

CITY COUNCIL AGENDA OF THE CITY OF KETCHUM, IDAHO

Monday, March 17, 2014, 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.
2. COMMUNICATIONS FROM MAYOR AND COUNCILORS.
- 5:40 a) Recognition of the Ketchum Firefighters Local 4758 for the IAFF National Media Award for Public Relations - Mike Elle, Fire Chief. Tab 1
3. COMMUNICATIONS FROM THE PUBLIC.
- 5:50 a) Communications from the public.
- 6:05 b) Presentation on Idaho Transportation Department's State Highway 75 Big Wood River Bridge Project - Robyn Mattison, Public Works Director. Tab 2
4. COMMUNICATIONS FROM STAFF
- 6:35 a) Blaine County Road and Bridge Levy - Robyn Mattison, Public Works Director. Tab 3
Public Comment Accepted
- 6:55 b) Ketchum Recreation and Public Purposes Project Update - Jennifer L. Smith, Director of Parks & Recreation. *Public Comment Accepted* Tab 4
- 7:15 c) Wastewater Department Energy Efficiency Initiative - Robyn Mattison, Public Works Director. *Public Comment Accepted* Tab 5
- 7:25 5. COMMUNICATIONS FROM THE PRESS.
6. AGREEMENTS AND CONTRACTS.
- 7:30 a) Road Maintenance Memorandum of Understanding with Blaine County - Brian Christiansen, Street Superintendent. Tab 6
- 7:40 b) Memorandums of Understanding with Sue Dumke, and Gallery DeNovo and Steven Denholtz for donations of Public Art - Jennifer L. Smith, Director of Parks & Recreation. Tab 7
- 7:55 c) Executive Search Services Agreement with Peckham & McKenney to Conduct the Executive Search for the City Administrator Position - Ray Silver, Interim City Administrator. Tab 8
7. ORDINANCES AND RESOLUTIONS.
- 8:15 a) Ordinance 1115: Amending Title 12, Chapter 40, Ketchum City Code; which provides a percent for public art on all eligible capital improvement projects in the City of Ketchum; providing for savings and severability; repealing all ordinances and parts of ordinances in conflict herewith; and providing an effective date - Jennifer L. Smith, Director of Parks & Recreation. *Public Comment Accepted* Tab 9
- 8:25 b) Resolution 14-009: Authorizing Destruction of Semi-Permanent and Temporary Records - Sandy Cady, CMC, City Treasurer/Clerk. Tab 10
- 8:35 8. CONSENT CALENDAR. Tab 11
- a) Approval of minutes from the February 19, 2014 and February 26, 2014 Special Council meetings and March 3, 2014 Regular Council meeting.

b) Recommendation to approve current bills and payroll summary.

9. EXECUTIVE SESSION to discuss:

a) Litigation and Liability Issues pursuant to Idaho Code §§67-2345 1(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



March 12, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Jonas and City Councilors:

March 17, 2014 City Council Agenda Report

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

2. COMMUNICATION FROM MAYOR AND COUNCIL.

- a) Recognition of the Ketchum Firefighters Local 4758 for the IAFF National Media Award for Public Relations - Mike Elle, Fire Chief.

A principal member of Local 4758 will present the City Council a summary of the fire department actions which resulted in this award.

RECOMMENDATION: Staff respectfully recommends that the Mayor and City Council recognize the efforts of Ketchum Firefighters Local 4758 and Paid On-Call "Volunteer" firefighters in promoting public safety and public education throughout our local area.

RECOMMENDED MOTION: None.

This is an executive action.

3. COMMUNICATIONS FROM THE PUBLIC.

- b) Presentation on Idaho Transportation Department's State Highway 75 Big Wood River Bridge Project - Robyn Mattison, Public Works Director.

Mike Pepper, KMP Planning, will present an introduction to the State Highway 75 Big Wood River Bridge Project. The project improvements include replacing and widening the bridge to four lanes and reconstructing State Highway 75 north of the bridge to transition in the existing four-lane roadway. The presentation will include a background of the project and outline the design process and schedule. Construction is planned for 2016 to 2017 if environmental permitting and design is completed. A staff report from Public Works Director Robyn Mattison and a newsletter from the Idaho Department of Transportation regarding the project have been provided in the packet for Council review.

RECOMMENDATION: None.

RECOMMENDED MOTION: None.

This is a legislative matter.

4. COMMUNICATIONS FROM STAFF

- a) Blaine County Road and Bridge Levy – Robyn Mattison, Public Works Director.

Blaine County is moving forward with placing a temporary two-year road and bridge levy on the May 20, 2014 ballot. The County opted to reduce the levy amount to approximately 0.065% of property values, of which 50% of the funds raised within an incorporated city will be apportioned to that City. Information provided by the County indicates that Ketchum could receive approximately \$795,980 per year for two years. The County has asked cities to develop proposals by the first week in April for how the levy funds returned to the cities would be utilized.

Robyn Mattison, Public Works Director, has identified three potential options the City could use the collected levy funds for. Option A is to use the funds for Trail Creek Bridge replacement and widening of Main Street south of River Street. There is potential for ITD to move this project up the priority list if the City were to contribute a substantial funding match. Option B is to use the funds for the Warm Springs Road and Lewis Street Roundabout with the remaining funds going toward street equipment, operations, and maintenance. Option C is to use all the levy funds towards street equipment, operations, and maintenance.

Blaine County is requesting specific proposals for the cities to incorporate into public information for voters regarding the potential levy. With limited time prior to the levy election the City does not have the ability to develop public input on the decision that Blaine County is requesting. Any information the City provides to the County will dictate how the City will need to utilize the funds if the levy passes.

Robyn Mattison has provided a detailed staff report in the packet for Council Review.

RECOMMENDATION: Staff respectfully recommends that Council elect not to respond to the County with specific projects and instead provide more general language that will not preclude the City from gathering public input and making key decision at the time when funds are collected.

Recommended language to the County is as follows:

Line 1: *If the special roadway levy is approved, the City plans to gather public input in order to decide the most appropriate use of the levy funds for Ketchum residents.*

If the Council elects to provide more detailed information to the County we should be cautious of the language that is provided. Since it is unknown at this time if ITD would be interested in partnering on the Main St. widening/Trail Creek Bridge project it would not be reasonable to suggest to voters that this project will be constructed if the levy passes.

Recommended language to the County is as follows:

Line 2: *If the special roadway levy is approved the City plans to explore the use of the City's share to partner with ITD on the widening of Main St. to four lanes from River St. to the south and the replacement of Trail Creek Bridge. If funds are unable to be used for that project the City plans to improve the intersection of Warm Springs Road and Lewis Street to relieve traffic congestion and improve pedestrian and bicycle safety. Remaining funds will be utilized for street equipment, such as loaders and street sweepers, and for general operation and maintenance of our roadways.*

RECOMMENDED MOTION:

"I move to provide Blaine County with general language regarding potential levy spending similar to Line 1"

Or

"I move to provide Blaine County with language regarding potential levy spending similar to Line 2".

Or

"I move to oppose the Blaine County Road and Bridge Levy and not provide the County with information or assistance from the City of Ketchum in their effort to pass a temporary road levy."

This is a legislative matter

- b) Ketchum Recreation and Public Purposes Project Update - Jennifer L. Smith, Director of Parks & Recreation.

Jen Smith will update the City Council concerning the Recreation and Public Purposes Project which will include an update on costs thus far and contracts outstanding for the Ketchum R&PP since 2008. A detailed staff report has been provided in the meeting packet for Council review.

RECOMMENDATION: None

RECOMMENDED MOTION: None

This is a legislative matter.

- c) Wastewater Department Energy Efficiency Initiative - Robyn Mattison, Public Works Director.

In January the City of Ketchum, along with ten other cities in Idaho began participating in a program offered by Idaho Power called the Wastewater Energy Efficiency Cohort. The goal of the program is to help chart a course for long-term sustained energy savings. Over the next two years the Wastewater Department's "Energy Team" will evaluate and implement cost effective measures, both in operations and capital improvements, targeted to improve energy efficiency. The team has identified a goal to reduce overall electrical usage by 10% at the wastewater treatment facility over the calendar years 2014 and 2015. This reduction would save the City and SVWSD approximately \$10,000 to \$15,000 per year. A detailed staff report from Public Works Director Robyn Mattison has been provided in the packet for Council review.

RECOMMENDATION: None

RECOMMENDED MOTION: None

This is a legislative matter.

6. AGREEMENTS AND CONTRACTS.

- a) Road Maintenance Memorandum of Understanding with Blaine County – Brian Christiansen, Street Superintendent.

In furthering the tradition of ongoing cooperative maintenance between Blaine County and the City of Ketchum, a proposed Cooperative Road Maintenance Memorandum of Understanding (MOU) has been developed between the two entities. A staff report from Brian Christiansen and a copy of the proposed MOU have been provided in the packet for Council review.

RECOMMENDATION: Staff respectfully recommends the City Council approve the Cooperative Road Maintenance Memorandum of Understanding with Blaine County.

RECOMMENDED MOTION: *"I move to approve the Cooperative Road Maintenance Memorandum of Understanding with Blaine County."*

This is a legislative matter.

- b) Memorandums of Understanding with Sue Dumke, and Gallery DeNovo and Steven Denholtz for donations of Public Art - Jennifer L. Smith, Director of Parks & Recreation.

The Ketchum Arts Commission is recommending approval of two donations of art work to the City of Ketchum to add to its permanent collection. A staff report from Jen Smith and two Memorandums of Understanding have been included in the packet for council review.

RECOMMENDATION: Staff respectfully recommends the City Council approve the Memorandums of Understanding for the Dumke and DeNovo/Denholtz donations.

RECOMMENDED MOTION: *“I move to approve the Memorandums of Understanding for Donation of Art for Public Ownership with Sue Dumke and Gallery Denovo/Steven Denholtz.”*

This is a legislative matter.

- c) Executive Search Services Agreement with Peckham & McKenney to Conduct the Executive Search for the City Administrator Position - Ray Silver, Interim City Administrator.

The City identified seven executive search firms which could perform the executive search for the city administrator position. The list was narrowed down to two firms: McGrath Human Resources Group, and Peckham and McKenney Executive Search and Consulting. While both firms are well qualified, Peckham and McKenney Search and Consulting has a more extensive background in performing City Administrator/City Manager recruitments. The professional fee for the recruitment of the City Administrator is \$17,000, in addition the City will be responsible for reimbursement of expenses not to exceed \$6,500.

RECOMMENDATION: Staff respectfully recommends the City Council approve the contract with Peckham and McKenney Executive Search and Consulting

RECOMMENDED MOTION: *“I move to authorize the Mayor to sign the contract between the City and Peckham and McKenney Executive Search and Consulting.”*

This is a legislative matter.

7. ORDINANCES AND RESOLUTIONS.

- a) Ordinance 1115: Amending Title 12, Chapter 40, Ketchum City Code; which provides a percent for public art on all eligible capital improvement projects in

the City of Ketchum; Providing for savings and severability; repealing all ordinances and parts of ordinances in conflict herewith; and providing an effective date – Jennifer L. Smith, Parks and Recreation Director.

Ordinance 1115 streamlines the City's current percent for art program. The amendments specify that the most recently audited budget numbers for capital improvements funded through the General Fund will be used to calculate allocations for art as part of the annual budget preparation process. This change eliminates complexities and ambiguity that exist in the current program and will allow the City to provide funding information to the art community in advance of each budget year.

RECOMMENDATION: Staff respectfully recommends the Council waive the second and third readings and adopt Ordinance 1115.

1st MOTION: *"I move to waive the second and third readings of Ordinance 1115, and read by title only, pursuant to Idaho Code 50-902."*

2nd MOTION: *"I move to adopt Ordinance 1115, an ordinance of the City of Ketchum, Idaho, Amending Title 12, Chapter 40, Ketchum City Code; which provides a percent for public art on all eligible capital improvement projects in the City of Ketchum; providing for savings and severability; repealing all ordinances and parts of ordinances in conflict herewith; and providing an effective date." (Roll Call Required)*

This is a legislative matter.

- b) Resolution 14-009: Authorizing Destruction of Semi-Permanent and Temporary Records – Sandy Cady, CMC, City Treasurer/Clerk.

Idaho Code requires the City Council to authorize the destruction and disposal of records and documents that are not required to be retained as permanent records and that have met the minimum retention period provided by the City of Ketchum Record Retention Schedule. Resolution 14-009 provides the needed authorization. A staff report from Sandy Cady and a copy of Resolution 14-009 have been provided in the packet for Council review.

RECOMMENDATION: Staff respectfully recommends the City Council approve Resolution 14-009, authorizing destruction of semi-permanent and temporary records.

RECOMMENDED MOTION: *"I move to approve Resolution 14-009, authorizing the destruction of semi-permanent and temporary records."*

This is a legislative matter.

8. CONSENT CALENDAR.

- a) Approval of minutes from the February 19, 2014 and February 26, 2014 Special Council meetings and the March 3, 2014 Regular Council meeting.

Copies of the minutes from the February 19, 2014 and February 26, 2014 Special and March 3, 2014 Regular Council meetings have been provided in the packet for 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.

Sincerely,

Katie Carnduff
Administrative Clerk

City of Ketchum, Idaho

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



March 11, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Ketchum Fire Department IAFF Media Award

Mayor Jonas and City Councilors,

Introduction/History

The Ketchum Fire Department's fulltime firefighters are International Association of Firefighters (IAFF) Union members of Local 4758 which was formed in June of 2009. Since their formation as a local organization they have working hard at providing a better fire department to serve our community. Ketchum Firefighter's Local 4758, working with our Paid On-Call "Volunteer" firefighters, have been continually working towards providing more community service and public education to our citizens and visitors.

Current Report

Ketchum Firefighters Local 4758 began a series of community service and public education "challenges" in 2012. This "challenge" campaign was called the 8/8/800 Campaign and involved the 8 fulltime firefighters doing 800 hours of community service in 8 months. This campaign along with several other events was brought to the attention of the IAFF by other fire department Locals all over the country who voted for Ketchum Firefighters Local 4758 to receive the IAFF National Media Award for Public Relations. A principal member of Local 4758 will present at the City Council meeting a summary of the fire departments actions which resulted in this award.

Financial Requirement/Impact

There is no financial impact with this award.

Recommendation

I respectfully recommend that the City Council and the Mayor recognize the efforts of Ketchum Firefighters Local 4758 and our Paid On-Call "Volunteer" firefighters in promoting public safety and public education throughout our local area.

Recommended Motion

No motion needed.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Elle", is written over a light blue horizontal line.

Mike Elle
Fire Chief

City of Ketchum, Idaho

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March 11, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Jonas and City Councilors:

Presentation on Idaho Transportation Department's State Highway 75 Big Wood River Bridge Project

Introduction/History

The next phase of Idaho Transportation Department's "SH 75 Timmerman to Ketchum" project includes improvements to the Big Wood River Bridge. Improvements will include replacing and widening the bridge to four lanes and reconstructing SH-75 north of the bridge to transition into the existing four-lane roadway configuration. Construction is planned for 2016 to 2017 if environmental permitting and design is completed.

Current Report

A presentation by Mike Pepper, of KMP Planning, will include an introduction to the SH-75 Big Wood River Bridge Project. KMP Planning is the Public Involvement Lead sub-consultant on ITD's primary consultant team. Mr. Pepper will provide a background of the project and outline the design process and schedule. A newsletter developed by ITD regarding the project is attached. As part of Mr. Pepper's presentation he will inquire if the city has any issues or considerations that ITD should be aware of as their design team moves forward with design of the bridge.

Financial Requirement/Impact

No financial requirement is necessary.

Recommendation

No recommendation.

Sincerely,

A handwritten signature in cursive script that reads "Robyn L. Mattison".

Robyn L. Mattison, P.E.
Public Works Director/City Engineer
Attachment- ITD's Big Wood River Bridge to Elkhorn Rd. Newsletter (March 2014)



Big Wood River Bridge to Elkhorn Rd.

Reconstruction Project

Newsletter #1 – March 2014

Preliminary Design Gets Underway

General Steps and Schedule	
Preliminary Design <ul style="list-style-type: none"> • Surveying and mapping • Traffic analysis • Geotechnical investigations • Utility coordination • Preliminary roadway and drainage design • Preliminary bridge design • Local government coordination • Stakeholder/property owner communications • Public open house #1 – summer 2014 	February 2014 through Fall 2014
Environmental Re-evaluation <ul style="list-style-type: none"> • Wetland impact evaluation • Biological assessment • Noise modeling and evaluation • Wildlife and vegetation evaluation 	Spring 2014 to Summer 2015
Final Design <ul style="list-style-type: none"> • Roadway plans • River hydraulics • Bridge design • Utilities design • Retaining walls and drainage • Local government coordination • Stakeholder/property owner communications • Public Open House #2 – winter/spring 2015 	Fall 2014 through Fall 2015
Advertisement and Contracting <ul style="list-style-type: none"> • Complete bid documents and advertise • Select a contractor 	Winter 2015 to Spring 2016
Construction <ul style="list-style-type: none"> • Specific construction approach to be announced prior to beginning construction 	2016 to 2017

Public Involvement: The design process will include coordination with local governments, area residents and affected stakeholders. Individual affected property and business owners adjacent to the project will be consulted to address design issues that might affect their property or business operation. The public will be kept informed through the local media and at public meetings. For more information, see contact information on back of this newsletter or visit the project web site at <http://itd.idaho.gov/Projects/D4Idaho75TimmermanToKetchum/bigwoodriverbridge.asp>

Project Background: The Big Wood River Bridge to Elkhorn Rd. project (BWRB) is the second project, following the Timber Way to Big Wood River Bridge project, to advance since the completion of the Idaho 75 Timmerman to Ketchum Environmental Impact Statement (Idaho 75 EIS) in 2008. The anticipated project boundaries are shown on the map on the back of this newsletter. Like the Timber Way project, the BWRB project will follow the design concepts defined in the Idaho 75 EIS, which can be viewed on the project web site at <http://www.itd.idaho.gov/projects/D4/Idaho75TimmermanToKetchum/>

Design Process: Project planning, environmental work and design, as outlined at left in “General Steps and Schedule”, will be conducted by ITD and a consultant team led by Parametrix, Inc., located in Boise. Construction is planned for 2016 to 2017, if environmental permitting and design is completed.

Project Description:

- Replace and widen the bridge to 74 ft. with four 12 ft. lanes, plus a 4 ft. median and adequate shoulders
- Reconstruct Idaho 75 north of the bridge to transition into the existing four-lane roadway configuration
- Retain the existing center turn lane and signal at Elkhorn Rd.

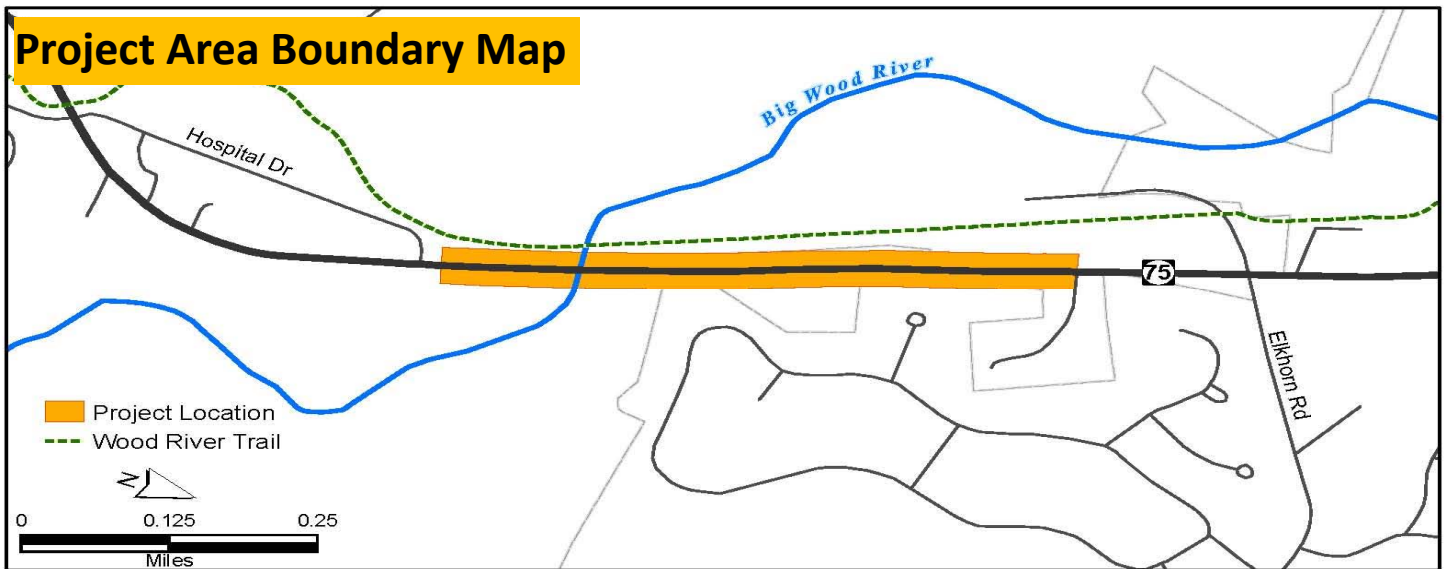
Key Design Issues:

- Safety for motorists, pedestrians and cyclists
- River hydrology and riparian vegetation
- Environmental impacts
- Wildlife safety and passage
- Recreation access
- Drainage
- Noise



Existing two-lane Big Wood River Bridge

Project Area Boundary Map



Idaho Transportation Department

216 South Date

Shoshone, ID 83352

For More Information...

Steve Hunter, Project Manager

Idaho Transportation Department

216 South Date, Shoshone, ID 83352

Steve.hunter@itd.idaho.gov / 208-886-7846

Mike Pepper, Public Involvement Lead

KMP Planning

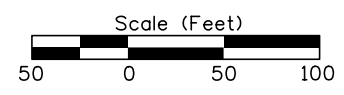
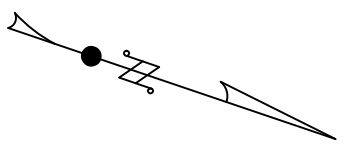
2530 Canyon Gate Pl. Twin Falls, ID 83301

kmpplanning@cablone.net / 208-734-6208

"Attention - If you would like information regarding this project in Spanish, please call (208) 334-4444 / Ana Gonzalez (208) 886-7837"
"Atención - Si usted quiere la información acerca de este proyecto en Español, llame por favor al (208) 334-4444 / Ana Gonzalez (208) 886-7837"



Note: Layout is preliminary and subject to change.



