



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

I move to approve Memorandum of Understanding #25-012 between the City of Ketchum and Papoose Club for their Wagon Days Pancake Breakfast events.

Reasons for Recommendation:

The Papoose Club's Pancake Breakfast events at Ketchum Town Square have been a part of the city's Wagon Days events for many years. Staff would like to memorialize the collaboration between both organizations in an MOU to ensure this partnership will continue for years to come.

The Papoose Club's Pancake Breakfast events add to the list of activities the public enjoys during Wagon Days and help celebrate the community's people, history, and culture.

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

Sustainability Impact:

None OR state impact here:
None

Financial Impact:

None OR Adequate funds exist in account:	The proposed agreement covers roughly \$1,170 each year in event permitting fees and facility services (electricity, water, restrooms, trash receptacles, etc.) for the Papoose Club's Pancake Breakfast events during Wagon Days. All in-kind funding is covered in the city's budget.
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Attachments:

1. Papoose Club Memorandum of Understanding #25-012



City of Ketchum

MEMORANDUM OF UNDERSTANDING 25-012 City of Ketchum/Papoose Club

Effective on the ____ day of _____ 2025, this Memorandum of Understanding (MOU) is between Papoose Club, an Idaho nonprofit organization, and the City of Ketchum, a political subdivision of the State of Idaho (City). This MOU serves as an attachment and addendum to special event permits for Papoose Club's Pancake Breakfast events during Wagon Days. The purpose of this MOU is to memorialize additional terms and conditions for these events.

Papoose Club would like to present these public events in Ketchum Town Square each Saturday and Sunday morning of Labor Day Weekend during Wagon Days. The Papoose Club's breakfast events add to the Wagon Days activity offerings and help celebrate the community's people, history, and culture. As such, the City desires to work with Papoose Club in a partnership capacity to ensure the successful and safe production of these events.

As a result, Papoose Club and the City memorialize a 3-year agreement from August 18, 2025, through August 18, 2028, to include the items below.

EVENT APPLICATIONS AND PERMITTING

- Papoose Club will submit all required Special Event Applications and corresponding materials and meet all event permitting requirements.
- The City will waive the event fees for the Papoose Club's Pancake Breakfast events, including event permitting, park reservations, music licensing, and facilities services.
- Papoose Club will meet with representatives from all affected City departments (including Police, Fire, Facilities, and Community Engagement) to review and approve event plans and infrastructure needs at least four weeks prior to the events.

RIGHT-OF-WAY CLOSURES AND TRAFFIC CONTROL

- At City staff's discretion, the City will place cones to block off parking spaces adjacent to Ketchum Town Square, as requested by the Papoose Club, leading up to and during the events for equipment load-in and load-out.

INFRASTRUCTURE AND FACILITIES

- The City will provide and pay for portable restrooms at Ketchum Town Square to be used for all Wagon Days events, including Papoose Club's breakfasts.
- The City will provide and pay for additional trash receptacle containers and dumpsters to be used for all Wagon Days events, including Papoose Club's breakfasts.

PROMOTION AND COMMUNICATIONS

- Papoose Club will recognize the City of Ketchum as an event sponsor in marketing materials related to the breakfasts.
- The City will include Papoose Club's Pancake Breakfast events in all promotional materials for Wagon Days, including websites, social media, and other digital media; press releases; and print materials.

Termination

This permit and MOU may be terminated at the option of either party upon sixty days' notice. The parties will communicate and reasonably cooperate to minimize and mitigate any relocation burdens in the event of such a termination.

Breach of permit conditions

In the event of a breach or violation of permit conditions, including this MOU, the City may notice and provide remedies and/or termination per the City’s special event permit policy.

Papoose Club

By: _____

Its: _____

City of Ketchum

By: _____

Its: _____