



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- City Hall was used for the November 2025 Blaine County elections and proved successful as a polling place.
- The addition of City Hall provides Blaine County with the ability to allow certain districts to use City Hall vs. the Ketchum Community Library to allow for a smoother and more efficient voting experience.

Sustainability Impact:

Financial Impact:

<input type="text" value="None OR Adequate funds exist in account:"/>	<input type="text" value="None"/>
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Attachments:

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AGREEMENT 27-003 FOR USE OF FACILITY AS A POLLING PLACE

This Agreement is entered into between Blaine County Elections (Blaine County), a political subdivision of the State of Idaho and City of Ketchum (Owner), a political subdivision of the State of Idaho. The parties agree as follows:

USE OF FACILITY: Owner hereby acknowledges Blaine County's request to use owner's facility as a polling place for Blaine County 2026 Elections, which will be held on May 19 and November 3, 2026. Said facility is known as Ketchum City Hall located at 191 5th St W, Ketchum, ID 83340.

TERMS: Blaine County will set up the polling location the Sunday prior to the election, beginning at 12:30 pm. The location must remain locked until 6:30 am on Election Day when poll workers arrive. Poll workers will remain on site until they are finished on Election Day at approximately 10:00 p.m.; however, the facility will need to remain locked until equipment pickup, no later than 5:00 p.m. the day after the election. Owner agrees not to schedule any fire or other emergency drills on election days. Owner agrees to take reasonable measures to ensure that electricity, water, restroom facilities, and public parking are in good working order and accessible on election days. This includes reasonable snow removal from parking areas, walkways, and entrances. Owner further agrees to provide adequate outdoor lighting for safe access during early morning and evening hours. Owner shall designate points of contact for facilities access (e.g., opening the facilities for setup, equipment drop-off, and pick-up) and emergencies (e.g., medical, security).

USE OF FACILITY: Blaine County agrees that the facility will be used as a polling place pursuant to Idaho Code Section 34-302 for the elections to be held on the dates described above. Such use shall include time to prepare the facility for use as a polling place and time to remove all voting booths and equipment following the close of the polls. Owner understands and agrees that the public shall be invited to the above described facility to vote on the designated Election Days.

EQUIPMENT: Owner shall supply sufficient tables, chairs, and garbage receptacles for use by Blaine County. Blaine County shall have the responsibility to provide all voting equipment necessary for the public to vote at the described facility.

DURATION OF AGREEMENT: This agreement shall be effective from February 1, 2026 until December 31, 2026. The parties may extend the agreement with the written consent of both parties.

City Hall Facility Access Contact

Contact Phone and Email

Emergency Contact available during Election Day (e.g. emergency response coordinator)

Name

Contact Phone and Email

THE PARTIES HERETO have executed this instrument.

Stephen McDougall Graham, Clerk

Date

Pete Prekeges, Mayor

Date

ATTEST:

Trent Donat, City Clerk