- LEGEND**
- PROPOSED EDGE OF PAVEMENT / NEW CURB
 - PROPOSED BRIDGE
 - R/W— EXISTING RIGHT-OF-WAY
 - P/L— EXISTING PROPERTY LINE

PRELIMINARY
March, 2014



SH-75, BIG WOOD RIVER BRIDGE TO ELKHORN ROAD, BLAINE COUNTY
PROJECT NO. A011(622), KEY NO. 11622



City of Ketchum, Idaho

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



March 11, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Jonas and City Councilors:

Blaine County Road and Bridge Levy

Introduction/History

In August 2013 Blaine County contacted the cities to express their need for supplemental road and bridge funding and to explain levy options. One of the alternatives considered by the County would return 50% of the funds collected within each city to their respective city to go towards road and bridge projects. The potential levy was discussed at the September 3rd, September 16th, and October 3rd regular city council meetings. In October the City sent a letter to Blaine County in support of the levy option to return funds to the cities and advised the County to consider a levy in an amount less than the maximum amount (0.2%) allowed by statute.

Blaine County is moving forward with placing a temporary two-year road and bridge levy on the May 20, 2014 ballot. The County opted to reduce the levy amount to approximately 0.065% of property values, of which 50% of the funds raised within an incorporated city will be apportioned to that City. The County is requesting a levy for a fixed amount of \$5.3 million each year for two years. The levy percentage will vary depending on current property values. If the levy passes (simple majority) the County will use levy funds for maintenance and improvements of existing county roads. The County has decided not to use the levy funds for capital improvement projects.

Current Report

Information provided by the County (see attached) indicates that **Ketchum could receive approximately \$795,980 per year for two years**. The County has asked cities to develop proposals for how the levy funds returned to the cities would be utilized. The County will incorporate this information with the public information that they develop regarding the levy. County staff feels that specific information, such as specific capital improvement projects, maintenance projects, or equipment to be purchased, will be best to help the public understand how the funds will be utilized. **The County has requested proposals from cities by the**

first week in April in order to provide meaningful information to the voting public for the May 20th ballot. If the levy passes assessments will begin January 2015.

Potential Projects

The City could use the collected levy funds either A) directly on eligible projects or B) the City could choose to use the funds on street department operations costs (i.e. equipment, roadway maintenance, equipment maintenance, fuel, snow-hauling, ect) for a period of two years. The funds which would have normally been allocated for street department operations could be reallocated towards planning studies, sidewalk rehabilitation, or other general fund projects.

The table below shows three options where the City could use levy funds. The options include; A) match funds for Main St. Widening/Trail Creek Bridge replacement, B) Roundabout at Warm Springs Rd. and Lewis St. with remaining funds toward street equipment, operations, and maintenance, and C) all levy funds towards street equipment, operations, and maintenance. The following paragraphs provide more information regarding the potential uses of the levy funds.

Description		Estimated Cost		
		Option A	Option B	Option C
A) Capital Project	Main St. Widening at Trail Creek Bridge*	\$1,600,000		
B) Capital Project	Warm Springs Rd/Lewis St. Roundabout		\$660,000	
C) Equipment	Mini Skisteer Loader (replaces 1999 Bobcat Skidsteer)		\$80,000	\$80,000
D) Equipment	Small Loader (replaces 1998 Cat 950)		\$300,000	\$300,000
E) Equipment	Street Sweeper (replaces 2000 Elgin Geovac)			\$300,000
F) Operations	Offset Reg. Maintenance (FY 14-15 & FY 15-16)		\$400,000	\$400,000
G) Operations	Additional Street Maintenance (FY 14-15 & FY 14-16)		\$160,000	\$320,000
H) Operations	Offset Contract Snow Removal (FY 14-15 & FY 15-16)			\$200,000
Total		\$1,600,000	\$1,600,000	\$1,600,000
Regularly budgeted expenses offset by levy funds		\$0	\$400,000	\$600,000

*assumes ITD participation for remaining funds required for project

Capital Improvement Projects

The City has identified various street capital improvement projects in our 5-year CIP; however some of the projects identified would not be eligible for funding with levy funds. In general, levy funds can be spent on construction and maintenance of roads and bridges. It is my understanding from communications with Blaine County staff that projects such as traffic studies and sidewalk enhancement projects are not eligible for levy funding.

Eligible projects in our 5-year Street Improvement CIP include:

- Trail Creek Bridge replacement and widening of Main Street south of River St.
- Warm Springs Road and Lewis Street Roundabout

The Trail Creek Bridge project is currently in the “unfunded” category for ITD District 4. The cost estimate identified in our CIP for this project is \$3.3 million. Levy funds can be used to match state and federal highway funds. There is potential for ITD to move this project up on the priority list if the City were to contribute a substantial funding match. A match from the City would likely utilize all, or a majority of, the levy funds. Once ITD completes the Big Wood River Bridge project on SH-75 (~2017), the two-lane Trail Creek Bridge will remain a bottleneck to outbound traffic heading south.

The Warm Springs Rd and Lewis St. Roundabout project will reduce traffic congestion and improve pedestrian and bicycle safety in that area. Our CIP identifies the estimated cost of this project to be \$660,000. If levy funds were utilized for this project the remaining \$940,000 could be used for other roadway projects, however, at this time the City does not have other eligible capital improvement projects in our 5-year CIP. Other street improvement projects, such as the Warm Springs Rd./Flower Rd. roundabout or the SH-75/Serenade Ln. roundabout are longer term street improvement projects which may become higher priorities as development increases in those areas. The City may utilize the remaining funds to purchase street maintenance equipment and perform routine maintenance of roadways (ie. chip sealing). The funds could also be utilized to offset operations costs for two-years which would free up that money for other projects.

Equipment

The equipment identified in the table above is included in the 5-year Street Equipment CIP. Although the equipment is aging and, in the case of the street sweeper, requires continuous maintenance, the equipment is generally in good condition and may be serviceable for up to 3 to 5 more years. However, replacing the equipment sooner will relieve equipment maintenance costs in the near term and relieve the city from funding these equipment purchases in the future.

Operation/Maintenance

The City has generally been able to accomplish street maintenance (i.e chip-sealing) in order to extend the service life of our roads. There have been years in the past when escalating costs of oil have caused the City to delay street maintenance, however, we have been able to catch up on deferred maintenance through an accelerated schedule and will be at

satisfactory conditions within the next two years (at the current level of funding). Further accelerating the street maintenance schedule with levy funds (line G in the table above) will reduce future maintenance spending but it is not vital to the serviceability of our roads. One area the street department could utilize additional funding is for the repair and replacement of sidewalks. There are numerous sidewalks in the city could benefit from upgrades.

Staff Recommendation: Option A - The City may have limited opportunities to be able to partner with ITD to help fund the widening of Main St. and replacement of the Trail Creek Bridge and this project may not move forward through ITD without participation from the City. ITD has invested heavily in projects to increase capacity of SH-75 to accommodate existing and future traffic loads. It is my opinion that a project that will relieve traffic congestion at the Trail Creek Bridge south of Ketchum will be appreciated by many Ketchum residents and visitors. **If the Blaine County road and bridge levy passes, it is my recommendation that the City continue to work with ITD to help fund the widening of Main St. and replacement of the Trail Creek Bridge.** If ITD is not able to partner in the project I recommend that the City utilize potential levy funding for Option B; the Warm Springs Rd./Lewis St. Roundabout with remaining funds allocated to street equipment, and street department operations and maintenance expenses. I also recommend that street department operations and maintenance expenses which are able to be offset by levy funds be used for replacement and upgrade of city sidewalks.

Financial Requirement/Impact

No financial requirement is necessary.

Recommendation

Blaine County is requesting specific proposals for the cities to incorporate into public information for voters regarding the potential levy. With limited time prior to the levy election the City does not have the ability to develop public input on the decision that Blaine County is requesting. Any information the City provides to the County will dictate how the City will need to utilize the funds if the levy passes. **It is my recommendation that Council elect not to respond to the County with specific projects and instead provide more general language that will not preclude the City from gathering public input and making key decisions at the time when funds are collected.**

Recommended language to the County is as follows:

Line 1: If the special roadway levy is approved, the City plans to gather public input order to decide the most appropriate use of the levy funds for Ketchum residents.

If the Council elects to provide more detailed information to the County we should be cautious of the language that is provided. Since it is unknown at this time if ITD would be interested in partnering on the Main St. widening/Trail Creek Bridge project it would not be reasonable to suggest to voters that this project will be constructed if the levy passes. If Council chooses to explore this project for use of the funds the language provided to the County should be clear so that voters understand the issue.

Recommended language to the County is as follows:

Line 2: If the special roadway levy is approved the City plans to explore the use of the City's share to partner with ITD on the widening of Main St. to four-lanes from River St. to the south and the replacement of Trail Creek Bridge. If funds are unable to be used for that project the City plans to improve the intersection of Warm Springs Road and Lewis Street to relieve traffic congestion and improve pedestrian and bicycle safety. Remaining funds will be utilized for street equipment, such as loaders and street sweepers, and for general operation and maintenance of our roadways.

Recommended Motions:

“I move to provide Blaine County with general language regarding potential levy spending similar to Line 1”.

Or

“I move to provide Blaine County with language regarding potential levy spending similar to Line 2”.

Or

“I move to oppose the Blaine County Road and Bridge Levy and not provide the County with information or assistance from the City of Ketchum in their effort to pass a temporary road levy.”

Sincerely,



Robyn L. Mattison, P.E.
Public Works Director/City Engineer

Attachment- Spreadsheet from Blaine County indicating potential levy funds collected and apportioned to the cities.

City of Ketchum, Idaho

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



March 11, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Ketchum Recreation & Public Purposes Update: Review of Meeting with BLM on March 5, 2014

Mayor Jonas and City Councilors:

Introduction/History

The City of Ketchum applied for a Recreation and Public Purposes (R&PP) patent in 2008 for an approximate total of 316 acres of land owned by the United States and administered by the Bureau of Land Management. Part of the yet to be adopted management plan for the patent includes creation of a River Park along the Big Wood River about two miles north of City limits adjacent to the Hulen Meadows subdivision.

The City's partner in the R&PP patent application is the Wood River Land Trust. Additionally, myriad stakeholders are engaged in multiple components of the patent including, but not limited to habitat restoration, flood mitigation, recreation and accessibility.

The City undertook a formal master planning effort for an "area of intense study" within what is commonly known as the North Parcel in July 2011. S2o Design and Engineering, a Lyons, Colorado firm specializing in Whitewater Park and river recreation planning, was hired in January 2012 to provide professional design and engineering to create a master plan for a river park known as the River Park at Sun Peak. The River Park at Sun Peak is a focused area of recreational use while the remainder of the R&PP properties' uses will remain largely as they are today.

Between application for an R&PP patent in 2008 and present, City staff and BLM staff continue to work on the R&PP process. Important benchmarks have occurred thus far:

- The City of Ketchum applied for a "patent" in 2008 for two parcels of land described above. A potential well site at Sun Peak Picnic Site was included in the original application.
- Amendments to the original Ketchum R&PP occurred in 2009 including recreation enhancements adjacent to the Hulen pond area. A white water

- park, a wheelchair accessible fishing pier, and a dog agility course were included. The dog agility course has since been removed.
- A “scoping open house” was performed by BLM in 2009.
 - At the request of BLM, the City undertook a “master planning” effort for a proposed “river park.” At present the proposed “River Park at Sun Peak” has undergone a design process to the 60% level involving stakeholder input and several public meetings. The final (100%) design is anticipated at some point during the summer of 2014 which includes jurisdictional permitting and design review through Blaine County.
 - The Ketchum R&PP and a land exchange between Wood River Land Trust and Blue Canyon Corporation were bifurcated in 2011 under the direction of the BLM State Director.
 - The City was informed that the “discretionary” Ketchum R&PP would be discontinued due to other litigation mandates in the state of Idaho and federal budget cuts in late 2012; however, due to a concerted effort by the City, its partners and stakeholders, federal congressional representatives, and the BLM, the process was continued
 - In January 2012, BLM State Director Steve Ellis suggested creating a “steering committee” comprised of BLM staff, City staff, and City contractors (legal and EA) for the purpose of discovering what needed to be done to continue the R&PP process under the National Environmental Policy Act (NEPA) process considering BLM constraints.
 - The steering committee met for the fifth and final time on July 15, 2013 and accomplished several key items including:
 - Continuation of the Environmental Assessment process (previously, this contract was frozen at Mayor Hall’s direction)
 - Finalization of a Memorandum of Understanding between the BLM and the City outlining roles and responsibilities, conditions, and procedures to be followed during the preparation of the environmental documentation process;
 - Securing a NEPA Review Contractor under an Administrative Support Agreement to perform the work of a BLM Interdisciplinary Team at the City’s cost (again, due to federal budget constraints);
 - Execution of a Final Design process led by S2o Design and Engineering.
 - Set schedule for follow-up conference calls between BLM and designated City points-of-contact.
 - The City of Ketchum contracted with S2o Design and Engineering for Environmental Assessment work in 2012. The EA contract is considered Contract Amendment #2 with S2o. Subcontractor GeoEngineers was performing most of the EA work. The contract was frozen in late 2012, however, when BLM indicated to the City that forward progress on the Ketchum R&PP was to be stalled indefinitely. Following a great deal of work by the BLM State Director’s Steering Committee, EA work resumed in early 2013.

- The City of Ketchum contracted for Final Design and Construction Documentation Services with S2o in late June 2013. The Final Design contract is considered Contract Amendment #3 with S2o. Final Design entails (1.) Preliminary design of the River Park at Sun Peak, (2.) Preliminary Design Report, (3.) Client Meeting (presentation of the preliminary design (60% Design) for review and approval in anticipation of submission for permitting), (4.) Permitting, (5.) Final Design and, (6.) Construction Documentation.
- The City of Ketchum committed funds to hire a NEPA Review Contractor (hired and supervised by BLM) to provide review services for the Environmental Assessment document. The NEPA Review Contractor replaces a BLM in-house Interdisciplinary Team (IDT) of scientists who typically review EA work. BLM indicated to the City that it did not have resources to provide an IDT but that a NEPA Review contracting firm is the next best standard alternative. The BLM selected AECOM through a competitive bidding process as its Review Contractor.
- *Environmental Assessment and NEPA Review Contractor update:* The target date for completion of the Environmental Assessment document was August 6, 2013; however, the EA was officially completed on August 19. Chapters of the EA were reviewed by City staff and legal director, Cherese McLain. EA chapters were also being given a cursory review by NEPA Review contractor, AECOM, prior to the EA's full completion. The NEPA Review Contractor completed its review of the EA document on Friday, August 30. The EA document has also been reviewed by several BLM staffers and a representative from the U.S. Army Corps of Engineers. Discrepancies were identified by reviewing parties using "track changes" in the Word document. These discrepancies will be addressed by the EA contractor (GeoEngineers) and NEPA Specialist for the Idaho State BLM Office, Eric Mayes. GeoEngineers requested more time to work through the comments and submit a further edited document. Once the draft EA is approved by BLM, it will be released for a 30 (thirty) day public comment period. Comments will be assimilated and vetted prior to BLM making its final determination of whether to approve the EA.

The target date for returning the revised EA document to BLM was January 15, 2014. The second EA draft was submitted to BLM and updated information is listed in the "current report" section of this report.

- *Final Design process:* Following a kick-off meeting between the Final Design contractor (S2o Design and Engineering) and the City (represented by this author) that occurred on July 2, 2013, several design meetings have occurred with the design team and client (again, represented by this author). Design team meetings are ongoing following

the unveiling of the 60% design level drawings and concepts through to final design.

Invoices for both design and environmental assessment contracts are currently being submitted to the City to fulfill each contract.

An informational presentation to the Blaine County Board of Commissioners took place in Hailey on December 12, 2013. The last Ketchum R&PP update to City Council was presented on January 21, 2014.

City Council formally approved the 60% design document in January 2014 with the understanding that, working toward Final Design, the design team intends to incorporate public feedback according to best management practices, budget, and feasibility. It is anticipated that a final design will be presented in a public forum sometime during summer 2014.

At this point in time between 60% drawings and final design, the S2o design team has removed elements requiring potable and/or irrigation water (children's play area, landscape screening, drinking fountain). Additionally, the team has worked with the Idaho Transportation Department (ITD) and Blaine County Recreation District (BCRD) on changes to the east parking lot (adjacent to Highway 75) in accordance with ITD's and BCRD's right-of-way interests as well as design changes to the west parking lot (north of the pond) to accommodate public design input.

Current Report

A second revised Environmental Assessment document was submitted to BLM by GeoEngineers in January; however, City Attorneys found discrepancies regarding the EA review process as outlined in an MOU previously signed by the City and BLM. A letter to BLM initiating dispute under MOU was delivered to BLM on February 21, 2014 (attached) which led to a meeting in Boise on March 5, 2014 between BLM and City officials. The meeting's contents will be shared at the City Council meeting on March 17, 2014 following an update telephone call from BLM to Mayor Nina Jonas scheduled for Friday, March 14, 2014.

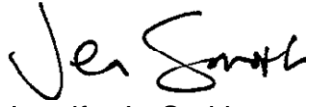
Financial Requirement/Impact

No financial requirement is necessary at this time. City Council will be updated on costs thus far and contracts outstanding for the Ketchum R&PP since 2008.

Recommendation

No recommendation at this time.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jen Smith". The letters are cursive and fluid.

Jennifer L. Smith
Director of Parks & Recreation

City of Ketchum, Idaho

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



March 10, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Jonas and City Councilors:

Wastewater Department Energy Efficiency Initiative

Introduction/History

Power is the largest single operational expense, besides labor, to operate the wastewater treatment facility. Many processes require energy intensive equipment, such as blowers and pumps. The City & SVWSD spends \$7,500 to \$15,800 per month on power at the WWTF.

Starting in January the City of Ketchum, along with ten other cities in Idaho, began participating in a program offered by Idaho Power called the *Wastewater Energy Efficiency Cohort*. The goal of the program is to help chart a course for long-term sustained energy savings. Energy monitoring equipment has been installed at the wastewater treatment plant and staff has been trained on energy-management software. With this energy management system operators will be able to identify how changes in operations and capital improvements affect energy usage. The Idaho Power program includes a series of five full-day workshops over a two-year period. During the workshops Idaho Power provides industry experts to speak about implementing best practices for wastewater treatment operations, as well as help prioritizing future capital improvements. Hands-on, small-group activities and peer-to-peer sharing of lessons learned from other wastewater treatment facility are shared during the workshops.

Current Report

As part of the Wastewater Energy Efficiency Cohort the Wastewater Department has been tasked with setting specific goals to reduce electrical usage. Over the next two years the Wastewater Department's "Energy Team" will evaluate and implement cost effective measures, both in operations and capital improvements, targeted to improve energy efficiency. The Energy Team developed the attached policy statement in order to define actions and goals. **The team has identified a goal to reduce overall electrical usage by 10% at the wastewater treatment facility over the calendar years 2014 and 2015.** The team is monitoring current electrical usage so that we can set a baseline which will be used to evaluate the effectiveness of operational changes and capital improvements.

Financial Requirement/Impact

A 10% reduction in electrical usage would save the City and SWWSD approximately \$10,000 to \$15,000 per year. The Wastewater Department is hopeful that additional savings will be captured in the long-term.

Other than staff time, the training operators receive through the Idaho Power program is free to the City. Operators receive Continuing Education Units for the training time which is a requirement to maintain their operator licenses'. Energy monitoring equipment has been installed at no charge to the City. Operational changes identified through this program will have no cost to the City. Capital improvements that are identified through this initiative will be evaluated based on their return on investment and may be included in the FY 2014-2015 Wastewater Capital Improvement Budget.

Recommendation

No recommendation.

Sincerely,



Robyn L. Mattison, P.E.
Public Works Director/City Engineer

Attachment- Wastewater Department 2014 Energy Efficiency Initiative

2014 ENERGY EFFICIENCY INITIATIVE
Policy Statement for City of Ketchum/Sun Valley
Water & Sewer District Wastewater Treatment Facility



Policy Statement

The City of Ketchum and Sun Valley Water & Sewer District is committed to implementing reliable and cost effective measures toward improving energy efficiency and conservation at the wastewater treatment facility (WWTF).

Actions

WWTF staff will make every feasible effort to carry out this policy in the following ways:

- Consider and implement energy efficiency in all aspects of process, design, maintenance, construction, operation and purchase of all wastewater equipment, practices and services
- Provide employees with the necessary training and tools to identify, communicate, correct and implement more energy saving ideas through improved policies, practices and procedures
- Routinely monitor, track and optimize energy conservation measures to achieve the most efficient operations
- Actively participate in training and incentive programs aimed at energy management
- Review and update energy plans, goals and objectives for energy efficiency and conservation on at least an annual basis
- Periodically communicate energy management efforts to staff and partners, including, but not limited to the Energy Team, City staff and officials, utility providers and associated trades organizations

Goals

The primary initial goals for our Wastewater Energy Conservation Initiative program are as follows:

1. Reduce overall electrical usage by 10% at the wastewater facilities over the calendar years 2014 and 2015, as compared to the approved baseline data
2. Continually monitor electrical energy consumption using the key performance indicators
3. Develop and utilize energy management plans, practices, policies and SOPs that provide and support greater energy efficiencies for our wastewater operations and maintenance activities
4. Replace two inefficient blowers with a new high efficiency turbo blowers
5. Implement various operational and maintenance improvements for improved efficiency gains
6. Operate and maintain all City-designed and constructed sustainability projects in the most prudent way possible to achieve the highest level of energy conservation

Officially adopted and approved by:

A handwritten signature in cursive script that reads "Robyn L. Mattison".

Robyn L. Mattison
Public Works Director

Date: March 10, 2014

City of Ketchum, Idaho

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March 7, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Jonas and City Councilors:

Cooperative Road Maintenance Memorandum of Understanding Blaine County and the City of Ketchum

Introduction/History

For at least the past 30 years, and perhaps longer as the Cities hand written journals only go back that far, Blaine County has assisted the City of Ketchum with its Chip Sealing projects. In return the City of Ketchum has offered similar miscellaneous help to Blaine County when they needed it.

Both Parties have developed a mutually beneficial cooperative road maintenance plan between the period of July 15, 2014 and July 31, 2014. The City lacks the Street Department staff and equipment to chip seal City roads. The County lacks the Road and Bridge staff and equipment to remove excessive chips and sand from the County roads. The purpose of this MOU is to provide guidelines for a collaborative work schedule between the County and the City that is equitable to both parties.

