contributing towards the \$50,000 required local match after their July/August financials were reviewed by the KURA Executive Director, Gary Marks. The Board discussed location, and each Board member made comments regarding the recommendations of Mountain Rides.
- March 16, 2012 City Council Meeting. The Council discussed the \$50,000 required local match; the need for additional traffic analysis; the benefits of a jitney (see City Council Minutes, Attachment C.)
- March 21, 2012 Mountain Rides Board Meeting. The Board expressed support for a preferred site on East Avenue, and discussed various issues relative to the project.
- April 4, 2012 Mountain Rides Planning and Marketing Committee Meeting. Committee discussed progress to date, and reviewed a template for analysis of alternative sites, discussion of next steps.

- April 18, 2012 Mountain Rides Board Meeting. Public comment taken on the process to date and initial discussion of a revised contract for services with LSC Consulting.
- May 2, 2012. Upcoming Mountain Rides Board meeting to discuss the revised Contract for Services with LSC Consulting.

Staff also prepared a Q and A regarding the process to date, Attachment D.

Current Report

Based on public input, staff has recommended taking a step back and conducting additional analysis on “why” a transportation center is a good idea, developing criteria used to evaluate sites, and conducting additional site analysis. Attachment E shows a flow chart of the proposed process and a revised Scope of Work from LSC Consultants. LSC has prepared this revised Scope of Work as a menu of independent tasks. Staff is recommending only the approval of Task 2, “White Paper regarding the role of Transit Centers in Mountain Resort Communities” at this time. This item is tasked at \$6,890 and the City’ share would be \$3,445. City and Mountain Rides staff would conduct the various public meetings outlined in the flow chart.

Recommendation

I respectfully recommend the City Council approve a revised contract for services with Mountain Rides and LSC Transportation Consultants, Inc. for Task 2 of the Revised Scope of Work dated in April 26, 2012 an amount not to exceed \$3,445.

Recommended Motion:

I move to approve a revised contract for services with Mountain Rides and LSC Transportation Consultants, Inc. for Task 2 of the Revised Scope of Work dated in April 26, 2012, in an amount not to exceed \$3,445.

Sincerely,



Lisa Horowitz
Community and Economic Development Director



LSC TRANSPORTATION CONSULTANTS, INC.

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Tahoe City, CA 96145
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FAX (530) 583-5966
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Website: www.lsctahoe.com

November 22, 2011

Ms. Lisa Horowitz
Community and Economic Development Director
City of Ketchum
PO Box 2315
Ketchum, ID 83340

RE: Mountain Rides Transit Hub Conceptual Design

Dear Ms. Horowitz:

Per your request, LSC Transportation Consultants, Inc. is pleased to present our proposal to conduct a planning and conceptual design study for a Mountain Rides Transit Hub in downtown Ketchum. The goal of our work will be to identify a site location and conceptual design that can improve the operations and convenience of Mountain Rides transit services through the provision of a transit hub that is efficient, functional, cost-effective, compatible with adjacent land uses, and complementary with the downtown area.

We propose to conduct this work in the following tasks:

1. **Data Collection and Programming** – We will work with City and Mountain Rides staff to identify the number of buses that should be accommodated in the Transit Hub, their size and configuration, as well as other potential amenities (benches, shelters, bike racks, etc.). A short summary of desired elements will be prepared for review and approval. In addition, available data will be obtained regarding the following:
 - a. Bus movements and passenger activity per day and in the peak hour.
 - b. Traffic volumes.
 - c. Current delivery and service vehicle use of the area.
 - d. Parcel maps, utility maps and existing street design maps.
 - e. Available CAD base files.
 - f. Downtown design guidelines.

2. **Preparation of Design Alternatives** – LSC will then prepare conceptual design (plan views) at 1" = 40' scale for two alternatives along Sun Valley Road, and up to four alternatives along the block of East Avenue between Sun Valley Road and 2nd Street.

While the preference in these alternatives will be to maintain two-way traffic flow along East Avenue, at least one alternative will consider elimination of general public traffic in one or both directions. In addition, we will strive to provide as much on-street parking as possible.

