



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

- Motion option #1: “I move to approve the FY26 work plan with no additional changes.”
- Motion Option #2: “I move to approve the FY26 work plan with the following edits _____.”

Policy Analysis and Background:

- This is the second year of a formal annual work plan. The draft FY26 work plan was initially presented to the City Council during the October 6th meeting.
- The layout/titles of the work plan have been updated/reorganized to match the 2025 Comprehensive Plan’s chapters.
- Staff presented during the 10/6 meeting the concept for the Guidebook document which is meant to serve as a bridge between the annual work plan and the long-term Comprehensive Plan. Specifically, the new Guidebook organized by the Comp Plan chapters would contain mid-term policy priorities along with key performance measures to ensure progress is being tracked. The City Council expressed no major concerns; staff is completing the document which will be re-presented to both the existing and future City Council for feedback.
- Staff will recommend to new elected group to hold strategic planning sessions in January and February to review/adjust policy priorities.

Sustainability Impact:

Financial Impact:

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

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| 1. Visual of city planning model |
| 2. 2026 DRAFT workplan |



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



COMP PLAN CHAPTER	PROJECT	DEPARTMENT(s)	CC PRIORITY	COMPLETION TARGET	NOTES
Connected Transportation Network (page 21)		Master Transportation Plan projects_planning	Admin, Facilities, P&B		
	1	Lewis Street & Warm Springs Road roundabout		TBD	Application submitted for a Safe Streets for All grant.
		Complete Saddle Road analyt sis regarding future safety improvements and potential additional public parking		Winter 2026	
	2				
	3	Downtown stop sign/traffic calming study		Spring 2026	In progress.
	4	Bike/ped plan		Summer 2026	Complete analy sis this fall. Public engagement over the winter. Guidance from Council by early spring.
	5	Update right-of-way standards	Admin, Planning	Fall 2025	Targeting council draft available by end of October.
		Main Street/HWY75 reconstruction			
	6	6th to Saddle separated multi-use path	Admin, Facilities, P&B	TBD	Discussions ongoing with ITD to determine construction window (2027 v 2028)
	7	Saddle Road pedestrian underpass	Admin, Facilities, P&B	TBD	Initiate concept design and apply for state/federal grant by January
		Roadway maintenance			
	8	1st Street	Streets		Mill/inlay Between SV Road and 5th
	9	Core/light industrial/residential	Streets	Summer 2026	Chip seal
	10	9th Street (west side)	Streets		Full depth reconstruction - Washington to Warm Springs Road
		Pedestrian realm			
	11	6th Street & Leadville	Streets		Hotel Ketchum parking lot corner
	12	SV Road & Leadville	Streets		Huck & Paddle corner
13	5th Street	Streets		between Leadville & 511 alley	
14	2nd Street	Streets		between WA and lot alley (south)	
15	6th Street & Washington	Streets		southwest corner	
16	1st Avenue & 5th Street	Streets		southeast corner	
17	Lewis to 10th Street	Streets		in front of Albertsons' property	
Distinctive Built and Natural Environment (page 27)		Zoning Code update			
	18	Reorg and Procedures	Planning	Fall/winter 2025	PZ Recommended Approval with changes in July 2025, adoption December 2025
	19	Substantive Updates	Planning	Ongoing	Phase 3 kick-off Fall 2025, research/analysis/drafting Winter & Spring 2026
	20	Stakeholder engagement to improve processes	Planning	Ongoing	Next TAG Meeting in December.
	21	Community contractor meetings	Planning	Ongoing	October 8th meeting recap in Good Foundations 10.31
	22	Ore Wagon Museum plan refresh	Admin	Ongoing	Phased scoping due to bandwidth. Complete new doors this fall. New programming to be deferred to 2026.
	23	Bonning Cabin Stabalization	Admin	Fall 2025	Emergency stabalization
	24	Survey of historic assets	Planning (HPC)	Spring/Summer 2025	Grant received, executing grant agreement
Diverse Community Housing Options (page 36)		Housing Action Plan Year 3			
		Produce & preserve community housing			
	25	Identify parcels for acquisition	Housing	Ongoing	Renovations underway at 291 N 2nd Avenue. Additionally Council approved the purchase of Evergreen Apartments, 141 Bird Drive (11 units)
	26	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
	27	Rental Preservation Program			Preserved 15 properties housing 30 people, including 6 children, with one additional property in the pipeline.
	28	Ownership & Preservation program (include bargain sale)		Ongoing	6 OPP transactions completed, including completion of bargain sale. One more scheduled to close in the next couple weeks. 36 total applications.
	29	Hyperborean		Early winter 2026	remodel underway
	30	Bird Drive		Fall 2025	safety improvements
	31	Lift Tower Lodge		TBD	Complete financial analysis to determine local match needed for mid-income redevelopment project
		Update policy to promote community housing			
	32	Explore priority processing and incentives for projects that serve the HAP	Housing + Planning	Winter 2025/2026	Part of the first installment of code changes in Phase 3 code update work
	33	Update density bonus program	Housing + Planning	Fall/winter 2025	Part of the first installment of code changes in Phase 3 code update work
		Expand & improve services to create stability			
	34	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.
	35	Convert, acquire, or construct new transitional housing		Not started	Exploring financing options for purchasing 1 or both buildings of Silvercreek Living to reduce operating costs.
		Expand & leverage resources			
36	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.	
	Inform, engage & collaborate				
37	Clarify, document, and improve processes		Ongoing	New Ops Manager will make updates to - and develop - policies, procedures, and forms to ensure effectiveness	