Current Report

This Memorandum of Understanding (MOU) between the two jurisdictions is an effort to legitimize the practices/operations and ongoing agreements. The MOU notes the mutual beneficial cooperative road maintenance plan that the city and county have developed. Its purpose is to provide guidelines for a collaborative work schedule between the county and the city that is equitable to both parties.

Financial Requirement/Impact

The going rate for a chip seal project is \$.47/sf, when partnering with Blaine County and utilizing their equipment and manpower, the project can be performed in house for \$.07/sf. Last year the City of Ketchum saved about \$200,000 by keeping the project in house. This year we are expecting about the same savings. The Cities commitment to Blaine County for sweeping County roads is negligible compared to the benefit.

Recommendation

Staff respectfully recommends the City Council approve and sign the Memorandum of Understanding between the City of Ketchum and Blaine County.

Recommended Motion

I move to approve the Memorandum of Understanding between the City of Ketchum and Blaine County concerning mutual road maintenance assistance.

Sincerely,

Brian Christiansen
Street Superintendent

Attachment 1 Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING
between
BLAINE COUNTY, IDAHO
And
THE CITY OF KETCHUM
Cooperative Road Maintenance

This Memorandum of Understanding (“MOU”) for mutual road maintenance assistance is hereby entered into by and between Blaine County, Idaho, hereinafter referred to as the “County”; and the City of Ketchum, hereinafter referred to as the “City”. The City and County may hereinafter be collectively referred to as “Parties”.

1. PURPOSE: The Parties have developed a mutually beneficial cooperative road maintenance plan between the period of July 15, 2014 and July 31, 2014. The City lacks the Street Department staff and equipment to chip seal City roads. The County lacks the Road and Bridge staff and equipment to remove excessive chips and sand from the County roads. The purpose of this MOU is to provide guidelines for a collaborative work schedule between the County and the City that is equitable to all parties.

2. IT IS MUTUALLY AGREED AND UNDERSTOOD BY ALL PARTIES THAT:

County Responsibilities

- Provide at no cost one (1) chip spreader machine with one (1) Foreman and one (1) Leadman for a period of four (4) days equaling ten (10) hours in duration totaling 80 hours of labor.
- Provide at no cost three (3) dump trucks and three (3) operators for a period of four (4) days equaling (10) hours in duration totaling 120 hours of labor.
- Provide at no cost one (1) roller with one (1) operator for a period of for four (4) days equaling ten (10) hours in duration totaling 40 hours of labor.
- Equipment and labor assistance will be provided to the City for use on City road chip sealing projects from July 28, 2014 through July 31, 2014. Please see attachment “A” for the project locations.

City Responsibilities

- Provide at no cost two (2) street sweepers with two (2) operators for a period of four (4) days equaling ten (10) hours in duration totaling 80 hours of labor.
- Provide at no cost two (2) dump trucks with two (2) operators for a period of four (4) days equaling ten (10) hours in duration totaling 80 hours of labor.
- Provide at no cost one (1) water truck with one (1) operator for a period of four (4) days equaling ten (10) hours in duration totaling 40 hours of labor.
- Provide at no cost one (1) parking space, with plug-in, located in the Street Department yard during winter months for Blaine County Road & Bridge loader and grader.

- Equipment and labor assistance will be provided to the County for four (4) days from July 15, 2014 through July 18, 2014 for use on County sand sweeping projects. Please see attachment "A" for the project locations.

3. MUTUAL HOLD HARMLESS

The County, its officers, agents, and employees, shall not be deemed to have assumed any liability for the acts of City or any officers, agents or employees thereof, and City hereby covenants and agrees to hold and save the County and all of its officers, agents, and employees harmless from all claims whatsoever that might arise against the County, its officers, agents, or employees, by reasons of any acts or failures to act on the part of City, its officers, agents or employees. The County hereby covenants to hold and save City and all its officers, agents, and employees, harmless from all claims whatsoever that might arise against City, its officers, agents, or employees by reason of any acts or failures to act on the part of the County, its officers, agents, or employees in the performance of the duties required by the terms of this Agreement.

4. TERMS AND TERMINATION

This MOU is subject to termination with or without cause by either party with a 30 day written notification prior to the commencement of work by either Party. Modifications within the scope of this MOU shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all Parties, prior to any changes being implemented.

5. APPROVALS:

THE PARTIES HERETO have executed this instrument.

Nina Jonas, Mayor
City of Ketchum

Date

Attest: Sandy Cady
City of Ketchum Clerk

Lawrence Schoen
Blaine County Chairman

Date

Attest: JoLynn Drage
Blaine County Clerk

ATTACHMENT “A”

Cooperative Road Maintenance Tentative Work Schedule

All schedules dependent upon weather conditions that permit chip sealing and road maintenance operations.

Blaine County Road Department Schedule

Sand Sweep is scheduled from July 15, 2014 through July 18, 2014. Exact dates are dependent upon weather conditions.

Four (4) days between July 1 – July 31:

- Sunset Road
- Shed Road
- Little Wood Road
- Lollipop Lane
- Gannett Main Street
- Muldoon Canyon Road
- Bayhorse Road
- Quarterhorse Road
- Chestnut Road
- Baseline Road
- Old State Highway

City of Ketchum Street Department Schedule *(subject to change)*

Chip Seal

(West side of Core)

- July 28: Washington – Rivers to 9th Street
Rivers – Main to Wood River Drive
First Street – Main to 3rd Avenue
- July 29: Sun Valley Road – Main to 3rd Avenue
Second Street – Main to 3rd Avenue
Sixth Street – Main to 4th Avenue
Eighth Street – Warm Springs Road to 4th Avenue
- July 30: Fourth Street – Main to 2nd Avenue
Fifth Street – Main to 2nd Avenue
Seventh Street – Warm Springs Road to 4th Avenue
- July 31:

City of Ketchum, Idaho

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



March 11, 2013

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Recommendation for Approval of Memorandums of Understanding for Donations of Public Art

Mayor Jonas and City Councilors:

Introduction/History

The Ketchum Arts Commission (KAC) was created by the City of Ketchum in 2009. The KAC's mission is to integrate arts and culture into the community's life. Volunteer members are dedicated to contributing to Ketchum's vibrancy as a town dedicated to arts for all people. The KAC is a division of the Ketchum Parks & Recreation Department, and is also supported by the Ketchum Community Development Corporation (KCDC).

A Memorials and Donations Resolution (No. 11-010) states that "any and all donations and memorials received by the City of Ketchum to be placed in public parks or on City rights-of-way be approved through a process set forth by the Parks & Recreation Director and in conjunction with the Ketchum Arts Commission in such a case that the donation or memorial is a work of art. Acceptance of memorials and donations shall be made official through a Memorandum of Understanding signed by all parties involved, the Parks & Recreation Director, the Ketchum Arts Commission Chair, and the Mayor of Ketchum."

Current Report

The KAC is recommending approval of two donations of art work to the City of Ketchum to add to its growing "permanent collection."

The first donation comes from artist Sue Dumke. Ms. Dumke wishes to donate her piece, *Hemingway Mosaic*, to the City. The piece is described as "photograph on metal." An image and additional specifications will be provided at the City Council meeting. The Dumke MOU is attached.

The second donation comes from Gallery DeNovo and Steven Denholtz. The piece, entitled "*Complimentaros*" is the creation of artist Joan Barrantes. The medium for the Barrantes piece is corten steel. An image and additional

Parks & Recreation Department

Jennifer L. Smith, Director | jsmith@ketchumidaho.org
208.726.7820 | www.ketchumidaho.org

specifications will be provided at the City Council meeting. The DeNovo/Denholtz donation MOU is attached.

Potential donations of art work to the City of Ketchum are carefully considered by the KAC; recommendations to City Council for accepting donations are made through unanimous approval of the KAC. Memorandums of Understanding for each donation are tailored for the specific donation and are created with the approval of the donor.

Financial Requirement/Impact

Maintenance requirements for donated art work are considered and maintenance is the responsibility of the Parks & Natural Resources Superintendent. Donation recommendations are made with the Parks & Recreation Department's input.

Recommendation

I respectfully recommend that City Council approve the Memorandums of Understanding for the Dumke and DeNovo/Denholtz donations.

Suggested Motion

"I move to approve the acceptance of two donations of art work from Sue Dumke and Gallery DeNovo/Steven Denholtz and authorize Mayor Jonas to sign the Memorandums of Understanding."

Respectfully Submitted,



Jennifer L. Smith
Director of Parks & Recreation

Parks & Recreation Department

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208.726.7820 | www.ketchumidaho.org

City of Ketchum, Idaho

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



February 5, 2014

Memorandum of Understanding between the City of Ketchum, the Ketchum Arts Commission and Sue Dumke, regarding donation of art for public ownership/deed of gift.

This Memorandum of Understanding is made and entered between the City of Ketchum, hereinafter referred to as "City," the Ketchum Arts Commission, hereinafter referred to as "KAC," and Sue Dumke, a private party wishing to donate art to the City of Ketchum, hereinafter referred to as "private party."

Purpose:

The purpose of this MOU is to establish a framework of understanding upon which the three entities agree to parameters by which art may be donated to the City.

All title for gifts to the City or to the KAC is conveyed to the City. Donations to the City may be tax deductible. Gifts to the City are considered outright and unrestricted donations to be displayed as agreed upon by all parties and as indicated in this MOU.

The City of Ketchum Shall:

- Accept as a donation the sculpture by Sue Dumke entitled "*Hemingway Mosaic*".
- Agree that the City reserves the right to relocate the artwork if such relocation is deemed necessary by the City Council. The City reserves the right to de-accession the donated artwork if de-accession is deemed necessary by the City Council.
- Provide insurance coverage for the sculpture based upon the attached appraisal for artwork.
- Regularly and routinely inspect the art work "Hemingway Mosaic" at least once per year and provide care of the artwork such as cleaning and applying protective coatings. Repairs will be done when needed to return the artwork to its original condition and integrity, whether the repairs are needed as a result of flaws, neglect, aging, damage or vandalism. If necessary, the repair work will be done under the supervision of a professional conservator. Landscaping will be maintained in such a manner as not to damage the artwork.
- If the wooden frame and stone base is no longer needed (e.g. if *Hemingway Mosaic* is moved to an indoor location), City shall return the frame and stone to Ms. Dumke if its condition allows return.

- Return the piece to Ms. Dumke should the City decide to de-access the piece.

Sue Dumke (donor) Shall:

- Donate the sculpture entitled “Hemingway Mosaic” by Sue Dumke to the City of Ketchum to be displayed for the public.
- Replace the donated panels twice in the event that the panels become faded due to sun exposure.
- Agrees to allow the City of Ketchum to replicate the panels as needed; Ms. Dumke will have panels printed and City shall pay the cost (cost including shipping is estimated at \$1500 at the date of signing).

It is mutually agreed and understood by and between the said parties that:

1. This MOU is neither a fiscal nor a funds obligation document. Any endeavor involving reimbursement or contribution of funds between the parties of this MOU will be handled in accordance with applicable laws, regulations, and procedures. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties.
2. This MOU in no way restricts either party from participating in similar activities or arrangements with other public or private agencies, organizations, or individuals.
3. It is understood that upon acceptance of the sculpture “Hemingway Mosaic” the City of Ketchum relieves the donor, Sue Dumke, of any and all liability.
4. Upon signing of this MOU by all the signatories this agreement shall become final and binding on all the parties and the gift shall be deemed accepted by the City of Ketchum.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the last written date below.

Nina Jonas, Mayor, City of Ketchum

Signature

Date

Sandy Cady, City Clerk, City of Ketchum

Signature

Date

Claudia McCain, Chair, Ketchum Arts Commission

Signature

Date

Jennifer L. Smith, Director of Parks & Recreation, City of Ketchum

Signature

Date

Sue Dumke, Donor

Signature

Date

City of Ketchum, Idaho

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



March 11, 2014

Memorandum of Understanding between the City of Ketchum, the Ketchum Arts Commission and Gallery DeNovo/Steven Denholtz, regarding donation of art for public ownership/deed of gift.

This Memorandum of Understanding is made and entered between the City of Ketchum, hereinafter referred to as "City," the Ketchum Arts Commission, hereinafter referred to as "KAC," and Gallery DeNovo/Steven Denholtz, a private party wishing to donate art to the City of Ketchum, hereinafter referred to as "private party."

Purpose:

The purpose of this MOU is to establish a framework of understanding upon which the three entities agree to parameters by which art may be donated to the City.

All title for gifts to the City or to the KAC is conveyed to the City. Donations to the City may be tax deductible. Gifts to the City are considered outright and unrestricted donations to be displayed as agreed upon by all parties and as indicated in this MOU.

The City of Ketchum Shall:

- Install the sculpture by Joan Barrantes entitled "Complimentaros" at Edelweiss Park and provide and install a bronze memorial plaque to all parties' satisfaction.
- Agree that this artwork is a permanent installation that is intended to remain in its installed location at Edelweiss Park. The City reserves the right to relocate the artwork if such relocation is deemed necessary by the City Council. The City reserves the right to de-accession the donated artwork if de-accession is deemed necessary by the City Council.
- Provide insurance coverage for the sculpture based upon the attached appraisal for artwork.
- Regularly and routinely inspect the art work "Complimentaros" at least once per year and provide care of the artwork such as cleaning and applying protective coatings. Repairs will be done when needed to return the artwork to its original condition and integrity, whether the repairs are needed as a result of flaws, neglect, aging, damage or vandalism. If necessary, the repair work will be done under the supervision of a professional conservator. Landscaping will be maintained in such a manner as not to damage the artwork.
- Other: _____

Gallery DeNovo/Steven Denholtz Shall:

- Donate the sculpture entitled "Complimentaros" by Joan Barrantes to the City of Ketchum to be displayed for the public.

It is mutually agreed and understood by and between the said parties that:

Parks & Recreation Department | Ketchum Arts Commission

Jennifer L. Smith, Director

jsmith@ketchumidaho.org | 208.726.7820

900 Third Ave. N. | www.ketchumidaho.org

1. This MOU is neither a fiscal nor a funds obligation document. Any endeavor involving reimbursement or contribution of funds between the parties of this MOU will be handled in accordance with applicable laws, regulations, and procedures. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties.
2. This MOU in no way restricts either party from participating in similar activities or arrangements with other public or private agencies, organizations, or individuals.
3. It is understood that upon acceptance of the sculpture "Complimentaros" the City of Ketchum relieves the donor, Gallery DeNovo/Steven Denholtz, of any and all liability.
4. Upon signing of this MOU by all the signatories this agreement shall become final and binding on all the parties and the gift shall be deemed accepted by the City of Ketchum.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the last written date below.

Nina Jonas, Mayor, City of Ketchum

Signature _____ Date _____

Sandy Cady, City Clerk, City of Ketchum

Signature _____ Date _____

Claudia McCain, Chair, Ketchum Arts Commission

Signature _____ Date _____

Jennifer L. Smith, Director of Parks & Recreation, City of Ketchum

Signature _____ Date _____

Gallery Denovo/Steven Denholtz, Donor

Signature _____ Date _____

Parks & Recreation Department | Ketchum Arts Commission
Jennifer L. Smith, Director
jsmith@ketchumidaho.org | 208.726.7820
900 Third Ave. N. | www.ketchumidaho.org

City of Ketchum, Idaho

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



March 17, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Jonas and City Councilors:

Recommended Selection of Firm to Conduct of the Executive Search for the City Administrator Position

Introduction/History:

The City needs to select an Executive Search Firm to assist the City Council in hiring a new City Administrator. Gary Marks left to take another position and the City currently has Ray Silver as the Interim City Administrator.

Current Report:

The City identified seven executive search firms which could perform the necessary tasks. This list was narrowed down to two firms. They are the McGrath Human Resources Group, and Peckham and McKenney Executive Search and Consulting. While both firms are well qualified, Peckham and McKenney Search and Consulting has a more extensive background in performing City Administrator/City Manager recruitments. Like McGrath Human Resources Group, Peckman and McKenney is using a recruiting team that is experienced in finding successful candidates in the area.

Financial Requirement/Impact:

There are adequate funds in the current fiscal year budget, to pay the not to exceed amount proposed by Peckham and McKenney Executive Search and Consulting of \$23,500.00. Since the Interim City Administrator costs \$5,563.94 less than the current amount budgeted for FY 2013-14, there is approximately \$38,947.58 in savings.

Recommendation:

I respectfully recommend the City Council approve the contract with Peckham and McKenney Executive Search and Consulting.

Suggested Motion:

"I move to authorize the Mayor to sign the contract between the City and Peckham and McKenney Executive Search and Consulting".

Sincerely,

A handwritten signature in blue ink that reads "Ray Silver".

Ray Silver, Interim City Administrator

Attachment 1

Proposed Contract between the City and Peckman and McKinney
Executive Search and Consulting

EXECUTIVE SEARCH SERVICES AGREEMENT

City of Ketchum, Idaho **City Administrator**

A complete description of the services to be provided is contained in a proposal from Peckham & McKenney to the City of Ketchum, Idaho dated March 7, 2014, which is incorporated herein by reference.

The professional fee for the recruitment of the City Administrator is \$17,000. One-third of this fee is due as a retainer upon execution of this agreement. The remainder of the fee will be divided and billed in two separate, monthly invoices. Full payment of the professional fee is due four months from execution of the agreement or when a candidate has accepted an offer of employment, whichever comes first. The professional fee includes three meetings with the client: the first to develop the Candidate Profile, the second to recommend finalists (ideally via Skype or Facetime), and the third to facilitate finalist interviews.

In addition, the City of Ketchum is responsible for reimbursement of expenses not to exceed \$6,500. Peckham & McKenney expenses include out-of-pocket costs associated with advertising, printing, consultant travel, clerical, background checks, telephone, supplies and postage. The Consultant shall provide the City with a listing of expenses by category of expense as a part of monthly billings. Candidate expenses to attend finalist interviews with the City are not included in this not-to-exceed figure and are to be reimbursed by the City directly to the candidate. Peckham & McKenney agrees that all direct costs incurred during the course of this assignment and any consultant travel expense necessary to pre-qualify prospective candidates for employment will not exceed the expense limits established in this agreement, unless preapproved and documented by the City.

Peckham & McKenney will work closely and communicate regularly with the City. Both parties will exhibit a full faith effort to ensure a timely and successful search. Should the City choose to cancel or postpone the search at any time after execution of this agreement, the City will be responsible for payment in the amount of the percentage of the work complete as it applies to the four-month period.

Executive Search Services Agreement
Page Two

This placement is guaranteed for a period of one year from the first day of employment of the selected candidate. Should the candidate recommended and placed by our firm leave for any reason within the first year of employment (except in the event of budgetary cutbacks or position elimination), we agree to provide a one-time replacement process at no additional charge, except expenses.

All information regarding candidates is provided in strict confidence and should be used solely for the purpose of selecting qualified applicants. Candidate information must not be divulged to persons who do not have a direct need to know except for reference and background investigations and with the candidate's consent.

Peckham & McKenney carries Professional Liability Insurance (\$1,000,000 limit) and Commercial General Liability Insurance (\$2,000,000 General Liability and \$4,000,000 Products). In addition, both principals of Peckham & McKenney carry personal automobile liability insurance in the amount of \$1,000,000.

The parties to this Agreement intend that the relationship of the City to Peckham & McKenney shall be that of an independent contractor. Nothing herein shall be construed to constitute an intent to form a partnership, employment, joint venture or other relationship except as acknowledged herein by the parties. The parties shall, at all times, take all necessary actions to maintain such relationship, including, but not limited to, the filing of necessary tax documents consistent herewith.

This Agreement shall be liberally construed in accordance with the general purposes of this Agreement and the laws of the State of Idaho.

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

This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all together shall constitute one and the same instrument.

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

From and after the commencement of this Agreement, Peckham & McKenney hereby agrees to hold the City harmless and indemnify the City from any claims which arise or result from the Peckham & McKenney's actions pursuant to this Agreement. The term "claims" as used herein shall mean and include any and all liabilities, damages injuries, losses, causes of action, judgments, rights or demands of every kind, asserted or which may be asserted.

In the event of any action or proceeding brought by either party to this agreement, the prevailing party shall be entitled to recover all costs and fees of its attorney in such action or proceeding, including cost of appeal, if any, in such amounts as are reasonable.

Thank you for the opportunity to be of service. We look forward to a successful relationship.

Peckham & McKenney

Phil McKenney

Date

City of Ketchum, Idaho

Date



Executive Search Services

**City Administrator
City of Ketchum**

February 2014

"All About Fit"



February 25, 2014

Mayor Nina Jonas
and Members of the City Council
City of Ketchum
480 East Avenue North
Ketchum, ID 83340

Dear Mayor Jonas and Members of the City Council:

Thank you for the opportunity to express our interest in assisting you in the recruitment of the next City Administrator. With over 50 years of combined experience in executive search, management and local government, Peckham & McKenney brings a high level of service to the industry. We offer this service to you along with the understanding that the selection of the new City Administrator is a crucial decision for the Mayor and Council, and we will do everything within our power to make this recruitment process a positive experience for everyone involved.

Both Bobbi Peckham and I have earned an excellent reputation in the industry for being personally involved and providing customized processes that result in successful, long-term placements. This approach has resulted in a phenomenal success rate. As we begin our tenth year as Peckham & McKenney, of all our placements, over 85% are still with their employers today. This allows us to offer an all-inclusive one-year placement guarantee, one of the strongest in the industry.

And it's not necessarily what we do that differentiates us from our competition; it's how we do it. One key to our success is that Ms. Peckham or I personally conduct the key steps in every process rather than handing them down to staff. This includes getting to know the community and organization, development of the brochure and advertisements, execution of the marketing plan, outreach calls, screening interviews and reference checks. This approach allows for a continuity of process involving our clients and candidates that is unmatched within the industry.

Another key to our success is the time we devote to each process. Interviewing City Council members, members of the management team, and key stakeholders in your organization as well as taking a tour of the City's facilities are some examples of how we begin each process. Becoming totally familiar with the organization and the community it serves helps us to screen accordingly. This philosophy applies to the entire process, i.e. we take the time to get it right.

"All About Fit"

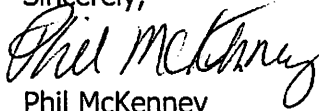
City of Ketchum
Page Two

And probably the biggest reason for our success is that we limit the number of searches we take on at any one time. This allows us the time to conduct a thorough recruitment process for you and to insure a successful outcome for your process.