A memorandum will then be prepared that presents the alternatives and discusses the advantages and disadvantages of each. As part of this evaluation, we will consider a range of factors (on a qualitative basis), including the following:

- Impact on bus movements and travel time.
- Convenience for transit passengers waiting for buses, and transferring between buses.
- Impact on traffic flows and driver sight distance.
- Potential conflicts between pedestrians, bicyclists, and traffic movements.
- Impact of buses and waiting passengers on neighboring properties
- Loss of existing parking
- Ability to accommodate delivery and service vehicles.

This memo will present our recommendations regarding a preferred site, site design and amenities. A draft version will be provided to yourself and Mountain Rides staff for initial review and comment, after which a public version will be prepared.

3. **Public Workshop** – LSC, with City and Mountain Rides staff assistance, will then hold a public workshop in Ketchum to present our recommendations and obtain public input on the recommended alternative. We can also make any other presentations that can be accommodated within a two day period (Planning Commission, Transportation Authority, etc.), at your discretion.
4. **Public Workshop and Preparation of Final Report** – We will then review public input and provide a final recommended site plan, as appropriate. We will then work at your direction to prepare a final report. 10 copies and a pdf electronic version will be prepared.

Note that this scope of work excludes cost estimation, detailed engineering design, and permitting. Our work, however, will be sufficient for a local engineering/architecture firm to prepare these detailed documents for construction.

Study Cost

We estimate that this work scope can be completed for a total fee of \$12,370. This cost estimate includes travel, phone and other ancillary project costs. We propose to conduct this study upon a "time and material" basis, with a contract maximum of \$12,370.00 that will not be exceeded without your prior approval. We would be happy to consider any contract form that the City would propose.

▲ ▲ ▲

We would be happy to discuss any changes to the scope or contractual arrangements that you feel would be appropriate. Thank you for the opportunity to make this proposal. We look forward to your reply.

Respectfully Submitted,

LSC Transportation Consultants, Inc.