COMP PLAN CHAPTER		PROJECT	DEPARTMENT(s)	CC PRIORITY	COMPLETION TARGET	NOTES
Exceptional Recreational Opportunities (page 41)	38	Complete facility audit of recreation building	Admin, Facilities, Recreation		Spring 2026	Work with BCRD & BCSD
		Forest Service Park maintenance upgrades	Facilities		Late 2025	Staff interviewed w/community groups (senior citizens, ERC, mental health community, teen space) interested in utilization of the three buildings. Small task order with local architect to create prelim design for Big House in order to make habitable for two living units.
	39	Atkinson Park irrigation				
	40	Irrigation improvements	Facilities, Recreation		Spring 2026	
	41	Patio/sun shade installation for pickleball courts	Facilities, Recreation		Spring 2026	
	42	Upper softball field revamp	Facilities, Recreation		Summer 2026	
	43	Participate in Hemingway Elementary's Facility Master Plan update	Admin, Recreation		Ongoing	Draft presented to BCSD board. In communication with facility manager. Research/tabs on future of pump park site.
	44	Refresh Atkinson Park master plan (in concert)				
		Warm Springs Preserve Master Plan				
	45	Building permit under review	Admin, Facilities, P&B		Fall 2025	
	46	Restoration, irrigation & utilities	Admin, Facilities, P&B		Fall 2025	80% complete, 20% left for spring time work
	47	Plantings & paving	Admin, Facilities		Spring 2026	
	48	Access: Norwegian Woods, Broadway, West Ketchum bridge	Admin, Facilities, P&B		TBD	
	49	Connector trail to the southern flood plain	Facilities, Recreation		Late spring 2026	Connection to BMT will depend on issue of permit by FS
	50	Finish rehab of Rotary Park	Facilities		Spring 2026	(trail work and bathroom fixtures)
Lively Arts & Culture Scene (page 45)	51	City-wide Arts & History plan	Admin, Facilities, P&B		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				
	52	Main Street installations (creative crosswalks, building placards)	Arts Commission		Spring 2026	Complete installation of building plaques and viewfinders
	53	KAC projects	Arts Commission		TBD	Gondola 'wrapping'
	54	Evaluate new projects in concert with YMCA expansion			Spring 2026	(rail/stock yard interpretive)
Responsible Stewardship of Natural Resources (page 49)		Implement sustainability projects				
	55	Green waste	Admin, KSAC		Early winter 2026	Working with Clear Creek - researching communal business use in downtown core
	56	KFD solar panels	Admin & Facilities		Early winter 2026	Installation pending.
Safe and Healthy Community		Implement Water CIP	Water			
	57	Relocation of water lines			Fall 2025	Reinheimer West Mainline-90% completed; Reinheimer East Mainline-5%; Weyyakin Mainline extension-90%; Neils Way to Glade Court-90%
	58	Trail Creek bridge HWY 75 Mainline Relocation and re-connect				
	59	OPS Building addition design				
	60	Northwood Well Roof addition for Generator				
		Implement WasteWater CIP	Wastewater			
	61	Treatment Facility Ugrades - WRF Solids Handling Improvements			Fall 2027	Building is underway, pouring the concrete basement before snow flies 2025, then no construction until spring 2026
	62	Avalanche study	Fire		Ongoing	Report presented in December of 2024.
		Power line undergrounding	Admin & Facilities			
	63	HWY75 - Weyyakin to Gem Street			Spring 2026	Southern portion complete but section from Serenade to Gem is tied to spring ITD work.
	64	Main Street - 9th & 10th Streets (Backwoods to Saddle)			Summer 2028	Deferred due to ITD Main Street funding. Staff is working with ITD to advance to 2027
	65	Wildlife proof trash cans	Admin		Fall 2025	City-wide use approved by council; carts on order for November delivery.
	66	E-bike safety regulations	Admin		Spring 2026	Reckless' ordinance approved by council. Education campaign coordination underway.
Strong & Diverse Economy (page 65)	67	City's Economic Development framework	Admin, Planning		Fall 2026	Starting efforts with Legacy Business Program and Deed Restricted Commercial Program as part of Phase 3 code updates, continued collaboration with KBAC
	68		Admin			Initiate strategic discussions with KBAC, SVED, Visit SV and Regional Economic group to strengthen city's overal economic development strategy