Lastly, as you can see from my biographical information, my previous career in Tourism and Hospitality Management allowed me to live, work and play in mountain resort communities (primarily Summit County, Colorado and North Lake Tahoe, California) for nearly 35 years. I understand the nuances of living and working in communities such as yours and this has led me to a niche in recruiting for mountain resort communities. I believe my personal experience increases our likelihood of making a successful placement.

With all of the above having been said, I believe that my combination of experience, industry contacts, process, and proven personal involvement makes me uniquely qualified to assist you. If given the opportunity, I would be honored to represent the City of Ketchum in its search for a new City Administrator. Please feel free to call us toll-free at (866) 912-1919.

Sincerely,



Phil McKenney
Partner
Peckham & McKenney

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INTRODUCTION

Peckham & McKenney provides Executive Search services to local government agencies throughout the Western United States and is headquartered in Sacramento, California. The firm was established as a partnership in June 2004 by Bobbi Peckham and Phil McKenney, who serve as the firm's Recruiters. We are supported by an Office Manager, marketing and design professional, research specialist, web technician, and distribution staff.

Peckham & McKenney was established on the premise that an executive search and consulting firm must be dedicated to providing its clients and candidates with professional service, as well as a personal, hands-on approach. Our business philosophy centers upon the understanding that this is a "people" related industry and that attention to others' needs is the key to providing effective customer service. Not only are we committed to providing our clients with well-qualified candidates, but we also take pride in treating both our clients and candidates with utmost respect. This commitment has led to multi-year retainer agreements with a number of agencies, as well as numerous client and candidate testimonials to their experiences with us. We invite you to visit our web site at www.PeckhamAndMcKenney.com.

At Peckham & McKenney, we are committed to local government and sensitive to the challenges and issues faced by our clients. As such, we participate in the Cal-ICMA *Preparing the Next Generation* Committee and also serve as the Administrator for the Credentialed Government Leader program for the Municipal Management Associations of Northern & Southern California. In addition, we have provided workshops and training sessions in California and Colorado to up-and-comers on resume and interview preparation and general career guidance.

Bobbi C. Peckham

Bobbi Peckham is one of the West Coast's leading local government recruiters and has 30 years' experience in local government and executive search. Ms. Peckham began her career with the City of Naperville, IL, where she became familiar with all aspects of local government. Ms. Peckham was then recruited to join the Executive Search practice of a leading California recruitment firm. Later, she played an integral role in creating a national search business for what became the largest recruitment practice serving local government in the country. Here, she became Regional Director overseeing Northern California and a nine-state region.

In 2004, Ms. Peckham formed her own search firm in partnership with Phil McKenney. Ms. Peckham has personally conducted hundreds of national searches throughout the Western United States. She has extensive experience working with City Councils, Executive Boards, and local government administrators, listening to and understanding their needs in executive level placements.

Ms. Peckham received a Bachelor of Science degree in Organizational Behavior from the University of San Francisco. She is a contributing member of the International City/County Management Association, Cal-ICMA, Women Leading Government, and Municipal Management Associations of Northern & Southern California. Ms. Peckham serves on the Planning Committee

for the annual *Women's Leadership Summit*, at which she coordinates and leads the highly regarded Executive Roundtable Discussions with over 30 female local government leaders. In addition, Ms. Peckham was instrumental in writing the ICMA's *Job Hunting Handbook*.

Phil McKenney

Phil McKenney has over 35 years' management experience and is very familiar with local government agencies, having led a county organization and having worked with numerous city governments and special districts. Mr. McKenney began his career in the resort and hospitality industry and served as General Manager for Mattakesett Properties on the island of Martha's Vineyard. He then relocated to Keystone Resort in Colorado, which is now acknowledged as a premiere all-season resort with special recognition for its level of guest services. Mr. McKenney later took over the helm of the Summit County Chamber of Commerce as their Executive Director. This hybrid-Chamber was the only countywide organization responsible for marketing all of Summit County, Colorado, home to Breckenridge, Keystone, and Copper Mountain resorts. Through his leadership and collaborative style, and working with the cities and county within Summit County, he led the Chamber to being a readily recognized and well-respected organization within Colorado and the Western United States.

Mr. McKenney was then selected by Placer County, California to lead the merger of the North Lake Tahoe Chamber of Commerce and the North Tahoe Visitors and Convention Bureau into the North Lake Tahoe Resort Association. As Executive Director of this new county organization, he represented the Tourism industry for all of North Lake Tahoe. The Resort Association is now a proactive, nationally recognized organization whose model of governance is being replicated in numerous resort communities across the western United States.

Mr. McKenney joined Ms. Peckham in executive recruitment in January 2003 and has since conducted numerous national recruitments throughout the Western states, including Colorado, Arizona, Oregon, and California. Mr. McKenney has an undergraduate degree in Recreation from Slippery Rock State College as well as a Master of Business Administration from the University of Denver.

Joyce Johnson

Joyce Johnson joined Peckham & McKenney in 2005 and serves as the firm's Office Manager. Ms. Johnson is complimented regularly on her strong customer orientation working with both clients and candidates alike. She oversees internal administration of the firm as well as directing contract administrative support in the areas of advertising and design, web posting, and duplication and mailing services. Prior to joining Peckham & McKenney, Ms. Johnson oversaw internal administration in the Western Region headquarters of two national management consulting and executive recruitment firms. She has a total of 28 years' experience in the field of administrative and executive support for all aspects of the executive recruitment process. Ms. Johnson holds an Associate of Arts degree from American River College.

THE SEARCH PROCESS

While it is our intent to customize the search and project schedule to fit the City of Ketchum's specific needs, the search process typically includes the following key actions:

Project Organization – This phase provides for the development of a detailed Candidate Profile. We will meet individually with the Mayor and Council, as well as others you identify, to discuss the issues and challenges facing the City of Ketchum. The desired background and experience, leadership style and personality traits, skills and abilities of the ideal candidate will be discussed. We will also discuss expected parameters of the search, the search timeline, and schedule future meeting dates with the Mayor and City Council.

Typically, we devote significant time to this phase of the recruitment in order to become fully knowledgeable of the organization, community, and desired profile of your next City Administrator. We encourage our clients to allow us to meet with staff, the executive management team, Commission members, labor representatives, community business leaders, residents, and others. These may be one-on-one meetings, small group discussions, or larger public forums, depending upon the appropriate style and venue desired by the City. Electronic survey tools may also be utilized to provide input opportunities to the community on a broader scale. We have significant experience in a variety of methods for gaining input on the candidate profile, and we will provide advice and recommendations to the Mayor and Council. In addition, we ask for a tour of the community in order to more fully understand current and future projects as well as gain a stronger familiarity with the community.

Recruitment – Advertisements will be placed in the appropriate industry publications and websites, and our firm will assume responsibility for presenting your opportunity in an accurate and professional manner. Full information on the position will be posted on our firm's web site as well as the site of the City. In addition, an attractive brochure will be prepared to market the organization and position to potential candidates. This brochure will be mailed to 300-400 industry professionals, and it will also be available on our firm's web site. Copies of the brochure will also be made available to the City.

The main focus of our outreach, however, will be direct phone contact with quality potential candidates. With over 30 combined years of executive search experience, we have developed an extensive candidate database that is continuously utilized and updated. Our recruiting efforts will focus on direct and aggressive recruiting of individuals within the search parameters established during the Project Organization phase. We believe direct recruiting produces the most qualified candidates. We know how to identify the "hidden" candidates, including those passive candidates who may be resistant to considering an employment change. Throughout this active search process, we will regularly notify the City of the status and share questions, concerns, and comments received from potential candidates as they consider the opportunity. By doing so, we will "team" with the City to ensure that all issues and concerns of candidates are discussed and understood thereby eliminating "surprises" once the resume filing deadline has occurred.

As resumes are received, they will be promptly acknowledged, and we will personally respond to all inquiries. Once the resume filing deadline has passed, the City will be updated on the status of the recruitment, the number of resumes received, and our intent for preliminary interviews.

Preliminary Interviews/Recommendation – As resumes are received, supplemental questionnaires will be sent to candidates who appear to meet the candidate profile. Following the resume filing deadline and a thorough review of the resumes and questionnaires received, we will conduct preliminary interviews with those individuals most closely matching the candidate profile. Preliminary reference and background (credit and criminal) checks will be conducted, and a written recommendation of finalists will be personally presented at an on-site, one- to two-hour meeting with the Mayor and City Council. The City will receive a full listing of all candidates who applied for the position, as well as the cover letters, resumes, and supplemental questionnaires of the recommended group of candidates for further consideration.

Once a group of finalists has been selected by the City, all candidates will be notified of their status. We will prepare a finalist interview schedule and notify finalist candidates accordingly. If necessary, finalists will make their own travel plans and reservations. It is customary that the City reimburse finalists for roundtrip airfare, car rental, and lodging necessary to attend the interviews with the City. We will confirm this with the City at our meeting to recommend finalists.

Final Interviews/Selection – During this phase, finalists will be interviewed by the Mayor and City Council. We will provide on-site advice and facilitation assistance during the final interview process. Interview materials, including suggested interview questions, evaluation and ranking sheets will be provided for the Mayor's and City Council's convenience.

An orientation session will be held with those involved prior to the finalist interviews, and we will work with the Mayor and City Council through a ranking process and discussion of the finalists at the end of the day. We will assist the City in coming to consensus on the leading two to three finalists for further consideration, and we will provide recommendations on next steps, including additional meetings or social engagement with each finalist to learn more of the "fit" they may bring. In the past, our clients have chosen to conduct subsequent interviews, roundtable discussions, meals, or receptions with these finalists; we will provide the Mayor and City Council with recommendations and options.

Qualification – Once the final candidate has been selected, our firm will verify, at your discretion, professional work experience; degree verification; and criminal, civil, credit, and motor vehicle records (beyond industry-standard seven years). Second "tier" references will also be contacted. This comprehensive process ensures that only the most thoroughly screened candidate is hired. In addition, negotiation assistance will be provided as requested by the City. Our ultimate goal is to exceed your expectations and successfully place a candidate who "fits" your organization's and community's needs now and into the future.

PROJECT SCHEDULE

This sample schedule anticipates a 14-week process. In today's competitive recruiting environment, our goal is to make the process as efficient and effective as possible.

<u>ACTIVITY</u>	<u>TIME FRAME</u>
I. Project Organization	(Two Weeks)
<ul style="list-style-type: none">• Kick-Off Meeting to discuss Candidate Profile and formalize project schedule• Finalize Candidate Profile with City of Ketchum and identify "fit" required• Develop advertising and recruiting plan• Prepare marketing brochure	
II. Recruitment	(Six Weeks)
<ul style="list-style-type: none">• Advertise, network, and electronically post in appropriate venues• Send marketing brochure to 300-400 industry professionals• Post opportunity on firm's web site as well as City's site• Search for/identify/recruit individuals within the parameters of the Profile• Respond to all inquiries and acknowledge all resumes received	
III. Preliminary Interviews/Recommendation	(Three Weeks)
<ul style="list-style-type: none">• Review candidates' resumes and supplemental questionnaires• Conduct preliminary interviews with leading candidates• Conduct first-tier reference checks and credit/criminal checks• Present written recommendation of finalists to Mayor/Council• Notify all candidates of search status	
IV. Final Interviews/Selection	(Two Weeks)
<ul style="list-style-type: none">• Schedule finalist candidate interviews• Design process and facilitate finalist interviews with the City• Assist the City throughout process and provide recommendations• Mayor/City Council selects candidate or leading 2-3 candidates for further consideration	
V. Qualification	(One Week)
<ul style="list-style-type: none">• Conduct thorough background checks and second "tier" references• City conducts site visit to community of selected candidate (Optional)• Negotiation assistance• Exceed expectations and successfully place candidate who "fits."	

PROFESSIONAL FEE AND EXPENSES

The professional fee for the recruitment of the City Administrator is \$17,000. One-third of this fee is due as a retainer upon execution of the agreement. The remainder of the fee will be divided and billed in two separate, monthly invoices.

The proposed project and professional fee includes a series of three scheduled meetings with the City of Ketchum; the first to develop the Candidate Profile, the second to recommend finalists, and the third to facilitate finalist interviews. Requested additional meetings will need to be discussed and negotiated as to their impact on expenses, and if deemed excessive in number, on professional fees.

The City of Ketchum will also be responsible for reimbursement of expenses not to exceed \$6,500. Expenses will be pre-approved and will be billed back at cost. Expenses include out-of-pocket costs associated with consultant travel, clerical, advertising, telephone, printing/copying, supplies/postage, and background checks (partial checks on recommended candidates; full background check on selected candidate). Additional expenses incurred due to requested additional meetings as well as full background checks on more than one candidate will be negotiated and billed accordingly.

Insurance

Peckham & McKenney carries Professional Liability Insurance (\$1,000,000 limit) and Commercial General Liability Insurance (\$2,000,000 General Liability, and \$4,000,000 Products). Our Insurance Broker is Northeast Agencies out of San Antonio, Texas, and our coverage is provided by Markel America Insurance Company and The Hartford.

In addition, Bobbi Peckham and Phil McKenney each carry personal automobile liability insurance in the amount of \$1,000,000.

PLACEMENT GUARANTEE AND ETHICS

Our placement record is particularly strong in that 85% of the candidates we have placed within the past nine years continue in those positions today. In the unlikely event, however, that a candidate recruited and recommended by our firm leaves your employment ***for any reason within the first year*** (except in the event of budgetary cutbacks, promotion, or position elimination), we agree to provide a one-time replacement at no additional charge, except expenses.

Time and again, we receive unsolicited comments from clients and candidates relating to our integrity and high ethics.

- First, we believe in honesty. No client should ever appoint an individual without being fully knowledgeable of the candidate's complete background and history. Conversely, no candidate should ever enter into a new career opportunity without full disclosure of any organizational "issues."
- We strive to keep everyone involved in a recruitment process informed of the status. Not only do we provide regular updates to our clients, but we also have a reputation for keeping our candidates posted, even to the extent of informing them as to who was eventually selected.
- As recruitment professionals, we do not recruit our placements -- ***ever***. Should a placement of ours have an interest in a position for which we are recruiting, they may choose to apply. However, if they become a finalist, we ask that they speak to their supervisor (Council member or Manager) to alert them of their intent.
- We do not recruit staff from our clients for another recruitment during an active engagement. Nor do we "parallel process" a candidate, thereby pitting one client against another for the same candidate.
- We are retained only by client agencies and not by our candidates. While we have a reputation for being actively involved in the profession and providing training, workshops, and general advice to candidates, we represent only our clients. In addition, we ***always*** represent and speak of our client in a positive manner; during the recruitment engagement as well as years after.
- We do not misrepresent our client list. Only those searches that we personally conducted appear on our list; rather than those conducted by other Recruiters while with other executive search firms.

CLIENT REFERENCES

Please feel free to contact any of the following current and recent clients to inquire about their experience with Bobbi Peckham and Phil McKenney. In addition, we would be pleased to furnish the client contact and phone numbers for any past clients of Ms. Peckham or Mr. McKenney listed in the Attachment.

City of South Lake Tahoe - Administrative Services Director; Public Works Director and City Attorney

Nancy Kerry, City Manager
(530) 542-6043; nkerry@cityofslt.us

City of Durango, CO – City Manager and Finance Director

Ron LeBlanc, City Manager
(970) 375-5059, leblancro@ci.durango.co.us

Town of Snowmass Village, CO – Town Manager

John Dresser, Town Attorney
(970) 923-3777, jdresser@tosv.com

Town of Vail, CO – Town Manager, Fire Chief, and Community Development Director

Krista Miller, Human Resources Manager
(970) 477-3512, kmiller@vail.gov

Teton County, WY – County Administrator and Director of Planning and Development

Jan Friedlund, County Administrator at the time, since retired
(307) 690-8094 or (307) 733-9092

The Sea Ranch Association, CA – Community Manager

Ellen A. Buechner-Director of Finance and Human Services or Frank Bell, Community Manager
(707) 785-2444 x 227; ebuechner@tsra.org

RECENT CLIENTS AND EXECUTIVE SEARCHES

City/County Manager, Executive Director, and Related

Alameda County Waste Mgt. Authority	Executive Director
American Canyon, City of	City Manager
American Water Works Assoc., CA/NV Section	Executive Director
Antioch, City of	City Manager
Arvada, CO, City of	Deputy City Manager
Ashland, OR, City of	City Administrator (2002 and 2005)
Atherton, City of	Assistant City Manager
Auburn, City of	City Manager
Baldwin Park, City of	Chief Executive Officer
Belmont, City of	City Manager
Benicia, City of	City Manager
Big Bear Lake, City of	City Manager (1995, 2001 and 2006)
Big Bear Lake, City of	General Manager, Dept. of Water & Power
Big Bear Lake, City of	Asst. General Mgr., Dept. of Water & Power
Buellton, City of	City Manager
Burbank, City of	City Manager
California Water Pollution Control Association	Association Manager
Calistoga, City of	City Manager
Campbell, City of	City Manager
Carlsbad, City of	Assistant City Manager
Carmel-by-the-Sea, City of	City Administrator
Corvallis, OR, City of	City Manager
Daly City, City of	Assistant City Manager
Del Mar, City of	City Manager
Delano, City of	City Manager
Douglas County, CO	Deputy County Manager
Durango, CO, City of	City Manager
Encinitas, City of	City Manager
Eureka, City of	City Manager
Exeter, City of	City Administrator
Foothills Park & Recreation District, Littleton, CO	Executive Director
Fort Lupton, CO, City of	City Administrator
Fremont, City of	Assistant City Manager
Garfield County, CO	County Manager
Gilroy, City of	City Administrator
Gilroy, City of	Assistant City Administrator
Glendora, City of	City Manager
Grand Junction, CO, City of	City Manager (2001 and 2006)
Greeley, CO, City of	City Manager
Hayward, City of	City Manager
Hayward, City of	Assistant City Manager
Hesperia, City of	City Manager
Hughson, City of	City Manager
Indian Wells, City of	City Manager

Indio, City of	City Manager
Incline Village General Improvement District, NV	General Manager
King City, City of	City Manager
La Plata County, CO	County Manager
Laramie, WY, City of	City Manager
Mammoth Lakes, Town of	Town Manager
Manitou Springs Chamber of Commerce, Visitors Bureau & Office of Economic Development, CO	Chief Operating Officer
Martinez, City of	City Manager
Midpeninsula Regional Open Space District	General Manager
Midpeninsula Regional Open Space District	Assistant General Manager
Mill Valley, City of	City Manager
Milpitas, City of	City Manager
Monte Vista Water District	General Manager
Moraga, Town of	Town Manager
Mountain House Community Svcs. District, CA	General Manager
Mountain Village, CO, Town of	Town Manager
Norco, City of	City Manager
North Lake Tahoe Public Utility District	General Manager (2004 and 2007)
North Lake Tahoe Resort Association	Executive Director
Novato, City of	City Manager
Orange County Fire Authority	Assistant Chief, Business Services
Palmdale, City of	City Manager
Palo Alto, City of	Assistant City Manager
Palos Verdes Estates, City of	City Manager
Park City Municipal Corporation, UT	City Manager
Pleasant Hill, City of	City Manager
Porterville, City of	Deputy City Manager
Public Agency Risk Sharing Authority of CA	General Manager
Rancho Murieta Community Svcs. District, CA	General Manager
Redding, City of	City Manager
Redlands, City of	City Manager
Redwood City, City of	City Manager
Rohnert Park, City of	City Manager
Sacramento, CA, Crocker Art Museum	Executive Director
San Clemente, City of	Assistant City Manager
San Jacinto, City of	City Manager
San Jose, City of	Executive Director, Historical Museum
San Mateo, County of	County Manager
San Rafael, City of	Assistant City Manager
Santa Clara Co. Open Space Authority	General Manager
Sea Ranch Association, CA	Community Manager
Sedona, AZ, City of	City Manager
Snowmass Village, CO, Town of	Town Manager
South San Francisco, City of	City Manager
St. Helena, City of	City Manager
Steamboat Springs, CO, City of	City Manager
Steamboat Springs Chamber Resort Assoc., CO	Executive Vice President
Teton County, WY	County Administrator

Tracy, City of
Tracy, City of
Truckee, Town of
Tulare, City of
Tulare Co. Economic Development Corporation
Washington County, OR
Waterford, City of
Windsor, CO, Town of
Winter Park, CO, Town of
Woodside, Town of
Yakima Regional Clean Air Authority, WA
Yolo, County of

City Manager
Assistant City Manager
Town Manager
City Manager (2005 and 2011)
President
Director of Health & Human Services
City Administrator
Town Manager
Town Manager
Town Manager
Executive Director/Air Pollution Cont'l Officer
County Administrator

City Attorney/Legal Counsel

Antioch, City of
Archuleta County, CO
Ashland, OR, City of
Brisbane, City of
Burlingame, City of
Eureka, City of
Garfield County, CO
Hayward, City of
Midpeninsula Regional Open Space District, CA
Milpitas, City of
Mountain Village, CO, Town of
Pleasanton, City of
Redding, City of
Richmond, City of
San Bruno, City of
Simi Valley, City of
South Lake Tahoe, City of

City Attorney
County Attorney
City Attorney
City Attorney
City Attorney
City Attorney
County Attorney
City Attorney
General Counsel
Assistant City Attorney
Town Attorney
City Attorney
Assistant City Attorney
City Attorney
City Attorney
City Attorney
City Attorney

Community Development/Planning/Environmental Services

Alameda, City of
Alhambra, City of
Ashland, OR, City of
Baldwin Park, City of
Belmont, City of
Beverly Hills, City of
Brookings Economic Development Agency, SD
Delano, City of
Eastern Municipal Water District
Fremont, City of
Fremont, City of
Hayward, City of
Hayward, City of
Hesperia, City of
Jefferson County, CO
Laguna Niguel, City of

Economic Development Manager
Director of Development Services
Community Development Director
Community Development Director
Community Development Director
Community Development Director
Executive Director
Economic Development Manager
Director, Development & Customer Services
Deputy Director of Community Development
Deputy Rdvlpmnt Agency Director, Housing
Community Development Director
Economic Development Manager
Redevelopment Director
Planning & Development Director
Director of Community Development

