



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

There is no recommended motion. Staff will review a brief presentation of key projects from the plan and then stand for questions/direction from the City Council.

Policy Analysis and Background:

- The annual work plan is a key component (see attachment 1) to ensure alignment with the long-term Comprehensive Plan.
- During the October 21 council meeting, council reviewed the initial draft for FY2025. Each councilmembers’ top priorities were added and/or highlighted on the working sheet. (3rd column)
- Staff developed a calendar at-a-glance tool to assist Council with upcoming meeting topics and public outreach on major workplan items.
- We’ll review the following items:
 - Mobility – upcoming Open House on March 19 (Main Street, sidewalks, south of town, etc.)
 - Main Street – unless ITD funding changes, likely only 4-6th this spring
 - Chip seal – bid results in
 - Bike plan – on hold but revising concept for 4th Street for Council feedback
 - Fire Department Consolidation
 - New Commission held first meeting and has begun working on phase one (transition to stand alone district). Phase two will consist of merging with Wood River Fire & Rescue.
 - Recruitment underway for new Chief

Sustainability Impact:

Several projects are outlined in the work plan.

Financial Impact:

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

- | |
|----------------------------------|
| 1. Visual of City Planning Model |
| 2. 2025 Plan |
| 3. 2025 Communications calendar |



Planning for action: long-term planning framework

PLANNING OVERVIEW

COMPREHENSIVE PLAN

Broad goals and policies
10-20 years



GUIDEBOOK

Strategies and objectives for policies
4 years



WORK PLAN

Tasks by dept.
Annual



February	
COUNCIL: <ul style="list-style-type: none"> Holst check-in (feedback, goals) Long-term funding 	
NOTES/OTHER: <ul style="list-style-type: none"> Open Holst RFP ITD workshop - 2.13 	
3 COUNCIL - JOINT	
11	P&Z
11	HOLST Open House #1 (12pm)
12	HOLST Open House #2 (5pm)
17	Pres Day/holiday
18	WSP bid closing
18	COUNCIL
	HOLST debrief
	Long-term funding
18	LID Open House #1 (12pm)
19	LID Open House #2 (5pm)
19	Open Holst RFP
24	Special KURA meeting
	LID OH debrief
25	P&Z
PUBLIC: <ul style="list-style-type: none"> HOLST Open House & survey LID Open House & survey 	

March	
COUNCIL: <ul style="list-style-type: none"> Mobility check-in LOT/L-T check-in L2L/Rooted Renter MRTA check-in 	
NOTES/OTHER: <ul style="list-style-type: none"> May ballot language due WSP bid interviews 	
3 COUNCIL	
	Tabacco text amendment
	Main Street check-in
	Lease to Locals update
	SVMoA lease proposal
	Stop sign scope
11	P&Z
17	COUNCIL
	BCRD Levy
	Snow melt policy
	Main Street packet
19	Mobility Open House
22-27	World Cup
24-28	Spring Break
25	P&Z
PUBLIC: <ul style="list-style-type: none"> WSP open house (what to expect) Mobility Open House 	

April	
COUNCIL: <ul style="list-style-type: none"> Mobility plan approval (?) Award WSP RFP 	
NOTES/OTHER: <ul style="list-style-type: none"> FY26 budget build Holst: select & schedule interviews 	
2	Close Holst RFP
7	COUNCIL
	Mobility review
8	P&Z
21	COUNCIL
22	P&Z
PUBLIC: <ul style="list-style-type: none"> WSP break ground Holst Open House (public review of RFP submissions) LOT/Housing Open House (long-term funding options) 	

May	
COUNCIL: <ul style="list-style-type: none"> Holst check-in Award RFP 	
NOTES/OTHER: <ul style="list-style-type: none"> Main St (KBAC) Holst interviews (cont) FY26 budget build 	
5	COUNCIL
13	P&Z
19	COUNCIL
26	Memorial Day
27	P&Z
PUBLIC: <ul style="list-style-type: none"> Spring elections (BCRD bond) Fire District "listening session" 	