by 
Gordon Shaw, AICP, PE, Principal

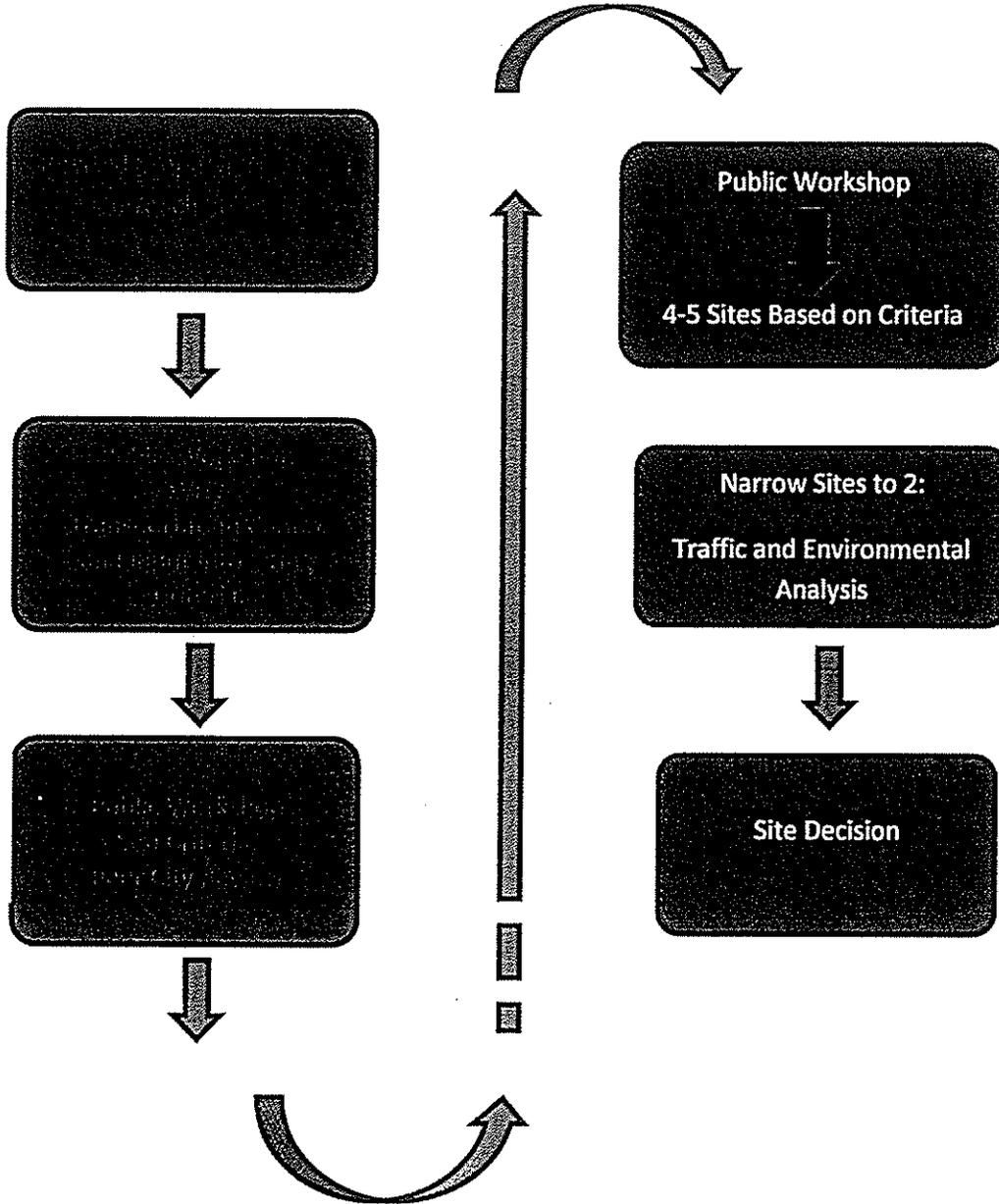
Encl: Cost Table

| LSC Cost Proposal <i>Ketchum Mountain Rides Transit Hub Planning and Conceptual Design</i> | Personnel and Hourly Rates | | | Hours | Costs | | | | | | | | | | | |
|--|----------------------------|-----------------|---------------|-------|---------------------|-------|------------------------|-------|---------------------|------|------------------------------|------|--------------------------|-------|-------------------|-----------------|
| | Principal | Graphics Artist | Support Staff | | | | | | | | | | | | | |
| | Total Rate | | | | | | | | | | | | | | | |
| | \$170.00 | \$65.00 | \$55.00 | | | | | | | | | | | | | |
| 1. Data Collection and Programming | 2 | 0 | 2 | 4 | \$450 | | | | | | | | | | | |
| 2. Alternatives Evaluation | 32 | 20 | 0 | 52 | \$6,740 | | | | | | | | | | | |
| 3. Public Workshop | 16 | 0 | 0 | 16 | \$2,720 | | | | | | | | | | | |
| 4. Final Report | 8 | 0 | 4 | 12 | \$9,910 | | | | | | | | | | | |
| TOTAL HOURS | 58 | 20 | 6 | 84 | | | | | | | | | | | | |
| TOTAL PERSONNEL COSTS | \$9,860 | \$1,300 | \$330 | | \$11,490 | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Additional Expenses</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Travel (1 person trip)</td> <td>\$800</td> </tr> <tr> <td>Printing/Copy Costs</td> <td>\$40</td> </tr> <tr> <td>Phone/Postage/Delivery Costs</td> <td>\$40</td> </tr> <tr> <td>Subtotal: Other Expenses</td> <td>\$880</td> </tr> <tr> <td>Total Cost</td> <td>\$12,370</td> </tr> </tbody> </table> | | | | | Additional Expenses | Total | Travel (1 person trip) | \$800 | Printing/Copy Costs | \$40 | Phone/Postage/Delivery Costs | \$40 | Subtotal: Other Expenses | \$880 | Total Cost | \$12,370 |
| Additional Expenses | Total | | | | | | | | | | | | | | | |
| Travel (1 person trip) | \$800 | | | | | | | | | | | | | | | |
| Printing/Copy Costs | \$40 | | | | | | | | | | | | | | | |
| Phone/Postage/Delivery Costs | \$40 | | | | | | | | | | | | | | | |
| Subtotal: Other Expenses | \$880 | | | | | | | | | | | | | | | |
| Total Cost | \$12,370 | | | | | | | | | | | | | | | |