Livermore, City of
Martinez, City of
Mountain Village, CO, Town of
Murrieta, City of
Needles, City of
North Tahoe Public Utility District, CA
Novato, City of
Novato, City of
Oceanside, City of
Palo Alto, City of
Pasadena, City of
Reno, NV, City of
San Bernardino, City of
San Bruno, City of
San Clemente, City of
San Mateo, City of
San Mateo, City of
San Pablo, City of
San Rafael, City of
County of Santa Clara, San Jose, CA
Seaside, City of
Seaside, City of
Teton County, CO
Vail, CO, Town of
Walnut Creek, City of
Washington County, OR
Winters, City of

Economic Development Director
Community Development Director
Dir. Of Community Development & Housing
Development Services Director
City Planner
Planning & Engineering Manager
Community Development Director
Planning Manager
Economic Development Director
Development Services Director
Director of Planning & Permitting
Redevelopment Administrator
Business Development Manager
Community Development Director
Econo. Development & Housing Director
Planning Manager
Building Official
Development Services Director
Community Development Director
Director, Dept. of Planning & Development
Sr. Planning Services Manager
Redevelopment Services Manager
Planning & Development Director
Director of Community Development
Economic Development Manager
Land Development Services Manager
Community Development Director

Library Director and Related

Boulder, CO, City of
Hayward, City of
Huntington Beach, City of
Mountain View, City of
Oceanside, City of
Orange, City of
Palo Alto, City of
Pleasanton, City of
Torrance, City of

Library Director
Library Director
Library Director
Library Director
Library Director
City Librarian
Library Director
Library Services Director
Cultural Arts Administrator

Parks & Recreation

Foothills Park & Rec. District, CO
Los Altos, City of
North Clackamas County, OR
Pacifica, City of
Palo Alto, City of
Pleasanton, City of
Pleasanton, City of
Reno, NV, City of
Rialto, City of

Executive Director
Recreation Director
Parks & Recreation Director
Dir. Of Parks, Beaches & Recreation
Community Services Director
Community Services Manager
Director of Parks & Community Svcs.
Director of Parks & Recreation
Parks & Community Services Director

Roseville, City of
San Clemente, City of
Tracy, City of

Parks, Rec. & Libraries Director
Dir. Of Beaches, Parks & Recreation
Parks & Community Services Director

Public Works/Engineering and Related

Ashland, OR, City of
Belmont, City of
Belmont, City of
Benicia, City of
Big Bear Lake, City of
Campbell, City of
Campbell, City of
Carlsbad, City of
Chino Basin Municipal Water District, CA
Delta Diablo Sanitary District, CA
Fremont, City of
Galt, City of
Gilroy, City of
Greeley, CO, City of
Greeley, CO, City of
Greenfield, City of
Hayward, City of
Jefferson County, Golden, CO
Louisville, CO, City of
Marin Municipal Water District, CA
Milpitas, City of
North Tahoe Public Utility District, CA
Oceanside, City of
Orange County Fire Authority, CA
Port San Luis Harbor District, CA
Sacramento County, CA
San Jose, City of
San Luis Obispo, City of
South Lake Tahoe, City of
Steamboat Springs, CO, City of
Yorba Linda, City of

Public Works Director
Public Works Director
Senior Civil Engineer
Land Use & Engineering Manager
City Engineer
City Engineer
Associate Civil Engineer
Deputy Public Works Director
Manager of Planning & Engineering
Senior Engineer
Manager of Maintenance Operations
Public Works Director
Building Field Services Manager
Water & Sewer Director
Public Works Director
Public Works Director
Director of Public Works
Airport Manager
Public Works Director
Environmental Resources Division Manager
Public Works Director/City Engineer
Planning & Engineering Manager
Community Services Director
Fleet Manager
Facilities Manager
Associate Civil Engineer
General Services Director
Public Works Director
Public Works Director
Public Works Director
Field Services Supervisor

Human Resources/Personnel

AC Transit District
American Canyon, City of
Azusa, City of
Belmont, City of
Belmont, City of
Brookings, SD, City of
Contra Costa Water District, CA
Delta Diablo Sanitation District, CA
Douglas County, CO
East Bay Regional Park District

Human Resources Manager
Administrative Services Director
Human Resources Director
Human Resources Director
Personnel Analyst
Director of Human Resources
Human Resources Manager
Personnel Officer
Human Services Director
Personnel Director

Encinitas, City of
Glendale, AZ, City of
Hayward, City of
Jefferson County, CO
Lakewood, City of, CO
Mountain View, City of
Oceanside, City of
Orange County Fire Authority, CA
Palm Desert, City of
Palo Alto, City of
Porterville, City of
Redwood City, City of
San Bruno, City of
San Rafael, City of
Seaside, City of
South Lake Tahoe, City of
Southern CA Association of Governments
Torrance, City of

Human Resources Manager
Personnel Director
Human Resources Director
Human Resources Director
Employee Relations Director
Director of Employee Services
Personnel Director
Human Resources Director
Human Resources Manager
Chief People Officer
Administrative Services Manager
Human Resources Director
Human Resources Director
Human Resources Director
Personnel Services Manager
Administrative Services Manager
Human Resources Manager
Risk Manager

Finance Director/Controller/Treasurer

Alameda County, CA
Alhambra, City of
American Canyon, City of
Antioch, City of
Arvada, CO, City of
Atherton, City of
Aurora, CO, City of
Azusa, City of
Brisbane, City of
Burbank, City of
Claremont, City of
Contra Costa Water District
Daly City, City of
Dublin, City of
Durango, CO, City of
East Bay Regional Park District
Emeryville, City of
Fairfield, City of
Goodwill Industries of San Joaquin Valley
Gonzales, City of
Hayward, City of
La Quinta, City of
Long Beach, City of
Marin Municipal Water District
Menlo Park, City of
Milpitas, City of
Modesto, City of
Monterey, City of
Morgan Hill, City of

Finance Director
Finance Director
Finance Director
Finance Director
Director of Finance
Finance Director
Finance Director
Director of Finance
Director of Finance
Finance Director
Finance Director
Finance Director
Finance Director
Finance Director
Finance Director
Director of Finance
Administrative Services Director
Finance Director
Controller
Finance Director
Director of Finance
Finance Director/Controller
Finance Director
Finance Director
Finance Director
City Treasurer
Auditor/Controller
Financial Services Manager
Finance Director
Director of Finance
Finance Director
Finance Director

Needles, City of
 Oakland, City of
 Orange County Fire Authority
 Orange County Fire Authority
 Orange County Fire Authority
 Oxnard, City of
 Pasadena, City of
 Pasadena, City of
 Porterville, City of
 Rancho Cordova, City of
 Reno, NV, City of
 San Mateo, City of
 San Mateo, City of
 Santa Clarita, City of
 Santa Cruz, City of
 Seaside, City of
 Steamboat Springs, CO, City of
 Sonoma, City of
 South Lake Tahoe, City of
 Superior Court of Calif./Co. of San Mateo
 Union City, City of
 Ventura, City of
 Visalia, City of
 Washington County, OR
 Western Municipal Water District
 Winter Park, CO, City of
 Yorba Linda, City of

Finance Director
 Budget Director
 Assistant Chief, Business Services
 Financial Services Manager
 Treasurer (2000 and 2004)
 Finance Director
 Controller
 Accounting Manager
 Administrative Services Manager
 Assistant Finance Director
 Finance Director
 Finance Director
 Deputy Director of Finance
 Finance Manager
 Finance Director
 Financial Services Manager
 Finance Director
 Finance Director
 Administrative Services Director
 Finance Director
 Finance Director
 Treasury Manager
 Finance Director
 Finance Director
 Finance Director
 Finance Director
 Finance Director

Public Safety/Law Enforcement

Alhambra, City of
 Alhambra, City of
 Antioch, City of
 Atherton, City of
 Baldwin Park, City of
 Bell, City of
 Belmont, City of
 Clayton, City of
 Eureka, City of
 Gilroy, City of
 Hayward, City of
 Livermore, City of
 Lone Tree, CO, City of
 Lone Tree, CO, City of
 Los Altos, City of
 Menlo Park, City of
 Milpitas, City of
 Modesto, City of
 Oceanside, City of
 Porterville, City of

Chief of Police
 Fire Chief
 Police Chief
 Police Chief
 Police Chief
 Police Chief
 Police Chief
 Police Chief
 Police Chief
 Police Chief
 Fire Chief
 Fire Chief
 Fire Chief
 Patrol Operations Commander
 Police Chief
 Police Captain
 Police Chief
 Police Chief
 Fire Chief
 Police Captain
 Chief of Police

Redondo Beach, City of
Riverton, WY, City of
San Pablo, City of
San Rafael, City of
Santa Monica, City of
Springfield, OR
Vail, CO, Town of
West Covina, City of

Communications Manager
Police Chief
Police Chief
Chief of Police
Police Chief
Police Chief
Fire Chief
Fire Chief

City/County Clerk

Alameda County, CA
Berkeley, City of
Hayward, City of
Oceanside, City of
Menlo Park, City of
Midpeninsula Regional Open Space District, CA
Monterey, City of
Mountain View, City of
San Jose, City of
San Luis Obispo, City of
San Mateo, City of
Santa Cruz, City of

Clerk of the Board
City Clerk
City Clerk
Public Information Officer
City Clerk
Public Information Officer
City Clerk
City Clerk
City Clerk
City Clerk
City Clerk
City Clerk

Information Technology

Fremont, City of
Jefferson County, Golden, CO
Superior Court of Calif., County of San Mateo

Information Svcs. Tech. Director
Information Technology Director
Information Technology Director

City of Ketchum, Idaho

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



March 11, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Recommendation for Adoption of Percent For Art Ordinance Amendments

Mayor Jonas and City Councilors:

Introduction/History

The City of Ketchum passed a "Percent For Art" Ordinance in 2011 (attached as Exhibit A with track changes). Common among municipalities throughout the U.S., a Percent for Art Ordinance ensures ongoing financial support for public art initiatives. Ketchum's Ordinance was created by the Ketchum Arts Commission with assistance from the City's legal team at Moore Smith Buxton Turke and was adopted by City Council. The current Ordinance assesses 1.33% of the final cost of Ketchum's applicable municipal capital projects to be deposited in the KAC Trust Fund and used for projects according to the Ordinance.

In September 2013, City Administrator Gary Marks added a column in each City department's Capital Improvement Plan list of capital projects and has communicated with each department head regarding the Percent for Art Ordinance.

On October 21, 2013 Mr. Marks proposed changes to the Percent for Art program aimed at reducing complexities and streamlining the budgeting process for art's projects. The City Council subsequently authorized appropriate amendments to the existing percent for art ordinance to facilitate the changes described by Mr. Marks.

Current Report

Ordinance 1115 provides the changes reviewed by the City Council at the October 21, 2013 Council Meeting. City Council approved the first reading of Ordinance 1115 adding a percent number of five percent (5%) of applicable capital improvement projects' total cost to be contributed to the KAC Trust Fund but providing for further evaluation of capital improvement projects whose total cost exceeds one million dollars (\$1,000,000). City Council recommended to place a second and third reading of Ordinance 1115 on the March 17, 2014 City Council meeting agenda.

Parks & Recreation Department

Jennifer L. Smith, Director | jsmith@ketchumidaho.org
208.726.7820 | www.ketchumidaho.org

Financial Requirement/Impact

Financial impact is to be determined through the annual budget process; applicable projects will be identified during the process. At the time of this writing, compiling of project data is ongoing. Following identification of applicable projects, the City Administrator will compile actual cost data and attribute projects to the following fiscal year.

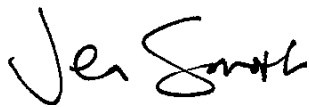
Recommendation

I respectfully recommend the City Council adopt Ordinance 1115.

Suggested Motion

"I move to approve the second and third readings of Ordinance 1115, Amending Title 12, Chapter 40, Ketchum City Code; which provides five percent for public art on all eligible capital improvement projects in the City of Ketchum and allows for further scrutiny of capital improvement projects for total costs over one million dollars (\$1,000,000); providing for savings and severability; repealing all ordinances and parts of ordinances in conflict herewith; and providing an effective date."

Respectfully Submitted,



Jennifer L. Smith
Director of Parks & Recreation

Parks & Recreation Department

Jennifer L. Smith, Director | jsmith@ketchumidaho.org
208.726.7820 | www.ketchumidaho.org

ORDINANCE NUMBER 1115

AN ORDINANCE OF THE CITY OF KETCHUM IN BLAINE COUNTY, IDAHO, AMENDING TITLE 12, CHAPTER 40, KETCHUM CITY CODE; WHICH PROVIDES A PERCENT FOR PUBLIC ART ON ALL ELIGIBLE CAPITAL IMPROVEMENT PROJECTS IN THE CITY OF KETCHUM; PROVIDING FOR SAVINGS AND SEVERABILITY; REPEALING ALL ORDINANCES AND PARTS OR ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE HEREOF.

WHEREAS, the Ketchum City Council has determined that it is in the public's best interest to promote and encourage the safe placement of public art within the City of Ketchum; and,

WHEREAS, the City Council established a Public Art Fund within the Parks & Recreation Fund to allocate monies for the administration and implementation of this Chapter; and,

WHEREAS, the City Council desires to amend Title 12, Chapter 40, to provide a more streamlined program for the Public Art Fund.

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

SECTION 1. That the following revisions be made to a Title 12, Chapter 40 of the Ketchum Municipal Code, to read as follows:

12.40.010 Purpose: It is the purpose of this Chapter and the policy of the City through the dedication of ~~four percent (4.00%)~~ five percent (5.00%) of the actual cost of all eligible Capital Improvement Projects, as defined herein, for the funding of art in public places in the City in order to beautify public areas, to enhance the quality of life for Ketchum citizens, to attract tourism and to enhance community interest in municipal facilities, thereby expanding the City's economic base.

12.40.030 Eligible Capital Improvement Projects:

A. Eligible capital improvement projects shall include, for the purposes of this chapter, every capital municipal construction or improvement project or portion thereof, paid for wholly or in part by the City of Ketchum General Fund including, but not limited to, construction, renovation or remodel of any public park, public building or structure, street or road, or public parking facility developed by the city or developed privately and leased back to the City.

~~B. In the event bonds are used to fund capital improvement projects, the capital improvement projects shall be an eligible capital improvement project if so approved by:~~

~~1. The bond election ordinance; or~~

~~2. The bond ordinance authorizing revenue bonds; or~~

- ~~3. Other appropriate laws or regulations;~~
- ~~4. An official interpretation by another governmental entity regarding reliable use of funds which the agency is providing for the project and which includes art as an expenditure of funds.~~

~~C. The following categories of projects are exempt from the Percent for Art requirements:~~

- ~~1. Local Improvement Districts (LIDs).~~
- ~~2. Major repair, renovation or maintenance of public improvements such as streets, sidewalks, curbs alleys or right-of-way improvements that would not be capitalized under the City's fixed asset policy definitions.~~
- ~~3. Subsurface public utility improvements such as storm and sanitary sewers, water lines and other appurtenances.~~
- ~~4. Project costs for which art is not eligible by statute, law or regulation.~~

BD. All completed artworks commissioned or purchased through the Percent for Art program will be owned, insured and maintained by the City.

CE. Nothing contained herein shall preclude funding or the acquisition or commission of other public art for municipal property through other sources or mechanisms including contributions, matching monies, donations, or grants.

12.40.060 Source of Funds:

B. From each qualifying and funded capital improvement project, that does not exceed \$1,000,000, the City shall place in the Public Art Account an amount equal to five percent (5.00%) ~~one and one third percent (1.33%)~~ of such capital improvement project's actual costs to the City regardless of whether or not such capital improvement project is completed. For projects that exceed \$1,000,000, the amount to be placed in the Public Art Account shall be determined by the City Council. The City will review the prior year's budget, as set forth in the prior year's completed audit, to determine the amount of money spent on capital improvements and will budget that amount into the Public Art Fund.

C. In computing the amount to place in the Public Art Fund, the projected actual costs to the City shall include all amounts paid by the City to third parties in connection with the projects, including, but not limited to, amounts paid on contracts relating to the project and consultant fees incurred in connection with the project.

~~D. Of the one and one third percent (1.33%) from each qualifying capital improvement project allocated to the Public Art Account:~~

- ~~1. No less than one percent (1%) of the eligible capital improvement project costs shall be allocated toward purchase, creation or installation of public art pieces.~~

~~2. No more than one third of one percent (.33%) shall be used for administrative costs, including, but not limited to, costs of selection, project management, maintenance, repair and conservation.~~

SECTION 2. PUBLICATION OF ORDINANCE BY SUMMARY. In lieu of publishing this Ordinance in its entirety, the City of Ketchum shall publish the summary of this Ordinance, attached hereto as Exhibit A, and incorporated herein by reference. The City Council hereby finds that said summary is true and complete and provides adequate notice of the contents of this Ordinance to the public in compliance with law.

SECTION 3. SAVINGS AND SEVERABILITY CLAUSE. It is hereby declared to be the legislative intent that the provisions and parts of this Ordinance shall be severable. If any paragraph, part, section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid for any reason by a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 4. REPEALER CLAUSE. All City of Ketchum ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

SECTION 5. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval and publication.

PASSED by the City Council and APPROVED by the Mayor of Ketchum this 17th day of March, 2014.

CITY OF KETCHUM, IDAHO

Nina Jonas, Mayor

ATTEST:

Sandra E. Cady, CMC
Clerk/Treasurer

City of Ketchum, Idaho

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



March 17, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Jonas and City Councilors:

Recommendation to Adopt Resolution No. 14-009 Destruction and Disposal of Semi-Permanent and Temporary Records

Introduction/History

Idaho Code requires the City Council to authorize the destruction and disposal of records and documents that are not required to be retained as permanent records and that have met the minimum retention period provided by the City of Ketchum Record Retention Schedule.

Current Report

The records have all met the retention period per the City of Ketchum Record Retention Schedule and have been reviewed by the Idaho State Historical Society and the City Attorney. The records listed on Resolution No. 14-009 will be disposed of on-site by a shredding truck.

Financial Requirement/Impact

The cost of disposal of the records is estimated to be \$250.

Recommendation

I respectfully recommend that the City Council approve Resolution No. 14-009 and authorize the Mayor to sign the resolution.

Suggested Motion

"I move to approve Resolution No. 14-009 authorizing the destruction of semi-permanent and temporary records."

Sincerely,

Sandra E. Cady
City Treasurer/Clerk CMC

RESOLUTION NUMBER 14-009

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, AUTHORIZING THE DESTRUCTION OF SEMI-PERMANENT RECORDS 10 YEARS AFTER ISSUANCE, SEMI-PERMANENT RECORDS 6 YEARS AFTER ISSUANCE, SEMI-PERMANENT RECORDS 5 YEARS AFTER ISSUANCE, TEMPORARY RECORDS 3 YEARS AFTER ISSUANCE AND TEMPORARY RECORDS 2 YEARS AFTER ISSUANCE, PER IDAHO CODE 50-907.

WHEREAS, Idaho Code 50-907 requires the City Council to authorize destruction of records that are not required to be retained as permanent records and that have met the minimum retention period provided by the city's record retention schedule and are no longer required by law or for city business; and,

WHEREAS, the City Clerk has proposed for destruction certain records that have exceeded their minimum retention; and,

WHEREAS, approval for the destruction of the below listed records has been obtained from the Idaho State Historical Society, when required, and the City Attorney, as provided by Idaho Code 50-907.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Ketchum, Idaho that Sections 1 through 5, a list of semi-permanent and temporary records shall be destroyed under the direction and supervision of the City Clerk.

SECTION 1. That the following Semi-Permanent Records, which are only required to be kept for ten (10) years after date of issuance or completion of the matter contained within the record, prior to October 1, 2003 be destroyed:

- Grant Records including:
 - LEPC Federal Grants
 - Magic Valley Economic Development District Planning Grant (unsuccessful)

SECTION 2. That the following Semi-Permanent Records, which are only required to be kept for six (6) years after date of issuance or completion of the matter contained within the record, prior to October 1, 2007 be destroyed:

- Garbage Franchises
- Group Insurance Continuation Notice and Election
- Blue Shield of Idaho Precertification Reports
- Blue Shield of Idaho Payment Records
- Life of America Health & Dental Insurance Payment Records
- Cafeteria Plan Payment Records

SECTION 3. That the following Semi-Permanent Records, which are only required to be kept for five (5) years after date of issuance or completion of the matter contained within the record, prior to October 1, 2008 be destroyed:

- Accounts Payable Records prior to October 1, 2008
- Check Registers
- Bank Transaction Records prior to October 1, 2008
- Accounts Receivable Records (including Sales Tax) prior to October 2008

Employee Time Records prior to October 1, 2008
 Federal and State Tax Records including 1099's and W-9's
 Receipts
 Copies of Building Permit Application and Receipts
 Sales and Use Tax Forms
 City Sales Tax Receipts
 Cash Receipting Registers
 Sun Valley Water and Sewer District Billings
 Monthly Detail Ledger Reports
 Monthly Option Tax Receipt Registers
 Accounts Payable GL Update Reports
 Monthly Payroll Registers
 Payroll Admin. Reports including Leave Time Registers, Benefit Registers, and G/L Updates
 PERSI Records including Employer Remittance Forms, invoices, correspondence, and financial adjustments.
 Utility Billing Register
 Utility Payments
 Utility Meter Proof Reports & ACH Direct Pay
 Utility GL Update
 Utility Transaction Summary Billing & Usage
 Utility Checkout
 Utility Summary Rate Table Summary
 Utility A/R Service Report
 Utility Billings & Trial Balance Reports
 Outside Agency Fundraising Requests (2005)
 Terminated Employee Timesheets
 Insurance Application for Terminated Employees
 Street Dig Permits
 Catering Permits
 Beer, Wine & Liquor Licenses
 Beer, Wine & Liaquor Applications
 Taxi Driver Licenses
 Police Trust Account Bills, Invoices, Receipts, Checks, and Check Registers
 Levy Security Bank Account Statements
 Wagon Days Account Bills, Invoices, Receipts, Checks, and Check Registers
 Cafeteria Plan Account Bills, Invoices, Receipts, Checks, and Check Registers
 Terminated Employee I-9's
 Bids, RFP's and RFQ's
 Workmen's Comp Claims
 Art Installation - Administrative Correspondence
 Employee Housing Available Rental Units
 Issues Management
 Indoor Air Quality

SECTION 4. That the following Temporary Records which are only required to be kept for three (3) years after date of issuance or completion of the matter contained within the record, prior to October 1, 2010 be destroyed;

Bankruptcy Notices

Budget Documents, Drafts & Department Requests

SECTION 5. That the following Temporary Records which are only required to be kept for two (2) years after date of issuance or completion of the matter contained within the record, prior to October 1, 2011 be destroyed;

November 2007 Election Voted Ballots
Registered Voter Lists
Superseded Vendor Lists
Meeting Notes from City Staff
Copies of Bid Forms
4th Street Enhancement Grant Application (ITD)
Public Parking Project – Proposed 2004 Certificate of Participation
Miscellaneous Residential Building Permit Plans
Publications from other Cities and Organizations
Employee Handbook Examples from other Cities
Paid On-Call Personnel Handbook Draft/Proof
Superseded Precinct Description & Maps
Handbooks, Manuals, Training and Workshop Materials
Fraser vs. Boise Copy
Wastewater Bonds 2006 Drafts and Copies
Copies of Personnel Handbooks and Outdated Job Descriptions
KART Intergovernmental Agreement Drafts
Miscellaneous Newspaper Clippings
Miscellaneous Catalogs
Sun Valley/ Ketchum Chamber & Visitor's Bureau Area Guide
Available Grants -Handouts and Pamphlets
Abandoned vehicles/certificates of sale
Found Property Receipts
Lost Property Logs
Uniform Citations
Officer Vacation Requests
Custody and Property Logs
Parking appeal forms
VHS Vedeo Tape Logs
Letters Requesting Patches
Uniform Purchases
Parking Citations
VHS Video Tapes (DUI)
Fax Subpoenas
Fax Cover Sheets
Archive Requests
Fax Receipts
NCIC Record Checks
Transitory Correspondence Including
 Employee Handbook Drafts and Correspondence
 KART Personnel Investigation
 Fire Consolidation Correspondence
 Waterbury

Idaho Department of Parks and Recreation
ICMA Committee Volunteer Form – Ron LeBlanc
ICMA Voluntary Credentialing Program Application – Ron LeBlanc
Correspondence with Pam Morris & Ron LeBlanc
Magic Valley Foster Care Information

SECTION 6. The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR this 17th day of March, 2014.

