



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:

October 6, 2025

 Staff Member/Dept:

Jade Riley - Administration

Agenda Item:

Recommendation to enter into contract #26014 with Blaine County for Sustainability Program Management Cost Sharing.

Recommended Motion:

"I move to approve Contract #26014 with Blaine County in support of the shared Sustainability Program."

Reasons for Recommendation:

- | |
|---|
| <ul style="list-style-type: none">• The Council supported the creation of a joint funded position between the city and the county in order to implement both city and valley sustainability initiatives.• The funding was approved in the adopted FY2026 budget. |
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Policy Analysis and Background (non-consent items only):

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Sustainability Impact:

The full-time county position allows for a dedicated resource to focus on valley-wide projects such as clean energy, solid waste reduction, and water conservation.

Financial Impact:

None OR Adequate funds exist in account:	The not-to-exceed cost for services is \$155,920 for the year, dependent on fundraising efforts for the 2026 Mountain Towns conference. Funding will be allocated from the Non-Departmental account within the approved FY2026 budget.
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Attachments:

- | |
|------------------------------------|
| 1. Proposed Contract #26014 |
| 2. Purchase order #26014 |
| 3. FY2026 Sustainability work plan |

**FISCAL YEAR 2026 AGREEMENT BETWEEN THE CITY OF
KETCHUM AND BLAINE COUNTY FOR SUSTAINABILITY
PROGRAM MANAGEMENT COST SHARING**

THIS AGREEMENT (hereinafter “Agreement”) is made and entered into this 3rd day of November 2025, by and between the City of Ketchum, Idaho, (hereinafter “City”) an Idaho municipal corporation and BLAINE COUNTY, (hereinafter “County”) a political subdivision of the State of Idaho, hereinafter referred to as the “Parties.”

RECITALS

WHEREAS, the City is a municipal corporation duly organized and existing under the laws of the State of Idaho; and

WHEREAS, pursuant to Idaho Code §50-301, the City is empowered to enter into contracts as may be deemed necessary to promote the welfare of the City of Ketchum and its residents; and

WHEREAS, the County is a political subdivision of the State of Idaho duly organized and existing under the laws of the State of Idaho; and

WHEREAS, the City and County have identified the need for a Sustainability Program, to include staff, equipment, software programs, and administrative costs; and

WHEREAS, the City and County and members of the public desire to develop a Sustainability Program to lead the region’s sustainability efforts in reducing the region’s carbon footprint and to proactively address climate-related impacts; and

WHEREAS, the City and County will benefit from a joint effort by collaborating on regional sustainability initiatives; and

WHEREAS, the City and County will work to develop short and long-term initiatives aimed at enhancing the sustainability of the region.

TERMS

NOW, THEREFOR, subject to the limitations of this Agreement and in order to provide assistance between the parties in providing Sustainability Program management services, it is hereby agreed as follows:

1. DURATION OF AGREEMENT. This Agreement shall not be effective until it is signed by the County and the City. It shall continue in full force unless terminated from the signature dates herein until September 30, 2026. The parties may agree to mutually extend this Agreement by subsequent written agreement.
2. NOTICES. All notices, requests, demands, or other communication required or provided for under this Agreement shall be in writing. Notices to the City and County shall be addressed as follows:

CITY:

City of Ketchum
Attn: City Administrator
P.O. Box 2315
Ketchum, ID 83340

COUNTY:

Blaine County
Attn: County Administrator
206 First Avenue South, Suite 300
Hailey, ID 83333