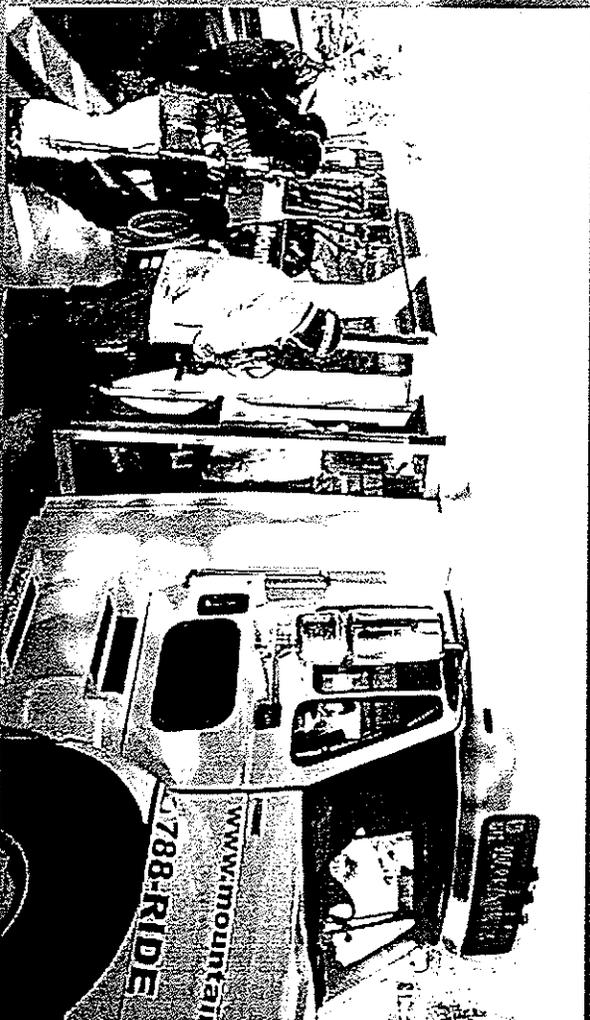
Ketchum Transportation Center

Draft Process

May 7



Ketchuam Transit Plaza Conceptual Alternatives



Presented by:
Gordon Shaw, PE, AICP



Background for the Concept

Downtown Master Plan 2006 "Downtown... balance the needs of pedestrians, bicyclists, motorists and transit users alike" and "Traffic demand... transportation modes to reduce automobile dependency and to increase the number of people accessing Downtown by foot, bicycle and transit".

Strategic Business Plan "Try to have the transit hub in place before winter 12-13. Include heated waiting areas, lighting, signage, room for growth".

- Idaho Local Mobility Management Network 4A Mobility Plan "Transfer point for transportation services (bus, bike, pedestrian, park and ride, etc.) in both the Sun Valley/Ketchum area and Bellevue area."

Why a Transit Center?