CITY OF KETCHUM, IDAHO

ATTEST:

Sandra E. Cady, CMC
City Treasurer/Clerk

Nina Jonas
Mayor

APPROVED AS TO FORM
AND CONTENT:

Stephanie Bonney
City Attorney



**SPECIAL MEETING OF THE
KETCHUM CITY COUNCIL**

February 19, 2014

2:00 P.M.

Ketchum City Hall, Ketchum, Idaho

Council Members Present: Mayor Nina Jonas
Councilor Baird Gourlay
Councilor Annie Corrock

Absent: Council President Michael David
Councilor Jim Slanetz

1. Interactive Water Seminar by Wendy Pabich

Wendy Pabich conducted a seminar with Council Members, Planning and Zoning Commission Members, City Staff, and Public regarding Water Management.

2. ADJOURNMENT

The meeting adjourned at 3:51 p.m.

ATTEST:

Sandra E. Cady, CMC
City Clerk

Nina Jonas
Councilor



SPECIAL KETCHUM CITY COUNCIL MEETING
Wednesday, February 26, 2014 at 5:30 p.m.
Ketchum City Hall, Ketchum, Idaho

Public Hearing to consider adopting the 2014 Ketchum Comprehensive Plan

Present: Mayor Nina Jonas
Council President Michael David
Councilor Anne Corrock
Councilor Jim Slanetz

Absent: Councilor Baird Gourlay

Also Present: Ketchum Planning and Zoning Commissioner Steve Cook
Ketchum Community and Economic Development Director Lisa Horowitz
Ketchum Planning Manager Joyce Allgaier
Jerry Seiffert, John Gaeddert, Ben Worst, John B. Heinrich, Mickey Garcia
Recording Secretary Sunny Grant

1. [5:35:15 PM](#) The meeting was called to order by Mayor Nina Jonas at 5:35pm.

2. Public Hearing regarding Resolution 14-006: Adopting the 2014 Ketchum Comprehensive Plan

Ketchum Planning Manager Joyce Allgaier thanked the Community Advisory Committee and Planning & Zoning Commission for all their work the last couple of years. She thanked the public for their input and the Council for supporting Ketchum's Comprehensive Plan.

P&Z held many planning sessions, reviewed several drafts, and held two noticed public hearings. On January 13, 2014, at their second public hearing, the P&Z unanimously moved to forward a recommendation to the City Council, who can adopt the Comprehensive Plan by resolution. Tonight's meeting is a noticed public hearing before the Ketchum City Council.

The Comprehensive Plan is a guide to growth that includes a vision for the community, a future land use map, and implementation policies. Its main goal is to create a high-performing, sustainability community with a vibrant downtown, healthy environment, mobility and connectivity, and reinvigorated tourism. The Comp Plan has been designed to be a live document, and will be reviewed by City leaders every few years.

Allgaier presented highlights of the Comp Plan, chapter by chapter:

- A vision statement and ten core community values chosen by the public. The community needs to think more holistically and collaboratively on sustainability.
- Develop a strong and diverse year-round economy. Accessibility to the Wood River Valley is important.
- Community design and neighborhoods, public places, and protecting open spaces and hillsides.
- Natural resources—energy, water, parks and recreation, access to public lands, and the local trail network.
- Connectivity. Facilitating pedestrian and bike mobility, public transit, and getting people into the core.
- Provide a variety of housing options to allow the workforce to live here.
- The Ketchum Arts Commission was very involved in developing the Comp Plan. Ketchum needs more arts and culture events as well as sporting events.
- Public infrastructure to keep people safe and support Ketchum's future growth.
- Community health is a new all-inclusive topic connected with sustainability. Getting people to work without spending money on gas. Helping people walk and bike to work. Community gardens and locally-grown food.
- Downtown is the most important local retail area, serving visitors and locals.
- Ketchum's Light Industrial area now includes living units, and people like that it has become a neighborhood of workers.
- Implementation: A Strategic Action Plan to build the community to make it stronger and better.

PUBLIC COMMENT:

- Jima Rice said she loves the Comp Plan and thinks it's perfect. She in particular likes the emphasis on public values for the area, including environmental stewardship and maintaining rural character. Rice lives in Hulen Meadows, and [6:03:35 PM](#) thinks the City's BLM Recreation and Public Purposes Act (R&PP) application contradicts some of the Comp Plan's land conservation and rural goals.
- [6:05:32 PM](#) Mickey Garcia thanked Planning staff for including him personally ("community character") in the Comp Plan. He said the Comp Plan should be updated more often.

- [6:10:39 PM](#) Allgaier said the P&Z and Planning staff designed the Comp Plan to be a living document. P&Z plans to review it every year or so. Council should consult the Comp Plan at budget time and when updating the City’s strategic plan.
- [6:13:56 PM](#) Ben Worst really liked the Comp Plan. He’s shocked by how much land is undeveloped and underdeveloped in Ketchum and suggested the document be more creative about addressing infill and preserving existing housing. He suggested all zones have maximum and minimum floor area ratios, and that incompatible uses be prohibited from certain zones. He didn’t like the ability to combine lots and build a single family home on the resulting large lot. [6:14:59 PM](#)
- Steve Lentz commended the Comp Plan for looking forward to the future of Ketchum. Lentz lives in the LI, and thinks allowing a live-work area in Ketchum is a forward-thinking move. Lentz has walked every trail and shortcut in Ketchum and is grateful for safe routes for people on foot and bicycle.

COUNCIL COMMENTS:

- Councilor Anne Corrock is not comfortable with the language for medium density, which she said is important for housing people in the community. She wants to protect residential use as much as possible, and suggested “public uses” be in place of “schools, places of public worship and other public uses” to make the language broader. [6:43:06 PM](#) Councilors agreed to change the Comp Plan language to “may be appropriate,” and make specific decisions on uses and impacts in the Zoning Code.
- Councilor Corrock said the Form-Based Code needs review.
- Councilor Corrock said land use area is very important.
- [6:45:17 PM](#) Councilor David agreed there should be some language to encourage community housing, like minimum FAR, minimum number of units, no combined lots, etc.

Mayor Nina Jonas left the meeting at 6:50 p.m.

Councilor Anne Corrock moved to pass Resolution 14-006 adopting the 2014 Ketchum Comprehensive Plan dated February 18, 2014, as amended. Motion seconded by Councilor Jim Slanetz, and passed unanimously.

3. ADJOURNMENT

Councilor Anne Corrock moved to adjourn at 6:53pm. Councilor Jim Slanetz seconded the motion, and it passed unanimously.

Nina Jonas
Mayor

ATTEST:

Sandra E. Cady, CMC
City Clerk



REGULAR KETCHUM CITY COUNCIL MEETING
Monday, March 3, 2014 at 5:30 p.m.
Ketchum City Hall, Ketchum, Idaho

Present: Mayor Nina Jonas
Council President Michael David
Councilor Anne Corrock
Councilor Jim Slanetz

Absent: Councilor Baird Gourlay

Also Present: Ketchum City Administrator Gary Marks
Ketchum City Attorney Stephanie Bonney
Ketchum Community and Economic Development Director Lisa Horowitz
Ketchum Special Projects Manager Lisa Enourato
Ketchum Police Chief Steve Harkins
Recording Secretary Sunny Grant

1. The meeting was called to order by Mayor Nina Jonas at 5:30pm.

2. Ketchum City Administrator Gary Marks' last Ketchum meeting.

Mayor Nina Jonas thanked City Administrator Marks for almost six years of service, and especially for his creative thinking and endeavors. Mayor Jonas presented City Administrator Marks with a manhole cover of his commemorative coin design and also the framed central Ketchum commemorative design off the wall of the Council Chambers.

3. Fire Department Commendations

Ketchum Fire Chief Mike Elle commended firefighters/EMTs/paramedics for saving the lives of two cardiac arrest victims in the last six weeks:

Mayor Jonas related details of the first lifesaving event in the Warm Springs area, and thanked Captain Tom Ancona, Captain Tom McLean, Sr. Lieutenant John Rathfon, Squad Leader Brian Poster, Engineer/EMT Ben Varner and Ketchum Police Chief Steve Harkins.

Mayor Jonas related details of the second lifesaving event in West Ketchum, and thanked Captain Tom Ancona, Captain Tom McLean, Sr. Lieutenant Tory Frank, Lt. Ed Binnie, Lt. Greg Martin, Squad Leader Rick Robertson, Squad Leader Brian Poster, Squad Leader Pete Schwartz, Engineer/EMT Kelly Lewis, Engineer Ryan Demoe, Engineer Ben Varner, Firefighter/EMT Anja Sundali, Firefighter/EMT Ashley Yagla, and Engineer/EMT David O'Donnell.

4. [5:46:15 PM](#) Recognizing Peter Everett for Mountain Rides Transportation Authority Board service

Also Present: Mountain Rides Administrative Support Coordinator Kim MacPherson

Mayor Nina Jonas thanked Peter Everett for serving as Ketchum's appointed Mountain Rides Board Member. Everett brought an incredible background in public transportation and transit to develop Mountain Rides.

Council President/Mountain Rides Board Member Michael David said Peter Everett is legendary in the field of public transportation. He helped make Mountain Rides a model for transit organizations.

Mayor Jonas presented Everett in absentia with a crystal plaque and a book on transportation and railroad history in the Wood River Valley.

5. Mountain Rides Transportation Authority Board Appointment

Mayor Jonas appointed Kristin Derrick, co-owner of The Cellar and an active Mountain Rides rider to replace Everett on the Mountain Rides Board of Directors.

Council President Michael David moved to ratify the appointment of Kristin Derrick to the City of Ketchum position on the Mountain Rides Transportation Authority Board of Directors. Motion seconded by Councilor Anne Corrock, and passed unanimously.

6. [5:51:57 PM](#) Communications from Mayor and Councilors

- Councilor Corrock said she felt the *Mountain Express* newspaper misinterpreted her remarks on the low density map in their article on the Comprehensive Plan. Councilor Corrock will discuss Comp Plan language with Planning Manager Joyce Allgaier this week.

- [5:52:19 PM](#) Councilor Corrock said there was a lot of confusion about the Mountain Rides Transit Hub at the previous Council meeting and wanted to clarify the process. She suggested a joint workshop with the Ketchum Urban Renewal Agency. Ketchum CED Director Lisa Horowitz said she talked to the Ketchum Mayor and staff, and they reaffirmed that the P&Z Commission is the design arm of the City. Mountain Rides will take the hub project to P&Z in April before returning to the City Council. Construction has been moved back to the fall of 2014. A scale model of the hub is available to anyone who wants to look at it.
- Councilor Jim Slanetz said the valleywide Bike/Ped Master Plan should be available to Council in a month or two.
- Council President Michael David announced that the Ketchum Police Department is offering Training Intervention Procedures (TIPs) for local establishments and retailers who sell alcohol. The training addresses laws and dangers of selling to minors, and the dangers of drinking and driving.
- Council President Michael David thanked City Administrator Gary Marks for his efforts in doing a hard job.
- Mayor Jonas and CED Director Horowitz met with Sun Valley Company owners to see plans of the upcoming renovation of the Sun Valley Lodge, which will upgrade it to a 5-star facility. A 25,000sf spa has been added.

7. [5:58:47 PM](#) Communications from the public

There was no public comment at this time.

8. Report on Trout Friendly Lawns

*Also Present: Wood River Land Trust Project Coordinator Patti Lousen
Ketchum Parks and Recreation Director Jen Smith*

[6:01:34 PM](#) Wood River Land Trust Trout Friendly Coordinator Patti Lousen said the WRLT has protected over 14,000 acres of land in the Wood River Valley. TLC hopes to close on the 10,300-acre Rock Creek project in June. Idaho Fish and Game will buy the parcel from WRLT and The Nature Conservancy and turn it into a game preserve. The City of Ketchum partners with WRLT on the Trout Friendly (formerly Trout Friendly Lawn) program. There are three levels of Trout Friendly: Basic, Silver and Gold. Basic starts by agreeing to water intelligently and only in the dark, mow at 3" high, don't do any broadcast spraying, and include native plants in the landscape. Gold level advances to using rain sensors, organic fertilizers, and no herbicides/pesticides.

The Trout Friendly program has expanded to include landscapers, who will work with the WRLT to certify their clients' lawns, including second homeowners. Landscapers are also coming up with great large-scale ideas.

Blaine County University of Idaho Extension, The Land Trust and The Nature Conservancy are sponsoring a daylong workshop to get the public involved in water issues. The workshop will include sessions on conjunctive management, groundwater districts, and water conservation which is important for local recreation and the economy.

Lousen said The Land Trust, Trout Unlimited and The Nature Conservancy want to partner with Ketchum in educational outreach. [6:14:17 PM](#) The Land Trust does what it can to let people know about the Trout Friendly program, but wants to do more. Councilor Corrock suggested the Ketchum newsletter push the Trout Friendly program. Trout Friendly signs are in private yards, Ketchum parks and in other public places. Councilor David said it would be good to get landscapers working with rental owners and managers. [6:18:11 PM](#) Parks and Natural Resources Superintendent Juerg Stauffacher manages about 60 acres of Ketchum parks, City Hall and other City land. Mayor Jonas said she was particularly interested in water conservation. Ketchum contributes \$200 yearly to the program.

9. Communications from the Press

- *Mountain Express* reporter Eric Avissar asked if Ketchum contributed financially to the program. Ketchum contributes \$200 annually to Trout Friendly program

10. Ordinance 1115: Amending Title 12, Chapter 40, Ketchum City Code; which provides a percent for public art on all eligible capital improvement projects in the City of Ketchum; providing for savings and severability; repealing all ordinances and parts of ordinances in conflict herewith; and providing an effective date.

Also Present: Ketchum Parks and Recreation Director Jen Smith; Ketchum Arts Commission Chairman Claudia McCain, and KAC members Trina Peters and Marybeth Flower.

Ketchum City Administrator Gary Marks said the current ordinance needs some clarification. Statutes require that a program like this not be extended to utilities. Ketchum's ordinance attempts to comply by defining projects that are below ground as exempt, and projects above ground are not, but there can be a utility project with a facility above ground and pipes below ground. The proposed ordinance amendment excludes public works projects. Other projects are funded through general funds and satellite funds to the General Fund. [6:29:51 PM](#) Ketchum does its budget every year ahead of calculation for the 1% for art ordinance, so there are no appropriations made for it. The second amendment directs staff to look at audited numbers from the most recently completed City audit (from the prior year), and use the percentage from last year's projects for the upcoming budget.

[6:32:02 PM](#) The percent line in the ordinance is blank so Council can decide what percent they feel is appropriate. Ketchum's current ordinance collects 1.333%. The .333 was for administration, but Ketchum is small enough that administration is negligible and part of the regular budget process. Ketchum does not have enough capital projects to make the 1% produce much revenue.

Ketchum Arts Commission Chairman Claudia McCain said the KAC hopes to build the fund for future projects.

KAC member Trina Peters said the majority of their projects engage local and regional artists, who are paid for their work. The KAC has received no money as a result of the ordinance; they have operated on money from Parks and Rec and have raised money on their own. She would like to have money so they increase what they are doing.

KAC member Marybeth Flower raised money for Ketchum's Town Square and utility box covers. She said people always ask her what the City is contributing.

PUBLIC COMMENT:

Council and the KAC can choose to accumulate money in the fund and use it over a period of years to pay for larger projects. [6:36:57 PM](#)

Mayor Jonas suggested 5%. City Administrator Marks told Council they could always revisit the percentage if they didn't like what they decided for this ordinance. If the City decided to do a multi-million dollar project, like City Hall, they could exempt or reduce the percentage that year or for a specific project.

[6:40:01 PM](#) Councilor Corrock confirmed that the percentage came out of the project's total budget and had to be included in the project budget.

[6:41:10 PM](#) McCain said the Ketchum Arts Commission proposed their plans to the Council in December, and then updated their strategic plan in January. She suggested Council add the KAC as a new line item in their budget.

[6:45:19 PM](#) Trina Peters said the KAC is part of the design team for the transportation hub and wants to budget artists fees for artwork incorporated into the hub design. [6:49:06 PM](#) City Administrator Marks suggested the KAC approach the KURA Board about working with them.

Councilor Jim Slanetz asked when the contribution was actually taken from the project.

[6:52:18 PM](#) City Administrator Marks said the program was flexible. Some money will go into a fund for larger projects. Some construction projects should include art in them. He suggested Council allow the Arts Commission to advise them on each individual project. City Attorney Bonney said Council had complete control over how to spend the fund. City Administrator Marks added that the percentage was a base. Council may want to appropriate more or less money for a particular project.

Mayor Jonas said it was important to include art in the design process.

Councilors agreed on 5%. It can be adjusted at Council's discretion and/or it could be set differently for a specific project.

Council President Michael David moved to approve the first reading of Ordinance 1115, amending Title 12, Chapter 40, Ketchum City Code, which provides a 5% contribution for public art on all eligible capital improvement projects in the City of Ketchum, with projects costing over a million dollars reviewed by City Council for setting a percent; providing for savings and severability, including all ordinances and parts of ordinances in conflict herewith, and providing an effective date and setting a second reading of the ordinance of March 17, 2014. Motion seconded by Councilor Anne Corrock, and passed unanimously.

Mayor Nina Jonas said the Ketchum Arts Commission is going to get some art in the meeting room.

11. [7:04:58 PM](#) FY13-14 Ketchum Community Development Corporation Contract for Services

CED Director Lisa Horowitz said the FY13-14 contract had never been presented to Council. This is a combined contract for services for the base amount, as approved in the 2013-14 budget, and the Ketchum Innovation Center (KIC) project approved by Council in January.

Councilor Corrock confirmed that the money for KIC came out of the General Contingency. [7:08:04 PM](#) She confirmed legal uses of the local option tax with City Administrator Marks. City Administrator Marks suggested Council discuss possibly funding the KCDC with URA funds. LOT revenue cannot be used for affordable housing. Staff will ask the KCDC to make their budget available to Councilors.

[7:12:47 PM](#) Council President Michael David moved to approve the 2013-14 Contract for Services with the Ketchum Community Development Corporation Contract for Services in an amount not to exceed \$144,400. Motion seconded by Councilor Jim Slanetz, and passed unanimously.

12. [7:13:08 PM](#) Approval of a Contract for the Interim City Administrator, Ray Silver

City Attorney Bonney said this is an at will employment agreement for an interim city administrator. Either party can terminate with 30 days notice with no penalty. The monthly salary is \$13,000, plus he shall be provided a residence at a cost no higher than \$1,500 per month, two vacation days and one sick day per month. Temporary

employment should end in five months. Mr. Silver is strictly interested in an interim position. Councilors Corrock and Slanetz questioned the City Attorney about various clauses in the contract.

Council President Michael David moved to approve the Employment Agreement with Ray Silver as Interim City Administrator. Motion seconded by Councilor Jim Slanetz, and passed unanimously.

13. [7:25:18 PM](#) Ordinance 1114: Deleting Chapter 12 of Title 4 of the Ketchum City Code; providing a savings and severability Clause, approving a summary of the ordinance, and providing an effective date. City Attorney Bonney said Council adopted an ordinance to regulate the Planning and Zoning Commission. The P&Z revised its bylaws by resolution, then P&Z adopted its bylaws, resulting in a conflict with the Code and the ordinance and bylaws. Bonney suggested Council adopt Ordinance 1114 removing the P&Z provision from the Municipal Code. The Council can then regulate P&Z by resolution and bylaws without having to adopt an ordinance to revise P&Z bylaws.

Council suggested references in the ordinance to the Traffic Authority and Historical Preservation Commission also be removed from the ordinance.

Council President Michael David moved to waive the three readings of Ordinance 1114, and read by title only. Motion seconded by Councilor Jim Slanetz, and passed unanimously.

Council President Michael David moved to adopt Ordinance 1114, an ordinance of the City of Ketchum Blaine County, Idaho, deleting Chapter 12 of Title 4 of the Ketchum City Code; providing a Savings and Severability Clause, approving a summary of the ordinance, and providing an effective date. Motion seconded by Councilor Jim Slanetz. Roll call: Council President Michael David yes, Councilor Jim Slanetz yes, Councilor Anne Corrock yes. Motion passed unanimously.

14. Resolution 14-008: Transferring \$16,000 from the General Fund Contingency to the General Fund Administrative Division for live and on-demand audio/video streaming and audio upgrade to Council Chambers.