June	
COUNCIL: <ul style="list-style-type: none"> Budget workshop MRTA check-in 	
NOTES/OTHER:	
2	COUNCIL
10	P&Z
16	COUNCIL
24	BUDGET WORKSHOP
24	P&Z
PUBLIC:	

July	
COUNCIL:	
NOTES/OTHER:	
4	4th of July/holiday
7	COUNCIL
8	P&Z
21	COUNCIL
22	P&Z
PUBLIC:	

August	
COUNCIL:	
NOTES/OTHER: <ul style="list-style-type: none"> Tax credit application due 	
4	COUNCIL
12	P&Z
18	COUNCIL
PUBLIC:	

September	
COUNCIL:	
NOTES/OTHER: <ul style="list-style-type: none"> 	
2	COUNCIL
9	P&Z
15	COUNCIL
23	P&Z
PUBLIC:	

Fiscal Year 2025 | Work Plan

COMP PLAN CHAPTER	PROJECT	CC PRIORITY	COMPLETION TARGET	NOTES
Arts & Culture (page 45)	1 City-wide Arts & History plan		Fall/winter 2025	Build on Main Street plan; get buy in from both HPC & AC, evaluate city-wide application in partnership with The Community Library
	Art/history projects			
	2 Main Street installations (creative crosswalks, building placards)		Spring 2025	Need placard design; 'frame' design
	3 KAC projects		TBD	
	4 Ore Wagon Museum plan refresh		Summer 2025	Phased scoping due to bandwidth. Complete new doors this spring/summer. New programming is proposed to be deferred to 2026.
	5 Forest Service Park - Museum & partnership with SVMOA		TBD	Determine scope and timeline of partnership; postponing public outreach; get aligned on exterior upgrades
	6 Survey of historic assets		Spring/Summer 2025	Grant received, executing grant agreement - RFP issuance in Fall/Winter 24/25
7 World Cup event planning		Winter 2025	Holding weekly coordination meetings with key partners to complete planning for event. No major red flags at this point.	
Community Design & Future Land Use (page 23 & page 63)	8 Comprehensive Plan & Code update			
	Comprehensive Plan		Spring 2025	Public Draft (Nov 2024/Jan 2025) Adoption (Spring 2025); Public Draft v2 to be reviewed by P&Z in April, followed by public hearing process.
	Zoning Code (Reorg and Procedures)		Spring 2025	Public Draft (Dec 2024) Adoption (Spring 2025)
	Zoning Code (Substantive Updates)		TBD	Code Assessment Memo (Public Draft - Jan 2025) Phase 3 Scope of Work (Jan/Feb 2025)
9 Stakeholder engagement to improve processes		Ongoing	Regular meetings with Technical Advisory Group (TAG) and other stakeholders through the code update process	
10 Community contractor & TAG meetings		Ongoing	Semi-regular meetings with Technical Advisory Group (TAG) and bi-annual Development and Construction Meetings	
Community Health & Wellness (page 55)	11 Participate in Hemingway Elementary's Facility Master Plan update		TBD	Draft presented to BCSD board. In communication with facility manager. Research/tabs on future of pump park site.
	Refresh Atkinson Park master plan (in concert)			
Housing (page 19)	Housing Action Plan Year 3			
	12a Produce & preserve community housing			
	1 1st & Washington (~64 homes)			Pending open houses regarding the LID/parking structure
	3 Identify parcels for acquisition		Ongoing	Council approved purchase of 291 N 2nd Avenue
	4 Dialogue w/ significant site owners; dialogue w/ significant site owners		Ongoing	
	6 Pursue historic preservation of Forest Service Park's big house			Limiting scope based on immediate need and support
	7 Identify buildings and strategy for preservation		Ongoing	Biweekly meetings mapping, prioritizing, and strategizing parcels and older multifamily. Council approved purchase of 291 N 2nd Ave
	8 Continue Lease to Locals program		Ongoing	35 properties, 64 people since launch - conversin rate decreasing; Council review of next steps in March, staff recommending winding down the program.
	9 Ownership & Preservation program (include bargain sale)		Ongoing	Year 1 pilot ended 1/2025; 3 sales completed, 2 new restrictions in progress. Continued interest from new applicants. Launching marketing campaign and education
	12b Update policy to promote community housing			
	1 Develop code change workplan			Part of Phase 2 comprehensive plan update (Code Assessment Memo)
	2 Meet regularly with partners to obtain feedback for process improvements			Planning Dept Semi-regular meetings with Technical Advisory Group (TAG) and bi-annual Development and Construction Meetings.
	3 Explore priority processing and incentives for projects that serve the HAP			Part of Phase 2 of Comprehensive Plan update. Will implement in Phase 3.
	4 Monitor progress of Tiny Homes On Wheels in other jurisdictions		Not Started	Staff to engage with Hailey staff on progress/results of their allowances for THOWs. Any action would occur in Phase 3 of the Comprehensive Plan Update.