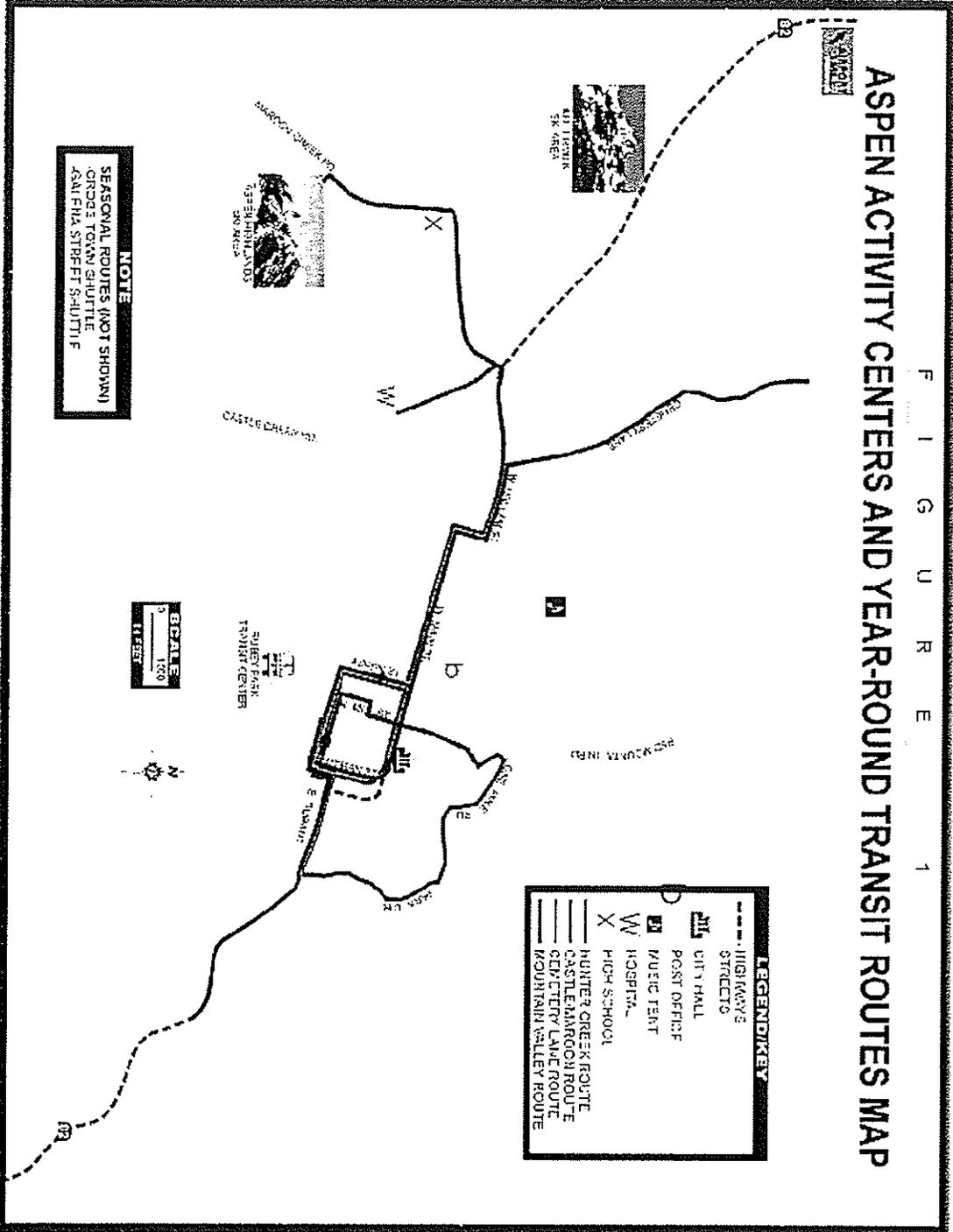
- Provides a safe and convenient location to access transit services.
- Enhances passenger's ability to transfer between modes.
- Raises the "profile" of transit among residents and visitors.
- Increases transit ridership by 5 to 20 percent.
- Facilitates transit operations by providing drivers with a break facility.
- A transit center an expected part of a quality mountain resort transit system, which is part of a competitive mountain resort area.