Council approved contracts at their February 18th meeting for live streaming and an audio upgrade in the Council Chambers. This Resolution transfers money out of the Contingency fund to the Administrative Division of the General Fund.

Councilor Jim Slanetz moved to pass Resolution 14-008: Transferring \$16,000 from the General Fund Contingency to the repair and maintenance of Buildings Account of the Administrative Division of the General Fund. Motion seconded by Councilor Anne Corrock, and passed unanimously.

15. [7:31:44 PM](#) Consent Calendar

- a. Approval of minutes from the February 18, 2014 Special Council meeting and February 18, 2014 Regular Council meeting.**
- b. Recommendation to approve current bills and payroll summary**
- c. Resolution 14-007: Approving appointments to the Board of Commissioners of the Ketchum Urban Renewal Agency; and providing an effective date.**

City Administrator Marks answered Councilor Corrock's questions about repair and maintenance of buildings expense and River Park environmental assessment.

Council President Michael David moved to approve the Consent Calendar of March 3, 2014. Motion seconded by Councilor Jim Slanetz, and passed unanimously.

16. ADJOURNMENT

Councilor Jim Slanetz moved to adjourn at 7:36pm. Council President Michael David seconded the motion, and it passed unanimously.

Nina Jonas
Mayor

ATTEST:

Sandra E. Cady, CMC
City Clerk

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "011000000"- "9449008022", "991000000"- "9911810000"

Vendor Name	Invoice Number	Description	Net Invoice Amount
GENERAL FUND			
01-2171-2000 P/R TAXES PBL--STATE W/H			
STATE TAX COMMISSION	PR0307141	State Withholding Tax Pay Period: 3/7/2014	6,243.00
01-2171-9000 P/R DEDUC PBL--HEALTH INSURANC			
III-A	PR0307141	Health Ins - Family Pay Period: 3/7/2014	315.66
III-A	PR0307141	Health Ins - Employee + Spouse Pay Period: 3/7/2014	350.68
III-A	PR0307141	Health Ins - Family Pay Period: 3/7/2014	526.10
III-A	PR0307141	Health Ins - Employee + 1 Chld Pay Period: 3/7/2014	40.05
III-A	PR0307141	Health Ins - Employee + 2 Chld Pay Period: 3/7/2014	124.44
III-A	PR0307141	Health Ins - Family Pay Period: 3/7/2014	157.83
01-2172-1000 P/R DEDUC PBL--AFLAC INSURANCE			
AFLAC	PR0307141	AFLAC After-Tax Pay Period: 3/7/2014	198.83
AFLAC	PR0307141	AFLAC Pre-Tax Pay Period: 3/7/2014	754.78
01-2172-2000 P/R DEDUC PBL--LIFE & L.T.DISB			
NCPERS IDAHO	C376314	Group Life Insurance Unit C376	64.00
01-2172-3000 P/R DEDUC PBL--DELTA DENTAL			
DELTA DENTAL PLAN OF IDAH	PR0307141	Dental Insurance - 1 Child Pay Period: 3/7/2014	69.28
DELTA DENTAL PLAN OF IDAH	PR0307141	Dental Insurance - Spouse Pay Period: 3/7/2014	222.84
DELTA DENTAL PLAN OF IDAH	PR0307141	Dental Insurance - Family Pay Period: 3/7/2014	831.96
DELTA DENTAL PLAN OF IDAH	PR0307141	Dental Insurance - 2+ Child Pay Period: 3/7/2014	122.28
01-2173-3000 P/R DEDUC PBL--PEBSO			
NATIONWIDE RETIREMENT SOL	PR0307141	Nationwide - 0026904-001 Pay Period: 3/7/2014	716.63
01-2174-0000 P/R DEDUC PBL--GARNISHMENTS			
CHILD SUPPORT SERVICES	PR0307141	Child Support Pay Period: 3/7/2014	269.68
01-2175-0000 P/R DEDUC PBL--PIONEER FED.CR.			
PIONEER FEDERAL CREDIT UNI	PR0307141	Pioneer Federal Credit Union Pay Period: 3/7/2014	2,450.00
01-2175-1000 P/R DEDUC PBL--UNION DUES			
KETCHUM FIREFIGHTERS LOCA	PR0307141	Union Dues Union Dues Pay Period: 3/7/2014	715.00
01-2175-8000 P/R DEDUC PBL--EMPLOYEE CAF-MD			
NBS-NATIONAL BENEFIT SERVI	PR0307141	125 Medical Savings Pay Period: 3/7/2014	1,280.14
01-2175-9000 P/R DEDUC PBL--EMPLOYEE CAF-DC			
NBS-NATIONAL BENEFIT SERVI	PR0307141	125 Dependant Care Pay Period: 3/7/2014	650.00
Total :			16,103.18
LEGISLATIVE & EXECUTIVE			
01-4110-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	02/28/14	Administration & Consulting Fees	15.75
01-4110-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	33.02
01-4110-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	312.48
01-4110-3100 OFFICE SUPPLIES & POSTAGE			
US BANK	02/25/14	Computer Charger for Nina	251.22
US BANK	02/25/14	Scanner for File Retention	32.30

Vendor Name	Invoice Number	Description	Net Invoice Amount
01-4110-3200 OPERATING SUPPLIES			
ATKINSONS' MARKET	1856-02/14	ACCT. 1856	146.95
US BANK	02/25/14	Water Futures Presentation Snacks	135.93
US BANK	02/25/14	Adobe Pro for Council Packets	31.79
SUE ELLEN BRIDGMAN	30462	Flowers for Kaitlyn Farrington	125.00
01-4110-4200 PROFESSIONAL SERVICES			
KETCHUM COMPUTERS, INC.	10044	Computer Maintenance	125.00
NBS-NATIONAL BENEFIT SERVI	445569	HRA Admin Fees	10.97
01-4110-4910 MYR/CNCL-TRAINING/TRAVEL/MTG			
JONAS, NINA	030614	BLM Meeting	197.75
01-4110-5100 TELEPHONE & COMMUNICATIONS			
COX COMMUNICATIONS	1240103601290	ACCT. 001 2401 036012901	83.14
VERIZON WIRELESS, BELLEVUE	9720028332	ACCT. 365459737-00001	40.03
01-4110-7400 OFFICE FURNITURE & EQUIPMENT			
US BANK	02/25/14	Keyboards for Council Ipads	144.96
Total LEGISLATIVE & EXECUTIVE:			1,686.29
ADMINISTRATIVE SERVICES			
01-4150-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	02/28/14	Administration & Consulting Fees	27.45
01-4150-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	438.47
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	307.60
01-4150-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	251.42
01-4150-3100 OFFICE SUPPLIES & POSTAGE			
ATKINSONS' MARKET	1856-02/14	ACCT. 1856	3.63
COPY & PRINT, L.L.C.	56713	Office Supplies	27.98
COPY & PRINT, L.L.C.	56714	Office Supplies	14.75
MASON'S TROPHIES & GIFTS	69399	Engraved Plate for Gary Marks	33.00
UNIFIED OFFICE SERVICES	179209	Office Supplies	39.99
US BANK	02/25/14	Coffee	4.06
US BANK	02/25/14	Scanner for File Retention	161.55
01-4150-3310 STATE SALES TAX-GEN.GOV. & PAR			
STATE TAX COMMISSION	022814	Sales Tax - 02/01/2014 - 02/28/2014	10.24
01-4150-4200 PROFESSIONAL SERVICES			
CINTAS DOCUMENT MANAGEM	8400750886	Shredding Fees	59.19
KETCHUM COMPUTERS, INC.	10060	Computer Maintenance	160.00
MURRAY, JO	788	Public Relation Services	546.25
NBS-NATIONAL BENEFIT SERVI	445569	HRA Admin Fees	21.25
PERRY'S	2014022110022	ICRMP Class	135.54
US BANK	02/25/14	Constant Contact	61.75
US BANK	02/25/14	Lodging for Red Sky	149.84
RED SKY PUBLIC RELATIONS	10080	Professional Serives - Communications	5,279.01
KDPI DROP-IN RADIO	030114	For a Cause - Nina Jonas portion of show	500.00

Vendor Name	Invoice Number	Description	Net Invoice Amount
01-4150-4400 ADVERTISING & LEGAL PUBLICATIO			
EXPRESS PUBLISHING, INC.	2196-02/14	Account 2196	687.96
GRANT, SUZANNE	030314	CC Minutes 03/03/14	180.00
01-4150-4800 DUES, SUBSCRIPTIONS & MEMBERSH			
ASSOC. OF PUBLIC TREASURER	6713171	Katie Carnduff Membership Dues	95.00-
01-4150-4900 PERSONNEL TRAINING/TRAVEL/MTG			
ASSOCIATION OF IDAHO CITIES	5272671	Mountain West Institute: Pat, Sandy, Katie, Kathleen	1,000.00
BENNETT, PATRICIA	030714	Mountain West Conference	217.88
CADY, SANDRA E.	030714	Mountain West Institute Training Expenses	223.52
CARNDUFF, KATHLEEN	030514	Mountain West Conference Expenses	219.04
SCHWARTZENBERGER, KATHLE	030714	Mountain West Conference Expenses	217.88
01-4150-4902 TRAINNG/TRVL/MTG-CITY ADM/ASST			
US BANK	02/25/14	III-A Travel Expenses	105.79
01-4150-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	1292549629	ACCT. 74754376	76.70
CENTURY LINK	2087263841865	ACCT. 208-726-3841 862b	1,153.02
CENTURY LINK	2087265574240	ACCT. 208-726-5574 240b	45.64
COX COMMUNICATIONS	1240102722230	ACCT. 001 2401 027222301	451.38
SENTINEL FIRE & SECURITY, IN	177184	Quarterly Monitoring Fee	220.00
VERIZON WIRELESS, BELLEVUE	9720028332	ACCT. 365459737-00001	65.64
01-4150-5110 COMPUTER NETWORK			
KETCHUM COMPUTERS, INC.	10044	Computer Maintenance	2,135.00
US BANK	02/25/14	UPC Battery Backup	172.99
01-4150-5200 UTILITIES			
CLEAR CREEK DISPOSAL	788883	ACCT. 951449	60.00
CLEAR CREEK DISPOSAL	789332	ACCT. 789332	18.00
IDAHO POWER	2200749261-02	ACCT. 2200749261	2,043.58
IDAHO POWER	220385230-02	ACCT. 220385230	199.29
01-4150-5900 REPAIR & MAINTENANCE-BUILDINGS			
HYDRONICS UNLIMITED, INC.	3556	Repair Snowmelt System	456.75
KETCHUM COMPUTERS, INC.	10059	Computer Maintenance	150.00
MAESTRO TECHNOLOGY SOLU	2083	Door Repairs	832.61
PH CONSTRUCTION	1069	Cabinet Doors in Council Chambers	665.23
SENTINEL FIRE & SECURITY, IN	176686	Service Call	130.00
US BANK	02/25/14	Vacuum Bags	40.11
Total ADMINISTRATIVE SERVICES:			19,905.98
LEGAL			
01-4160-4200 PROFESSIONAL SERVICES			
MOORE SMITH BUXTON & TUR	45503	1536-39 - RPP Application	3,095.82
MOORE SMITH BUXTON & TUR	45647	1536-03 - General	10,756.85
MOORE SMITH BUXTON & TUR	45651	1536-39 - RPP Application	3,095.82
MOORE SMITH BUXTON & TUR	45652	1536-42 Local 4758 v. Ketchum	10.20
MOORE SMITH BUXTON & TUR	45653	1536-46 Big Wood Golf Course - Water Rights	100.00
MOORE SMITH BUXTON & TUR	45729	1536-03 - General	13,652.82
MOORE SMITH BUXTON & TUR	45730	1536-03b - Additiona Billable - General	1,545.60
MOORE SMITH BUXTON & TUR	45734	1536-39 - RPP Application	2,586.62
MOORE SMITH BUXTON & TUR	45735	1536-42 Local 4758 v. Ketchum	6.30
MOORE SMITH BUXTON & TUR	45736	1536-46 Big Wood Golf Course - Water Rights	100.00

Vendor Name	Invoice Number	Description	Net Invoice Amount
MOORE SMITH BUXTON & TUR	45737	1536-48 - Geothermal Project	20.48
01-4160-4270 CITY PROSECUTOR			
ALLINGTON, ESQ., FREDERICK	120189	Monthly Prosecutor Payment	3,660.17
Total LEGAL:			38,630.68
COMMUNITY PLANNING/DEVELOPMENT			
01-4170-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	02/28/14	Administration & Consulting Fees	36.00
01-4170-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	46.90
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	1,517.88
01-4170-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	71.18
01-4170-3100 OFFICE SUPPLIES & POSTAGE			
ATKINSONS' MARKET	1856-02/14	ACCT. 1856	7.16
CHATEAU DRUG CENTER	1163071	Supplies	26.59
COPY & PRINT, L.L.C.	56714	Office Supplies	29.44
US BANK	02/25/14	Coffee	10.84
US BANK	02/25/14	Coffee	.02
US BANK	02/25/14	Scanner for File Retention	32.30
01-4170-4200 PROFESSIONAL SERVICES			
GALENA ENGINEERING, INC.	1318.153-03/14	Plat Checks	255.48
GRANT, SUZANNE	022414	P&Z Minutes 02/24/14	247.50
NBS-NATIONAL BENEFIT SERVI	445569	HRA Admin Fees	29.80
YASENAK, BARBARA	948	Office Coverage	60.75
01-4170-4266 PROFESSIONAL SERVICES-ECON DEV			
ATKINSONS' MARKET	1856-02/14	ACCT. 1856	52.62
01-4170-4267 PROFESSIONAL SVC-COMP PLAN			
EXPRESS PUBLISHING, INC.	2196-02/14	Account 2196	117.60
01-4170-4400 ADVERTISING & LEGAL PUBLICATIO			
EXPRESS PUBLISHING, INC.	2196-02/14	Account 2196	747.92
01-4170-4900 PERSONNEL TRAINING/TRAVEL/MTG			
BUNDY, REBECCA	022114	Travel to Hailey	13.56
01-4170-4960 TRAINING/TRAVEL/MTG-HOTEL			
US BANK	02/25/14	Lisa Horowitz - Meeting Expenses	102.27
Total COMMUNITY PLANNING/DEVELOPMENT:			3,405.81
CONTINGENCY			
01-4193-9930 GENERAL FUND OP. CONTINGENCY			
BARRY PETERSON JEWELERS	1332	Gift for Kaitlyn Farrington	97.20
ERO	36345	Cimino Geothermal Consulting	6,856.30
KETCHUM COMMUNITY DEVEL	030514	Innovation Center Support	28,000.00
MURRAY, JO	787	Public Relation Services for R&PP	493.75

Vendor Name	Invoice Number	Description	Net Invoice Amount
Total CONTINGENCY:			35,447.25
CONTRACT FOR SERVICES			
01-4196-4200 PROF.SRVCS-BLM/RIVER PARK			
S2O DESIGN AND ENGINEERING	110221	Design Phase	9,885.25
Total CONTRACT FOR SERVICES:			9,885.25
POLICE			
01-4210-3200 OPERATING SUPPLIES			
US BANK	02/25/14	Scanner for File Retention	32.30
01-4210-4200 PROFESSIONAL SERVICES			
IDAHO STATE POLICE	022514	Fingerprint Processing	83.00
01-4210-4250 PROF.SERVICES-BCSO CONTRACT			
BLAINE COUNTY CLERK/RECOR	200955	BCSO Law Enforcement Services	111,495.42
Total POLICE:			111,610.72
BUILDING			
01-4240-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	02/28/14	Administration & Consulting Fees	5.40
01-4240-3200 OPERATING SUPPLIES			
ATKINSONS' MARKET	1856-02/14	ACCT. 1856	2.68
COPY & PRINT, L.L.C.	56714	Office Supplies	11.04
US BANK	02/25/14	Coffee	5.41
US BANK	02/25/14	Scanner for File Retention	32.30
01-4240-4200 PROFESSIONAL SERVICES			
KETCHUM COMPUTERS, INC.	10058	Scanner	50.00
NBS-NATIONAL BENEFIT SERVI	445569	HRA Admin Fees	4.47
YASENAK, BARBARA	948	Office Coverage	60.75
01-4240-4210 PROFESSIONAL SERVICES-IDBS			
DIVISION OF BUILDING SAFETY	031014	February Building Permit Fees	1,424.00
DIVISION OF BUILDING SAFETY	031014	February Plan Check Fees	599.00
Total BUILDING:			2,195.05
STREET			
01-4310-6100 REPAIR & MAINT--MACHINERY & EQ			
RHOMAR INDUSTRIES	78285	Salt Protectant	1,094.04
Total STREET:			1,094.04
Total GENERAL FUND:			239,964.25
STREET MAINTENANCE FUND			
STREET			

Vendor Name	Invoice Number	Description	Net Invoice Amount
04-4310-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	02/28/14	Administration & Consulting Fees	67.05
04-4310-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	99.43
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	318.71
04-4310-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	25.14
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	133.92
04-4310-3200 OPERATING SUPPLIES			
ATKINSONS' MARKET	1856-02/14	ACCT. 1856	7.16
KNEADERY	022814	Street Dept. Breakfasts	711.50
TREASURE VALLEY COFFEE IN	2160:03520758	COFFEE	126.25
US BANK	02/25/14	Scanner for File Retention	32.30
04-4310-3400 MINOR EQUIPMENT			
PLATT	B687104	Supplies	48.00
04-4310-3500 MOTOR FUELS & LUBRICANTS			
SCHAEFFER MFG. CO.	MU2640	Supplies	985.60
UNITED OIL	757892	ACCT. 37269	1,073.44
04-4310-4200 PROFESSIONAL SERVICES			
ALL SEASONS LANDSCAPING	10800	Snow Hauling	150.00
ALL SEASONS LANDSCAPING	11028	Snow Hauling	1,968.75
ANDERSON ASPHALT PAVING	4715	Snow Hauling	1,350.00
HIATT TRUCKING, INC.	1627	SNOW HAULING	2,212.50
JOE'S BACKHOE SERVICES	16165	Snow Hauling	1,012.50
JOE'S BACKHOE SERVICES	16247	Snow Hauling	6,262.50
NBS-NATIONAL BENEFIT SERVI	445569	HRA Admin Fees	38.98
RICK'S EXCAVATION, INC.	264	Snow Hauling	2,137.50
04-4310-4900 PERSONNEL TRAINING/TRAVEL/MTG			
DOMKE, RON	022714	Training	36.00
ERICKSON, JADE	022714	Training	54.00
VERGEL, DAMON	022714	Training	54.00
RAMM, JUSTIN	022714	Training	54.00
04-4310-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	1292549629	ACCT. 74754376	7.93
COX COMMUNICATIONS	1240120518270	ACCT. 001 2401 205182701	63.20
VERIZON WIRELESS, BELLEVUE	9720028332	ACCT. 365459737-00001	95.58
04-4310-5200 UTILITIES			
INTERMOUNTAIN GAS	119369000011-	ACCT. 11936900-001-1	358.57
04-4310-6000 REPAIR & MAINT--AUTOMOTIVE EQU			
RIVER RUN AUTO PARTS	6538-69212	Supplies	41.00
RIVER RUN AUTO PARTS	6538-70127	Supplies	10.95
RIVER RUN AUTO PARTS	6538-70137	Supplies	12.81
RIVER RUN AUTO PARTS	6538-70207	Supplies	82.45
04-4310-6100 REPAIR & MAINT--MACHINERY & EQ			
FASTENAL COMPANY	IDJER46400	Parts	4.77
KODIAK NORTHWEST	9251	Parts & Supplies	97.90
METROQUIP, INC.	22682	Supplies	954.98

Vendor Name	Invoice Number	Description	Net Invoice Amount
NAPA AUTO PARTS	760193	Parts & Supplies	22.97
NAPA AUTO PARTS	769443	Parts & Supplies	52.92
NAPA AUTO PARTS	769680	Supplies	70.44
NAPA AUTO PARTS	769688	Supplies	27.27
RIVER RUN AUTO PARTS	6538-69213	Supplies	71.71
WESTERN STATES EQUIPMENT	PC040210551	Parts and Supplies	1,969.38
WESTERN STATES EQUIPMENT	PC040210552	Parts	31.40
WESTERN STATES EQUIPMENT	PC040210656	Parts	2,040.80
WESTERN STATES EQUIPMENT	PC040210757	Parts	55.50
WESTERN STATES EQUIPMENT	PC040210823	Parts	148.07
WESTERN STATES EQUIPMENT	PC040210824	Parts	266.68
WESTERN STATES EQUIPMENT	PC040211095	Supplies	1,033.87
WOOD RIVER WELDING, INC.	155375	Services	340.24
WOOD RIVER WELDING, INC.	155437	Services	105.00
WOOD RIVER WELDING, INC.	155615	Services	150.45
04-4310-6910 OTHER PURCHASED SERVICES			
AMERIPRIDE LINEN	2400300798	ACCT. 241076800	68.80
AMERIPRIDE LINEN	2400302577	ACCT. 241076800	32.61
KETCHUM COMPUTERS, INC.	10046	Computer Maintenance	120.00
04-4310-6920 SIGNS & SIGNALIZATION			
A.C. HOUSTON LUMBER CO.	14-371528	Sign Supplies	20.82
COLOR HAUS, INC.	147454	Supplies	22.39
04-4310-6930 STREET LIGHTING			
C & R ELECTRIC, INC.	70218	Street Light Maintenance	233.87
IDAHO POWER	2201013857	ACCT. 2201013857	44.38
IDAHO POWER	2204535385-02	ACCT. 2204535385	296.81
IDAHO POWER	2206773224-02	ACCT. 2206773224	14.34
PLATT	B772318	Supplies	322.00
04-4310-6950 MAINTENANCE & IMPROVEMENTS			
IMPERIAL ASPHALT LLC	2030	CRACK SEAL	11,565.96
ROAD WORK AHEAD CONST. SU	24592	Paint	123.60
Total STREET:			39,941.65
Total STREET MAINTENANCE FUND:			39,941.65
FIRE & RESCUE FUND			
FIRE & RESCUE			
10-4230-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	02/28/14	Administration & Consulting Fees	45.36
10-4230-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	669.45
10-4230-3200 OPERATING SUPPLIES			
ALSCO - AMERICAN LINEN DIVI	LBO11127533	Shop Towels	14.78
ALSCO - AMERICAN LINEN DIVI	LBO11131981	Shop Towels	14.78
ATKINSONS' MARKET	1841-02/14	ACCT. 1841	82.29
ATKINSONS' MARKET	1856-02/14	ACCT. 1856	1.34
BLUMENTHAL UNIFORMS AND	54738	Uniforms	30.00
BLUMENTHAL UNIFORMS AND	54833	Supplies	143.00
BLUMENTHAL UNIFORMS AND	54835	Uniforms	143.50
BUSINESS AS USUAL	118067	Office & Operating Supplies	50.38