	5 Update density bonus program including requiring adjusted dues and assessments in HOA's CC&Rs		April 2025	Start in April 2025
	6 Identify and advocate for state- and federal-level policy changes		Ongoing	Provided feedback to IHFA Board at breakfast meeting 8/24; Director sits on state coalitions and committees. Tracking potential changes with new federal administration.
	7 Monitor short-term rentals		Ongoing	Resort Cities Coalition actively working to ensure any new legislation does not further remove city regulatory abilities.
	8 Financially support an Analysis of Impediments to Fair Housing Choice.		Started	BCHA contracted with Roots Policy and Rian Rooney to conduct this work, expected publication in April.
	12c Expand & improve services to create stability			
	1 Financially support master leasing opportunities		Ongoing	Ketchum provides a financial guarantee to Silvercreek Living, in the event BCHA is unable to cover monthly rental payments to owner.
	2 Convert, acquire, or construct new transitional housing		Not started	Transitional housing units can be incorporated in upcoming RFPs on publicly owned land, or acquisition of Silvercreek Living.
	6 Continue to financially support mediation program		Done	(FY24) there were 35 inquiries for mediation, with 11 mediations occurring and agreements reached (stability for 22 people). FY25 - 12 inquiries, 3 meditations with stay extensions. Many new inquires expected at Silvercreek.
	7 Continue to financially support Blaine County Charitable Fund			BCCF is allocated to receive another \$50,000 this fiscal year, assisting 225 individuals who live or work in Ketchum and 241 who work valleywide.
	12d Expand & leverage resources			
	2 Secure additional lodging LOT funds for preservation		Not started	Council instructed staff to conduct more engagement and will consider putting it on the May ballot.
	3 Secure state/federal/county funds		Not started	Received \$2.5 million from HUD. Will fund Phase 3 of Comprehensive Plan Update and 2 new construction or acquisition/rehabilitation developments
	4 Contract for + use grant-writing services		Ongoing	There are two skilled writers on contract that staff can call on to supplement grant-writing capacity.
12e Inform, engage & collaborate				
3 Increase staff capacity through filling open positions, targeted training, efficiency		Done	No open positions. Onboard in process.	
4 Clarify, document, and improve processes		Ongoing	New Ops Manager will make updates to - and develop - policies, procedures, and forms to ensure effectiveness	
5 Quarterly progress report, newsletter + City Council updates.		Not started	Prioritizing onboarding and process cleanup.	
Mobility (page 39)	Master Transportation Plan projects_planning			
	13 Lewis Street & Warm Springs Road roundabout		TBD	Mobility Open House - March 19 (Main Street construction review, chip seal schedule, South of Town schedule, sidewalk construction, private projects)
	14 Serenade & 2nd Avenue intersection		TBD	Researching state & federal grants. Submissions slated for early 2026.
	15 Sidewalk inventory & 10-year plan		Winter 2025	Scope/design dependent on Lift Tower Lodge/Trail Creek housing redevelopment projects.
	16 Street conditions survey & 10 year plan		Winter 2025	Present initial findings, public engagement, get alignment on strategy with Council
	17 Downtown stop sign/traffic calming study		Summer 2025	Present initial findings, public engagement, get alignment on strategy with Council
	18 Bike/ped plan		Winter 2025	Scope of work to come.
	19 Update right-of-way standards		Spring 2025	Researched dedicated east/west connections. Bike network workshop(s) held in December. On hold but revising concept of 4th Street for council feedback. Will advise the public on the hold at the workshop.
	Main Street/HWY75 reconstruction			Will be evaluated during Comp Plan process - will initiate project planning meetings in Winter 24/25 (CH priority: trees)
	20 4th to 10th roadway & sidewalk rebuild		Fall 2025	
	21 10th to Saddle separated multi-use path		TBD	Pending funding changes from ITD, likely only 4th-6th will be completed this year
	22 Saddle Road pedestrian underpass		TBD	Progress design
	Roadway maintenance			Initiate concept design
	23 Chip seal		Summer 2025	Bid closing 2.14
	24 Seal coating of Warm Springs and Saddle bike paths		August 2025	3-4 day expected closure
	25 Downtown Parking Plan		Winter 2025	Draft completed & presented on April 15, 2024. Will be evaluated during Comp Plan process.
	26 West Ketchum Traffic Calming		Spring 2025	2024 summer installation complete. Revisit in the spring.