EXAMPLES FROM OTHER
COMMUNITIES

Aspen, Colorado



ASPEN ACTIVITY CENTERS AND YEAR-ROUND TRANSIT ROUTES MAP



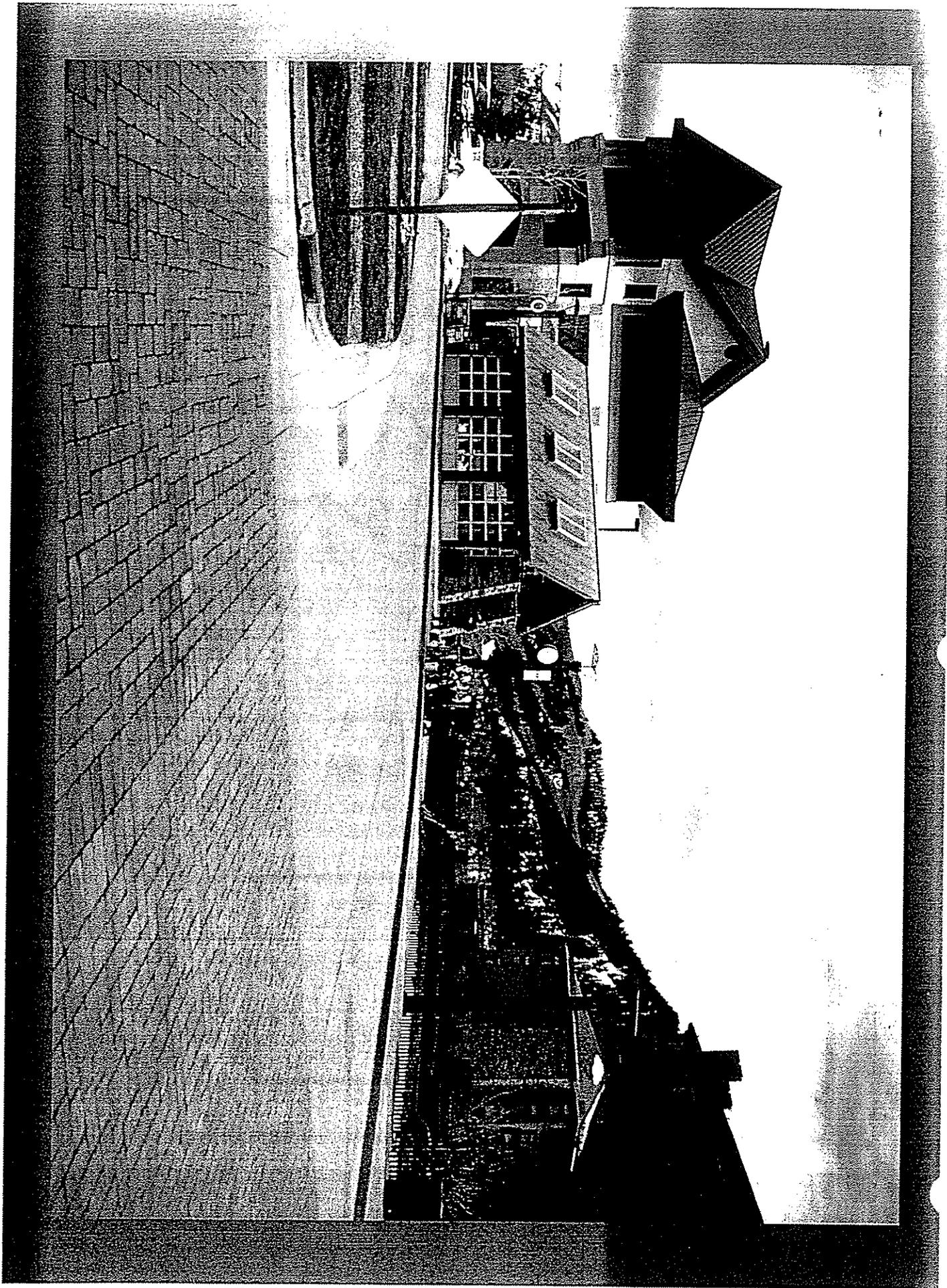
NOTE
 SEASONAL ROUTES (NOT SHOWN)
 (RIDGE TOWN SHUTTLE
 & AM FRA STREET SHUTTLE) F

