



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- The City and BCSD have maintained a longstanding partnership regarding the use of field space at Atkinson Park, a maintenance agreement, and the use of classroom, gymnasium facilities during the summer months for the City's Summer Youth Recreation Program.
- The purpose of this MOU is to formalize the terms of this partnership and demonstrate the shared commitment of both parties to responsible stewardship of the property.
- This MOU update also adds the Splash Pad, Pump Park and Courts Patio space to the agreement

Sustainability Impact:

Financial Impact:

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

MEMORANDUM OF UNDERSTANDING

25-011

Between CITY OF KETCHUM & BLAINE COUNTY SCHOOL DISTRICT

PARTIES

This Memorandum of Understanding (“Agreement”) is entered into on this 7th day of July 7th, 2025, by and between the City of Ketchum (hereinafter referred to as “the City”) and the Blaine County School District (hereinafter referred to as “BCSD”).

PURPOSE

The City and BCSD have maintained a longstanding partnership regarding the use of field space at Atkinson Park, a maintenance agreement, and the use of classroom and gymnasium facilities during the summer months for the City’s Summer Youth Recreation Program. The purpose of this MOU is to formalize the terms of this partnership and demonstrate the shared commitment of both parties to responsible stewardship of the property.

AGREEMENT

Section I – Use of Facilities

The City shall have access to a classroom (preferably the art room) and the nearest restrooms from June 11 through August 7, 2025. The gymnasium may be used in the event of inclement weather.

1. The classroom will be used for the City’s “Art in the Park” program, approximately 2 hours per day, Monday through Thursday, serving 10–15 children with two instructors.
2. The cafeteria will only be used during rainouts, lightning, or other inclement weather.
3. Entry to Hemingway STEAM School will be granted via a key fob issued to the City’s Recreation Supervisor at the beginning of the summer.
4. Set-up and clean-up responsibilities will be handled by City Recreation Department staff.

Section II – Use of Fields

BCSD will allow the City to operate year-round recreation programming on the fields throughout Atkinson Park.

1. All programming will be organized by the City.
2. The City will retain revenue generated from the programming to offset maintenance costs.
3. The City will maintain the grass and dirt fields at Atkinson Park, as well as the grounds surrounding Hemingway STEAM School, for a mutually agreed-upon amount.

Section III – Maintenance Agreement

BCSD agrees to compensate the City \$21,675 for a year-long maintenance agreement.

(See Appendix A for details.)

Section IV – Patio and Sunshade Installation

The City will hire a landscaper to construct a small paver patio (approximately 12 ft. x 25 ft.) and install a sunshade in front of the pickleball courts during spring/summer 2025. This area is located on BCSD property. *(See Appendix B for reference.)*

1. Any necessary irrigation modifications will be completed at the City's expense.
2. The improvements will enhance safety and provide a more functional and aesthetically pleasing waiting area for pickleball players.

Section V – Splash Pad

BCSD will allow the city to operate the Splash pad located on school grounds at Atkinson Park from June 1st to October 1st.

1. All maintenance will be provided by the city's Facilities maintenance team
2. The city will pay for all water used by the splash pad
3. The city will be responsible for all chemicals used for the splash pad
4. Electricity is provided from the school building, and the cost is offset at maintenance cost.

Section VI – Pump Park

BCSD will allow the city to operate the Pump Park located on school grounds at Atkinson Park.

1. All maintenance will be provided by the city's Facilities maintenance team
2. The city will pay for all the water used for the Pump Park

EXECUTION

This MOU shall become effective upon signature and remain in effect until May 2026. It may be extended or amended in writing by mutual agreement of the parties.

CITY OF KETCHUM

John Kearney
Director of Recreation

Date: _____

ATTEST:

Trent Donat
City Clerk & Business Manager

Date: _____

_____ Date: _____
Juerg Stauffacher
Facilities Maintenance Supervisor

ATTEST:

_____ Date: _____
Trent Donat
City Clerk & Business Manager

BLAINE COUNTY SCHOOL DISTRICT

_____ Date: _____
Shawn Bennion
Director of Buildings and Grounds

ATTEST:

_____ Date: _____
Sign, Print, Title

Appendix A

Hemingway school field maintenance 2025					
<u>Task</u>	Employees	Time	total hrs	Rate	Total
Mow crew	1	20hrs/w for 6 months	480	40	\$19200
Irrigation repair and test	1	3hrs/w for 6 months	72	50	\$3600
Fertilizer		30 bags		38	\$1140
Tree care				4200	\$4200
Irrigation water				6300	\$6300
Irrigation blow outs				850	\$850
Irrigation parts				1700	\$1700
Materials				1000	\$1000
Trash cans empty	1	3hrs/w for 12 months	144	40	\$5760
Maintenance ball fields	1	Weed control edging etc	20	40	\$800
Spring clean up	2	40 hrs	80	40	\$3200
Fall clean up	2	40 hrs	80	40	\$3200
Admin					\$3500
Total					\$54450
<u>Revenue</u>					
Field use Coed soccer				3500	\$3500
Field use coed softball				2600	\$2600
Rent a Park					\$1500
Youth soccer				1500	\$1500
BCRD				1750	\$1750
Sub total					\$10850
Field use Summer program and after school					\$15000
Total cost					\$54450
Total revenue					\$25850
MAINTENANCE CONTRACT SUM					<u>\$28600</u>