Fiscal Year 2025 | Work Plan

Natural Resources (page 29)	27	Warm Springs Preserve Master Plan			
		Completion of local & state permitting		Fall 2025	IDWR stamp of approval received. Floodplain development permit approved by P&Z
		General contractor bid		Fall 2025	Bid documents published (mid-February)
		Access: connector trail, Norwegian Woods, Broadway, West Ketchum bridge		Fall 2025	
		Implement sustainability projects			
	28	Green waste		TBD	Working with Clear Creek - researching communal business use in downtown core
	29	KFD solar panels		Spring 2025	Scope finalizing in Sept 2024, bids expected early winter, construction slated for spring
Parks, Rec, Open Space	30	Complete facility audit of recreation building		Spring 2025	Work with BCRD & BCSD
	31	Forest Service Park maintenance upgrades		Late 2025	Roofs replaced. Painting & residing in spring; conversations continue with potential future tenants
	32	Town Square & Visitor Center revamp planning		TBD	Final recommended plan to Council in Spring.
	33	Complete negotiations with tenant and/or begin RFP process		March 2025	Staff has begun has discussions with tenant for renewal lease.
Public Safety & Utilities (page 51)	34	Fire Department consolidation w/WR Fire & Rescue		January 2025	New Commission held first meeting and has begun working on phase one (transition to stand alone district). Phase two will consist of merging with Wood River Fire & Rescue.
		Implement Water CIP			Recruitment for Chief underway.
		Relocation of water lines from HWY75 to Reinheimer Ranch/Weyyakin		TBD	
	36	Implement WasteWater CIP			
		Sewer Collection System Facility Plan		Spring 2025	Received \$50k DEQ grant; Engineer is preparing
		Treatment Facility Ugrades			
		WRF Aeration upgrades		August 2025	Blowers delivered, VFD's delivered; construction underway and on schedule
		WRF Solids Handling Improvements		Fall 2027	Detailed design completion 12/2024
	37	Avalanche study			Project kickoff: May 2024. Report presentation slated for December 16.
		Power line undergrounding			
	38	Master Plan		TBD	Create master plan for future years' priorities
	39	HWY75 - Weyyakin to Gem Street		Spring/Summer 2025	Married to east side of ITD work
	40	Main Street - 9th & 10th Streets		Spring 2025	Deferred due to Main Street scope.
41	5th/Spruce Street		TBD	Majority of project to be funded by private land owners; remaining funds pending council approval	
42	Wildlife proof trash cans		Fall 2025	Testing another cart option; working with Clear Creek on costing & timeline implementation	
Strong & Diverse Economy (page 15)	43	Address Post Office service delivery challenges		Complete	Free service for Group E
	44	City's Economic Development framework		TBD	In concert with Comp Plan feedback

Fiscal Year 2025 | Work Plan

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