SCALE
 0 100 200
 FEET

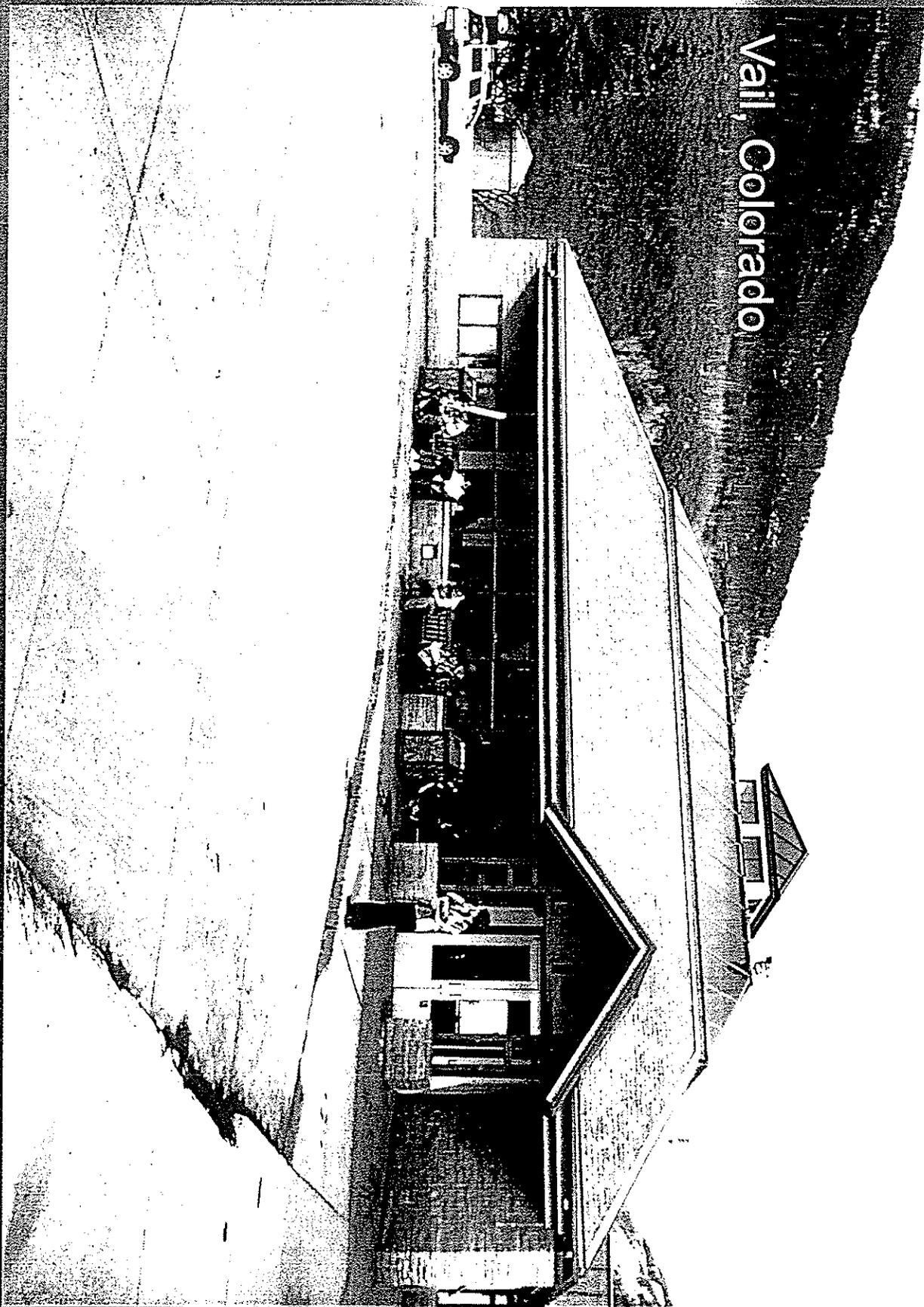


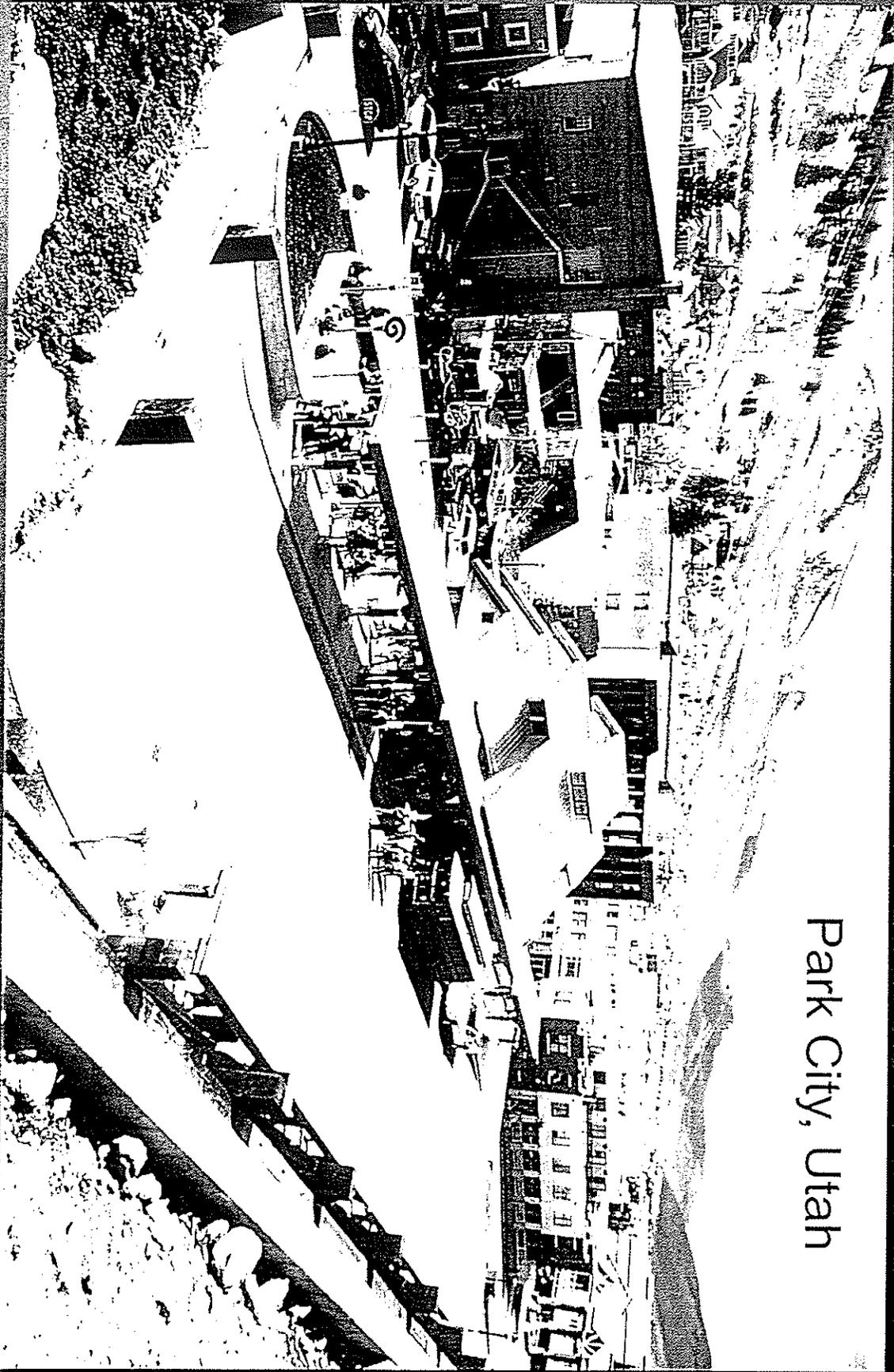
LEGEND/KEY

- HIGHWAY
- STREET
- CITY HALL
- POST OFFICE
- MUSIC TENT
- HOSPITAL
- HIGH SCHOOL
- HUNTER & CREEK ROUTE
- CASTLEBARROW ROUTE
- CEMETERY LANE ROUTE
- MOUNTAIN VALLEY ROUTE



Vail, Colorado





Park City, Utah