3. PURPOSE. The purpose of this Agreement is to allow the City to contract with County for partially funding the Sustainability Program Coordinator and the Sustainability Consultant's position to provide direct service to Blaine County and its cities serving as coordinator to streamline local governmental sustainability action.
4. FINANCE AND BUDGET. The City shall reimburse County for approximately fifty percent (50%) of the Sustainability Program Coordinator and Sustainability Consultant's salary, benefits, and program costs for FY26. Such payment shall not exceed the amount of \$130,920.00 for FY26 and is to be paid in quarterly installment amounts of \$32,730.00 with the first payment due by November 1, 2025. Additionally, the City agrees to reimburse County for fifty percent (50%) of the Mountain Towns 2030 Conference Hosting Rights Fee. Such payment shall not exceed the amount of \$25,000.00. Thus, the City shall reimburse the County for a total payment not to exceed the amount of \$155,920.00.
5. EMPLOYMENT STATUS. The City and County hereby agree that the Sustainability Program Coordinator and Sustainability Consultant shall perform the obligations under this Agreement exclusively as employees of the County and not as employees or agents of the City. The Parties do not intend to create through this Agreement any partnership, corporation, employer/employee relationship, joint venture, or other business entity or relationship other than that of this Agreement. The Sustainability Program Coordinator and Sustainability Consultant shall not receive nor be entitled to any employment-related benefits from the City including without limitation, workers' compensation insurance, unemployment insurance, health insurance, retirement benefits or any benefit that the City offers to its employees.
6. DUTIES. The provision of these services shall be governed as set out below:

The County and City agree to collaborate on the following responsibilities

pertaining to the Sustainability Program Coordinator and Sustainability Consultant positions:

1. To agree on position duties and responsibilities to benefit either or both the City and County.
2. To develop and approve the annual work plan.
3. To participate on or provide recommendations for participants to the Sustainability Advisory Committee.
4. To participate in conducting evaluations of work product and performance of the Program Coordinator and Consultant.
5. To cure any ambiguity, to correct or supplement any provision herein which may be inconsistent with any other provisions with respect to matters or questions arising under this Agreement which are not inconsistent with the provisions of the Agreement.

The positions will be assigned to work at the County to accomplish the tasks assigned. The positions will report to the County Administrator.

The County agrees to host a dedicated web page on its web site for the Sustainability Program. Content of the web page will be determined by the Sustainability Advisory Committee and implemented by the Sustainability Program Coordinator and Sustainability Consultant as part of their duties.

7. AMENDMENT. This Agreement may be amended at any time, and from time to time, by the mutual written consent of the City and County for any of the following purposes:

1. To add provisions to the Agreement to benefit either or both the City and the County.
2. To extend the term of the agreement.
3. To cure any ambiguity, to correct or supplement any provision herein which may be inconsistent with any other provisions with respect to matters or questions arising under this Agreement which are not inconsistent with the provisions of the Agreement.

8. SEVERABILITY. In the event any provision of this Agreement shall be declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not, in any way, be affected or impaired thereby.

IN WITNESS WHEREOF, each of the parties has executed this Agreement by its duly authorized officials.

DATED this 3rd day of November 2025.

BLAINE COUNTY, an Idaho political subdivision

By _____
Angenie McCleary, Chair, Board of
Blaine County Commissioners

ATTEST:

Stephen McDougall Graham, Blaine County Clerk

CITY OF KETCHUM, IDAHO,
an Idaho political subdivision

Neil Bradshaw, Mayor

ATTEST:

Trent Donat, City of Ketchum Clerk



CITY OF KETCHUM

PO BOX 2315 * 191 5TH ST. * KETCHUM, ID 83340
Administration 208-726-3841 (fax) 208-726-8234

PURCHASE ORDER

BUDGETED ITEM? ____ Yes ____ No

PURCHASE ORDER - NUMBER: 26014

To: 1388 BLAINE COUNTY TREASURER 219 1ST AVE. S, ATTN: COUNTY ADMIN HAILEY ID 83333	Ship to: CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
09/23/2025	CCHING	CCHING			

Quantity	Description	Unit Price	Total
1.00	Sustainability Coordinator 2026 01-4193-6500	155,920.00	155,920.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		155,920.00

Authorized Signature

2026 Blaine County Sustainability Work Plan: City of Ketchum—a supplement to the FY2026 memorandum of understanding (MOU)

This work plan guides the activities for the City of Ketchum and Blaine County’s fiscal year 2026 memorandum of understanding (contract) for sustainability programming cost-sharing. The efforts highlighted in this document have been prioritized from the Blaine County Climate Action Plan, as well as negotiations and collaboration between and among Ketchum and Blaine County’s respective staff. Additional input was received and integrated from Ketchum City Council and the Ketchum Sustainability Advisory Committee (KSAC). Blaine County will report progress on these initiatives back to both KSAC and Ketchum City Council on a regular (quarterly) basis, as part of the partnership MOU.