Vendor Name	Invoice Number	Description	Net Invoice Amount
BUSINESS AS USUAL	5593	Office & Operating Supplies	7.13
CHATEAU DRUG CENTER	1164503	Supplies	8.53
CHATEAU DRUG CENTER	1165618	Supplies	5.70
CHATEAU DRUG CENTER	1167045	Supplies	14.70
COPY & PRINT, L.L.C.	56714	Office Supplies	5.52
DAVIS EMBROIDERY	22388	Supplies	83.00
DETROIT INDUSTRIAL TOOL	499027	Supplies	188.08
EASY PACK INC	170802	Shipping	6.78
EASY PACK INC	170833	Shipping	6.67
L.N. CURTIS & SONS	3142988-00	Uniforms	72.40
L.N. CURTIS & SONS	3142988-03	Pants and Coats	885.00
L.N. CURTIS & SONS	3144147-00	Supplies	249.26
MCLEAN, LARA	022414	Sponges for Quarters	3.99
PAUL CONWAY SHIELDS	341594	Badges	76.82
UNIFIED OFFICE SERVICES	178425	Office Supplies	5.60
UNIFIED OFFICE SERVICES	178965	Office Supplies	50.93
UPS STORE #2444	02/03/14	Shipping	26.68
US BANK	02/25/14	Stereo for Apparatus Bay	43.20
US BANK	02/25/14	Coffee	2.03
US BANK	02/25/14	Scanner for File Retention	32.30
10-4230-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	757891	ACCT. 37267	120.53
10-4230-4200 PROFESSIONAL SERVICES			
KETCHUM COMPUTERS, INC.	10063	Computer Maintenance	85.00
NBS-NATIONAL BENEFIT SERVI	445569	HRA Admin Fees	31.29
YASENAK, BARBARA	948	Office Coverage	60.75
10-4230-4900 PERSONNEL TRAINING/TRAVEL/MTG			
INTERNATIONAL CODE COUNCI	2992679	Member Dues	125.00
US BANK	02/25/14	FDIC Training - Brian Poster	1,100.00
10-4230-4902 TRAINING/TRAVEL/MTG-FIRE CHIEF			
US BANK	02/25/14	Internation Association of Fire Chiefs Membership	139.50
10-4230-5100 TELEPHONE & COMMUNICATIONS			
BLAINE COUNTY EMERGENCY	KFD2014	Radio Fees	480.00
GLOBALSTAR USA	5399686	ACCT. 1.10022032	21.22
VERIZON WIRELESS, BELLEVUE	9720062464	ACCT. 765494480-00001	83.82
10-4230-5900 REPAIR & MAINTENANCE-BUILDINGS			
RIVER RUN AUTO PARTS	6538-70191	Supplies	7.50
US BANK	02/25/14	Remotes for Exhaust Sytem	25.50
ROCKY MOUNTAIN ELECTRIC &	1492	Grounding antenna tower on roof	472.76
10-4230-6000 REPAIR & MAINT--AUTOMOTOVE EQU			
CHATEAU DRUG CENTER	1165006	Supplies	19.00
L.N. CURTIS & SONS	3143961-00	Supplies	124.09
L.N. CURTIS & SONS	3144113-00	Supplies	319.83
RIVER RUN AUTO PARTS	6538-70223	Supplies	28.84
10-4230-6100 REPAIR & MAINT--MACHINERY & EQ			
L.N. CURTIS & SONS	8111519-00	Supplies	1,603.50
10-4230-6910 OTHER PURCHASED SERVICES			
EMERGENCY REPORTING	2014-0550	Fire & EMS Comob package	354.81
MTE COMMUNICATIONS	56983-03/14	DSL	2.65

Vendor Name	Invoice Number	Description	Net Invoice Amount
Total FIRE & RESCUE:			8,160.53
Total FIRE & RESCUE FUND:			8,160.53
AMBULANCE SERVICE FUND			
AMBULANCE SERVICE			
14-4260-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	02/28/14	Administration & Consulting Fees	75.24
14-4260-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	1,100.24
14-4260-3200 OPERATING SUPPLIES			
ALSCO - AMERICAN LINEN DIVI	LBO1127533	Shop Towels	14.77
ALSCO - AMERICAN LINEN DIVI	LBO11131981	Shop Towels	14.77
ATKINSONS' MARKET	1841-02/14	ACCT. 1841	82.30
ATKINSONS' MARKET	1856-02/14	ACCT. 1856	1.35
BLUMENTHAL UNIFORMS AND	54738	Uniforms	30.00
BLUMENTHAL UNIFORMS AND	54833	Supplies	142.99
BLUMENTHAL UNIFORMS AND	54835	Uniforms	143.50
BOUNDTREE MEDICAL	81351991	Supplies	10.00
BOUNDTREE MEDICAL	81353340	Supplies	691.21
BUSINESS AS USUAL	118067	Office & Operating Supplies	50.37
BUSINESS AS USUAL	5593	Office & Operating Supplies	7.12
CHATEAU DRUG CENTER	1164503	Supplies	8.53
CHATEAU DRUG CENTER	1165618	Supplies	5.69
CHATEAU DRUG CENTER	1167045	Supplies	14.70
COPY & PRINT, L.L.C.	56714	Office Supplies	5.52
DAVIS EMBROIDERY	22388	Supplies	83.00
EASY PACK INC	170802	Shipping	6.78
EASY PACK INC	170833	Shipping	6.67
L.N. CURTIS & SONS	3142988-00	Uniforms	72.40
L.N. CURTIS & SONS	3142988-03	Pants and Coats	885.00
MCLEAN, LARA	022414	Sponges for Quarters	3.99
MOORE MEDICAL CORPORATIO	82377702	Supplies	409.38
NORCO	13024990	ACCT. 54794	192.08
NORCO	13025948	ACCT. 54794	81.62
NORCO	13070424	ACCT. 52355	29.76
NORCO	13071364	ACCT. 54794	241.80
PAUL CONWAY SHIELDS	341594	Badges	76.82
PRAXAIR/WHITMORE	48602298	Operating Supplies	44.18
UNIFIED OFFICE SERVICES	178425	Office Supplies	5.59
UNIFIED OFFICE SERVICES	178965	Office Supplies	50.93
UPS STORE #2444	02/03/14	Shipping	26.69
US BANK	02/25/14	Stereo for Apparatus Bay	43.20
US BANK	02/25/14	Coffee	2.04
US BANK	02/25/14	Scanner for File Retention	32.30
14-4260-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	757891	ACCT. 37267	275.62
14-4260-4200 PROFESSIONAL SERVICES			
KETCHUM COMPUTERS, INC.	10063	Computer Maintenance	85.00
NBS-NATIONAL BENEFIT SERVI	445569	HRA Admin Fees	50.84
YASENAK, BARBARA	948	Office Coverage	60.75

Vendor Name	Invoice Number	Description	Net Invoice Amount
14-4260-4900 PERSONNEL TRAINING/TRAVEL/MTG			
BINNIE, ED	022314	CPR Card	29.95
CANFIELD, TORY	030514	ACLS Training & CPR Certification	144.95
14-4260-4902 TRAINING/TRAVEL/MTG-FIRE CHIEF			
US BANK	02/25/14	Internation Association of Fire Chiefs Membership	139.50
14-4260-5100 TELEPHONE & COMMUNICATIONS			
BLAINE COUNTY EMERGENCY	KFD2014	Radio Fees	480.00
GLOBALSTAR USA	5399686	ACCT. 1.10022032	21.22
VERIZON WIRELESS, BELLEVUE	9720062464	ACCT. 765494480-00001	106.30
14-4260-5900 REPAIR & MAINTENANCE-BUILDINGS			
RIVER RUN AUTO PARTS	6538-70191	Supplies	7.50
US BANK	02/25/14	Remotes for Exhaust Sytem	25.50
ROCKY MOUNTAIN ELECTRIC &	1492	Grounding antenna tower on roof	472.76
14-4260-6000 REPAIR & MAINT--AUTOMOTIVE EQU			
CHATEAU DRUG CENTER	1165006	Supplies	18.99
L.N. CURTIS & SONS	3143961-00	Supplies	124.08
RIVER RUN AUTO PARTS	6538-69863	Supplies	10.95
RIVER RUN AUTO PARTS	6538-70223	Supplies	28.83
ROCKY MOUNTAIN AMBULANC	2014-0027L	Ambulance Ski Rack Repair	19.36
US BANK	02/25/14	Antenna	214.81
14-4260-6910 OTHER PURCHASED SERVICES			
EMERGENCY REPORTING	2014-0550	Fire & EMS Comob package	354.81
MTE COMMUNICATIONS	56983-03/14	DSL	2.65
Total AMBULANCE SERVICE:			7,352.66
Total AMBULANCE SERVICE FUND:			7,352.66
PARKS AND RECREATION FUND			
PARKS AND RECREATION			
18-4510-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	02/28/14	Administration & Consulting Fees	51.75
18-4510-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	92.40
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	350.69
18-4510-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	13.47
18-4510-3100 OFFICE SUPPLIES & POSTAGE			
US BANK	02/25/14	Stamp	17.60
US BANK	02/25/14	Scanner for File Retention	32.30
18-4510-3200 OPERATING SUPPLIES			
ATKINSONS' MARKET	1861-02/14	ACCT. 1861	21.12
COSTCO WHOLESALE	021714	Supplies	14.99
SYSCO	602983173	Concession & Supplies	55.49
18-4510-3250 RECREATION SUPPLIES			
ATKINSONS' MARKET	1861-02/14	ACCT. 1861	45.54

Vendor Name	Invoice Number	Description	Net Invoice Amount
18-4510-3300 RESALE ITEMS-CONCESSION SUPPLY			
ATKINSONS' MARKET	1861-02/14	ACCT. 1861	46.96
COSTCO WHOLESALE	021714	Concession Supplies for the Parks Dept.	84.49
SYSCO	602983173	Concession & Supplies	227.55
18-4510-3310 STATE SALES TAX-PARK			
STATE TAX COMMISSION	022814	Sales Tax - 02/01/2014 - 02/28/2014	642.66
18-4510-4200 PROFESSIONAL SERVICES			
CLEAR CREEK LAND CO. LLC	9785	Mobile Storage Rent	70.00
KETCHUM COMPUTERS, INC.	10045	Computer Maintenance	180.00
NBS-NATIONAL BENEFIT SERVI	445569	HRA Admin Fees	31.78
SENTINEL FIRE & SECURITY, IN	176852	Quarterly Monitoring Fee	90.00
18-4510-4220 PROF.SERV-CITY BEAUTIFICATION			
LILY & FERN	7156	Seasonal Flowers - 50% Deposit	8,026.75
18-4510-4410 ADVERTISING & PUBLICATIONS			
HAWLEY GRAPHICS	8211	Recreation Brochure	935.00
18-4510-4900 PERSONNEL TRAINING/TRAVEL/MTG			
US BANK	02/25/14	Grove Credit	29.98-
18-4510-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	1292549629	ACCT. 74754376	2.80
CENTURY LINK	2087263841865	ACCT. 208-726-3841 862b	80.00
VERIZON WIRELESS, BELLEVUE	9720028332	ACCT. 365459737-00001	330.49
18-4510-5200 UTILITIES			
IDAHO POWER	2201272487-02	ACCT. 2201272487	211.71
IDAHO POWER	2203538992-02	ACCT. 2203538992	50.62
IDAHO POWER	2206452274-02	ACCT. 2206452274	320.30
INTERMOUNTAIN GAS	115345000018-	ACCT. 11534500-001-8	282.85
INTERMOUNTAIN GAS	807350253157-	Acct. 80735025-315-7	18.66
18-4510-6950 MAINTENANCE & IMPROVEMENTS			
A.C. HOUSTON LUMBER CO.	14-372703	Supplies	11.09
US BANK	02/25/14	Signs	41.63
US BANK	02/25/14	Rags	49.03
WOOD RIVER LAND TRUST	030314	Partner of "Trout Friendly Lawn"	200.00
Total PARKS AND RECREATION:			12,599.74
Total PARKS AND RECREATION FUND:			12,599.74
LOCAL OPTION SALES TAX FUND			
LOCAL OPTION SALES TAX			
22-4910-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	02/28/14	Administration & Consulting Fees	10.35
22-4910-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	22.75
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	21.43
22-4910-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	25.14

Vendor Name	Invoice Number	Description	Net Invoice Amount
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	89.28
22-4910-4200 PROFESSIONAL SERVICES			
NBS-NATIONAL BENEFIT SERVI	445569	HRA Admin Fees	7.83
22-4910-6080 MOUNTAIN RIDES			
MOUNTAIN RIDES	759	Monthly Payment	45,833.33
22-4910-6500 CDC FUNDING			
KETCHUM COMMUNITY DEVEL	41	Monthly Contract Payment	9,700.00
22-4910-6600 REFUNDS-LOT OVERPAYMENT			
KETCHUM KITCHENS	022614	Overpayment of Sales Tax	30.08
TELFORD CONSULTING	022614	Overpayment of Sales Tax	1.14
PHOENIX ENTERPRISES	022614	Overpayment of Sales Tax	36.00
BIGWOOD BREAD	022614	Overpayment of Sales Tax	2.70
THE DESIGN STUDIO	022614	Overpayment of Sales Tax	5.31
GLASS MASTERS	022614	Overpayment of Sales Tax	10.59
LOST RIVER OUTFITTERS	022614	Overpayment of Sales Tax	25.73
NOURISH ME	022614	Overpayment of Sales Tax	62.25
BAVARIAN SOUL	022614	Overpayment of Sales Tax	7.43
LOTUS	022614	Overpayment of Sales Tax	3.03
CHARLES FERRIES	022614	Overpayment of Sales Tax	2.00
BRUSH, LLC	022614	Overpayment of Sales Tax	10.00
Total LOCAL OPTION SALES TAX :			55,906.37
Total LOCAL OPTION SALES TAX FUND:			55,906.37
WATER FUND			
WATER EXPENDITURES			
63-4340-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	02/28/14	Administration & Consulting Fees	51.30
63-4340-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	68.24
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	42.86
63-4340-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	75.43
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	178.56
63-4340-3100 OFFICE SUPPLIES & POSTAGE			
INTEGRATED TECHNOLOGIES	C1Z166	Copier Maintenance	14.93
63-4340-3200 OPERATING SUPPLIES			
AMERIPRIDE LINEN	2400300163	ACCT. 241076901	19.16
AMERIPRIDE LINEN	2400300164	ACCT. 241076900	116.80
CHATEAU DRUG CENTER	1164506	Supplies	22.78
CHATEAU DRUG CENTER	1166491	Supplies	47.49
CHATEAU DRUG CENTER	1168431	Supplies	22.78
GO-FER-IT	36458	Shipping Services	13.00
KETCHUM COMPUTERS, INC.	10047	Computer Maintenance	300.26
OHIO GULCH TRANSFER STATI	06-357953	Disposal	9.00
RIVER RUN AUTO PARTS	6538-69975	Supplies	34.95
TREASURE VALLEY COFFEE IN	2160:03512684	COFFEE	61.05
UNIFIED OFFICE SERVICES	178423	Battery	5.58

Vendor Name	Invoice Number	Description	Net Invoice Amount
UNIFIED OFFICE SERVICES	178958	Telephone Headset	38.23
63-4340-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	757894	ACCT. 37271	421.48
63-4340-3600 COMPUTER SOFTWARE			
DLT SOLUTIONS, INC.	434440	Auto CAD	361.01
63-4340-3800 CHEMICALS			
GEM STATE WELDERS SUPPLY,I	E237838	Chemicals	243.00
GEM STATE WELDERS SUPPLY,I	E237961	Supplies	243.00
63-4340-4200 PROFESSIONAL SERVICES			
MAGIC VALLEY LABS, INC.	46699	Testing	66.00
MOORE SMITH BUXTON & TUR	45647	1536-03 - General	1,905.00
MOORE SMITH BUXTON & TUR	45731	1536-23 - Water	3,927.01
MOORE SMITH BUXTON & TUR	45732	1536-24 - Water Rights	3,927.01
NBS-NATIONAL BENEFIT SERVI	445569	HRA Admin Fees	37.89
63-4340-4900 PERSONNEL TRAINING/TRAVEL/MTG			
US BANK	02/25/14	Trainings for Pat Cooley	230.00
BLAINE COUNTY EXTENSION O	030314	Water Conservation Seminar Registration for Pat Cooley and Kellen Chatterton	30.00
63-4340-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	1292549629	ACCT. 74754376	5.81
COX COMMUNICATIONS	1240120518800	ACCT. 001 2401 205188001	80.77
VERIZON WIRELESS, BELLEVUE	9719935170	ACCT. 965494438-00001	22.22
VERIZON WIRELESS, BELLEVUE	9720028484	ACCT. 365516521-00001	103.87
63-4340-5200 UTILITIES			
DIG LINE	49105	Monthly Fee	63.82
IDAHO POWER	2202458903-02	ACCT. 2202458903	238.68
IDAHO POWER	2203658592-02	ACCT. 2203658592	6,144.87
IDAHO POWER	2206786259-02	ACCT. 2206786259	75.29
63-4340-6000 REPAIR & MAINT-AUTO EQUIP			
RIVER RUN AUTO PARTS	6538-70032	Supplies	39.85
Total WATER EXPENDITURES:			19,288.98
Total WATER FUND:			19,288.98
WASTEWATER FUND			
WASTEWATER EXPENDITURES			
65-4350-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	02/28/14	Administration & Consulting Fees	96.30
65-4350-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	1,179.28
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	42.86
65-4350-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	934.81
NBS-NATIONAL BENEFIT SERVI	CP-0114738	February Admin Fees	178.56

Vendor Name	Invoice Number	Description	Net Invoice Amount
65-4350-3100 OFFICE SUPPLIES & POSTAGE			
INTEGRATED TECHNOLOGIES	C1Z166	Copier Maintenance	14.93
UPS STORE #2444	02/03/14	Shipping	86.87
65-4350-3200 OPERATING SUPPLIES			
AMERIPRIDE LINEN	2400300162	ACCT. 241021000	200.23
AMERIPRIDE LINEN	2400300163	ACCT. 241076901	19.16
CHATEAU DRUG CENTER	1167440	Supplies	10.16
KETCHUM COMPUTERS, INC.	10047	Computer Maintenance	300.26
NORTH CENTRAL LABORATORI	334549	Lab Supplies	525.31
TREASURE VALLEY COFFEE IN	2160:03512687	COFFEE	67.82
UNIFIED OFFICE SERVICES	178423	Battery	5.58
UNIFIED OFFICE SERVICES	178958	Telephone Headset	38.23
65-4350-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	757893	ACCT. 37270	86.63
65-4350-3600 COMPUTER SOFTWARE			
DLT SOLUTIONS, INC.	434440	Auto CAD	361.02
65-4350-3800 CHEMICALS			
CHEMTRADE CHEMICALS US LL	90629122	Chemicals	5,712.43
65-4350-4200 PROFESSIONAL SERVICES			
NBS-NATIONAL BENEFIT SERVI	445569	HRA Admin Fees	66.29
65-4350-4900 PERSONNEL TRAINING/TRAVEL/MTG			
PIERCE, TERI	030414	Laboratory Skills for WW Operators Class	60.00
US BANK	02/25/14	Travel Expenses - Robyn Mattison	13.52
65-4350-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	1292549629	ACCT. 74754376	7.55
CENTURY LINK	2087268953402	ACCT. 208-726-8953 402b	47.16
COX COMMUNICATIONS	1240120518800	ACCT. 001 2401 205188001	80.77
VERIZON WIRELESS, BELLEVUE	9719935170	ACCT. 965494438-00001	100.69
65-4350-5200 UTILITIES			
IDAHO POWER	2202703357-02	ACCT. 2202703357	100.34
IDAHO POWER	2206786259-02	ACCT. 2206786259	75.29
65-4350-6000 REPAIR & MAINT-AUTO EQUIP			
CHATEAU DRUG CENTER	1166451	Supplies	10.23
NAPA AUTO PARTS	769751	Supplies	23.60
NAPA AUTO PARTS	769787	Supplies	23.60
65-4350-6100 REPAIR & MAINT-MACH & EQUIP			
McMASTER-CARR SUPPLY CO.	74101690	Supplies	90.71
XYLEM WATER SOLUTIONS U.S.	3556773912	Supplies	3,642.00
65-4350-6900 COLLECTION SYSTEM SERVICES/CHA			
A.C. HOUSTON LUMBER CO.	14-373432	Supplies	6.96
AMERIPRIDE LINEN	2400300162	ACCT. 241021000	35.34
CAR DOCTOR	5924	Replace Transmission in 99 Chevy	3,096.92
CHATEAU DRUG CENTER	1166927	Supplies	15.18
CHATEAU DRUG CENTER	1167406	Supplies	22.77
CHATEAU DRUG CENTER	1168062	Supplies	15.18
COX COMMUNICATIONS	1240120518800	ACCT. 001 2401 205188001	28.50
INTEGRATED TECHNOLOGIES	C1Z166	Copier Maintenance	5.27

Vendor Name	Invoice Number	Description	Net Invoice Amount
KETCHUM COMPUTERS, INC.	10047	Computer Maintenance	105.98
TREASURE VALLEY COFFEE IN	2160:03512687	COFFEE	49.17
UNIFIED OFFICE SERVICES	178423	Battery	1.97
UNIFIED OFFICE SERVICES	178958	Telephone Headset	13.49
UNITED OIL	757893	ACCT. 37270	188.34
VERIZON WIRELESS, BELLEVUE	9719935170	ACCT. 965494438-00001	41.70
Total WASTEWATER EXPENDITURES:			17,828.96
Total WASTEWATER FUND:			17,828.96
POLICE TRUST FUND			
POLICE TRUST EXPENDITURES			
90-4900-4200 PROFESSIONAL SERVICES			
COMMUNITY DRUG COALITION	1001	Operation Support for FY 2013-14	5,000.00
Total POLICE TRUST EXPENDITURES:			5,000.00
Total POLICE TRUST FUND:			5,000.00
Grand Totals:			406,043.14

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "0110000000"- "9449008022", "9910000000"- "9911810000"