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Transparent Collaborative Government (page 70)		High Performing Community & City				
		Improve City planning framework				
	69	Public Works/Capital Improvement Plan Booklet	Admin		Early 2026	Incorporated master plan reference for streets, sidewalks, undergrounding, etc.
	70	Guidebook/Implementation Plan	Admin		Early 2026	Reference book/bridge between annual plan and comprehensive plan
	71	Annual Plan	Department-wide		Ongoing	Monthly check-ins with Council
		County-wide collaboration				
		Housing	Housing		Ongoing	(see above)
	72	Future Highway 75 improvements	Admin			County forming small work group to begin discussions with district engineer to explore options such as dedicated transit lane
	73	Blaine County Public Employee Health Trust	Admin		TBD	Feasibility analysis; initial meeting held with BCSD
	74	Resort Cities Coalition	Admin		Ongoing	Passage of liquor bill 1381a & defeat of (anti-city) STR bill
		People and Culture	Department-wide		Ongoing	Vision & Values; Leadership Learning series; city-wide People Strategy
		Financial processes				
		Strategic planning for both short- & long-term needs	Admin, Finance, P&B			
	75	Business tax & business licensing			Fall 2025	Working with Legal to outline notices and establish SOP
	76	Update City Code	Admin		Winter 2026	(non land-use sections) and associated policy documents (employee handbook)
		Technology/Business Systems				
	77	Records Retention Policy	Clerk		Winter 2026	reorganization/filing/governance
	78	Evaluation & inventory of all GIS data city-wide	Planning & Building		Spring 2026	deferred to 2026
	79	IT_new software including Microsoft Planner/To-Do/Teams	Clerk		TBD	
	80	Rebuilding all city-related websites	Community Engagement		Summer 2026	Contractor has been selected; work is underway
	81	Launch new public communications software (email and SMS/Text and emergency notifications)	Community Engagement		Summer 2026	Software has been selected; work to configure the platform is underway
	82	Launch new constituency management and public request software/app	Community Engagement		Winter 2025	Software has been selected; work to configure the platform is underway
Vibrant Downtown (page 75)		Downtown Parking Plan	Admin - Clerk/Business Manager			
	83	Implement new parking sensor pilot program			Fall 2025	
	84	ADA improvements			Fall 2025	Focus groups pending. In tandem with Sidewalk Master Plan
	85	Data collection/reporting			Fall 2025	Pending installation of sensors.
	86	Communication campaign			Fall 2025	Owner/worker info campaign
	87	Town Square & Visitor Center revamp	Admin, Facilities, P&B		Spring 2026	Phase I of Town Square improvements (grass area & restrooms). Reroof of building and spot paver replacements in early winter 2025.
	88	491 tenant lease renewals	Admin		Winter 2026	Negotiations underway with current tenant(s).