Ongoing Projects:

- Ketchum Sustainability Advisory Committee (KSAC) Administration
 - Monthly, ongoing administration of the Ketchum Sustainability Advisory Committee (KSAC), including scheduling meetings and coordinating strategic initiatives. Provide additional quarterly updates on program performance and progress to Ketchum City Council and staff.
- Compost Program Administration
 - Ongoing technical support for businesses participating in Ketchum’s Commercial Composting Pilot Program as well as outreach and press facilitation.
- Code Update Support
 - Ongoing technical support for sustainability related code updates related to the Comprehensive Plan Update, Climate Action Plan, or otherwise.
- MT2030
 - Fundraising support for MT2030 hosting rights fee as well as facilitation of the planning advisory committee. Additionally, Blaine County Sustainability staff will support any unforeseen needs related to bringing MT2030 to the region in October 2026.
- EnergyStar Building Energy Audit
 - Staff will update existing EnergyStar building audits as well as add new buildings as needed on behalf of the City of Ketchum.
- Grant Research
 - Staff will continue to search for grants relevant to Ketchum sustainability initiatives.
- Clearpath 2.0 Platform Maintenance

- Staff will complete the GHG inventory upload process and maintain the platform as a public facing instrument to communicate Ketchum's sustainability efforts.

Individual Projects:

In addition to the ongoing support listed above, Blaine County Sustainability Staff will assist in the execution of one or more of the following projects, pending evaluation, feasibility, desire, and budgeting approval. Additional projects may be added to the list as need and/or opportunities arise:

- Electrification ready panel upgrades at City Hall
- Building energy efficiency upgrades
- Community aluminum drop off site
- Leak detection study
- EV charger need analysis
- EV charger installation
- Solar installation on City owned buildings
- City communications greening---replacing outreach materials with recyclable outreach materials

County/Regional Work:

In addition to the above Ketchum specific projects, City of Ketchum will continue to benefit from the regional work being done by Blaine County Sustainability Staff, including but not limited to:

- Sustainability Certification Program Launch
- Energy Star Inventory
- Qualified Water Efficient Landscaper (QWEL) Training
- CPACE Administration
- Sustainability Newsletters
- Task Force Facilitation
- CSCI Grant Implementation
- Grant Research
- Code Update Support
- Regional Collaboration & Communication
- Climate Action Plan Updates
- Climate Risk and Vulnerability Analysis

Project	Lead	Support	Q1			Q2			Q3			Q4		
			October	November	December	January	February	March	April	May	June	July	August	September
GHG Emissions Inventory	Eve	Andrew												
EnergyStar Inventory-Ketchum	Eve	Andrew												
EnergyStar Inventory-Blaine County	Eve	Andrew												
Certification Program Launch	Andrew	Eve												
QWEL Training	Andrew	Eve												
CPACE Administration	Eve	Andrew												
Newsletters	Andrew	Eve												
Task Force Facilitation	Eve	Andrew												
CRVA Finalize	Eve													
CSCI Grant Implementation	Eve	Andrew												
Grant Research	Andrew	Eve												
Code Update Support-Ketchum	Both													
Code Update Support-Blaine County	Both													
Regional Collaboration & Communication	Eve	Andrew												
Climate Action Plan Updates	Both													
Compost Program Facilitation	Eve													
KSAC Facilitation	Eve													
Clearpath Upload	Eve													
MT 2030	Andrew	Eve												
Ketchum Specific Projects: potential community aluminium drop off site, leak detection study, building efficiency upgrades, EV charger(s), solar at wastewater treatment plant? City flyers not coated in plastic?	Both													

Key	
Blaine County/Regional	Time Intense
	Time Efficient
Ketchum Specific	Time Intense
	Time Efficient