



City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- 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 FY2025 budget.

Policy Analysis and Background (non-consent items only):

Sustainability Impact:

Financial Impact:

<input type="text" value="None OR Adequate funds exist in account:"/>	<input type="text" value="The cost for services is \$131,904 for the year and funding will be allocated from the Non-Departmental account within the approved FY2025 budget."/>
---	---

Attachments:

- |   |
|---|
| <input type="text" value="1. Proposed Contract #25029"/>        |
| <input type="text" value="2. Purchase order #25029"/>           |
| <input type="text" value="3. FY2025 Sustainability work plan"/> |

## 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 8<sup>th</sup> day of October 2024, 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, 2025. 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 Manager 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 Manager and Sustainability Specialist's salary, benefits, and program costs for FY25. Such payment shall not exceed the amount of \$132,280.00 for FY25 and is to be paid in quarterly installment amounts of \$33,070.00 with the first payment due by November 1, 2024.
5. EMPLOYMENT STATUS. The City and County hereby agree that the Sustainability Program Manager and Sustainability Program Specialist 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 Manager and Sustainability Specialist 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 agrees to collaborate on the following responsibilities pertaining to the Sustainability Program Manager and Sustainability Specialist 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 Manager and Specialist.
  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 Manager and Sustainability Specialist 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 \_\_\_\_\_ day of \_\_\_\_\_, 2024.

BLAINE COUNTY, an Idaho political subdivision

By *Angenie McCleary*  
~~Muffy Davis, Chair, Board of~~  
Blaine County Commissioners  
*Angenie McCleary, Vice Chair*

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: 25029**

<b>To:</b> 1388 BLAINE COUNTY TREASURER 219 1ST AVE. SOUTH, ATTN: COUNTY ADMIN HAILEY ID 83333	<b>Ship to:</b> CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
--	---

P. O. Date	Created By	Requested By	Department	Req Number	Terms
10/16/2024	CCHING	CCHING		0	

Quantity	Description	Unit Price	Total
1.00	SUSTAINABILITY COORDINATOR 2025      01-4193-6500	131,904.00	131,904.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		131,904.00

\_\_\_\_\_  
 Authorized Signature

**2025 Blaine County Sustainability Work Plan: City of Ketchum—a supplement to the FY2025 memorandum of understanding (MOU)**

This work plan guides the activities for the City of Ketchum and Blaine County’s fiscal year 2025 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.

Anticipated key project deliverables:

**Ketchum Fire Solar:** Bid early winter 2024; project execution Spring 2025: Blaine County staff will assist the City of Ketchum with execution of an RFP, supporting technical assistance, vendor selection and funding needs associated with the installation of solar panels on the roof of the Ketchum Fire Station. Additionally, Blaine County may, at the City’s directive, assemble, work on and coordinate grant applications and recognition structures—potentially including the Idaho Governor’s Office of Energy and Mineral Resources (OEMR) Government Leading by Example (GLBE) program and any related grants.

**City Hall Electrification Readiness and/or Upgrades:** Project execution fall-winter 2025. Blaine County staff will assist the City of Ketchum with ongoing energy efficiency upgrades to City facilities, including identifying funding sources, technical assistance and sourcing vendors and materials:

- City Hall electrification readiness/gas conversion preparation
- EV Charging capabilities at City Hall
- Install light fixture sensors
- Evaluate potential needed high efficiency plumbing fixture upgrade opportunities

**Electric Vehicle Charging Infrastructure:** Pending CFI grant approval, project pre-feasibility late 2025-mid-2026; project infrastructure execution mid-2026 through late 2028. Blaine County staff will assist the City of Ketchum with determining locations and funding opportunities associated with the installation of electric vehicle supply equipment. Should Blaine County be successful in securing a Community and Fueling Infrastructure (CFI) grant, funds may go towards the installation of EV chargers throughout Ketchum, pending feasibility, partnership and matching fund determinations.

**Greenhouse Gas Emissions Inventory / Benchmarking:** Annual review, updated GHG inventory data every 2-3 years. Blaine County staff will assist the City of Ketchum with assessing and benchmarking greenhouse gas (GHG) emissions for both the City and the community at-large on a regular basis, so as to gauge planning, implementation and measurement processes. Blaine County currently has GHG emissions inventory data from 2018 and 2023 and will routinely update this data as program deliverables deem necessary. Additionally, through the partnership arrangements identified in the Blaine County Climate Action Plan, assessment of water assets will be evaluated, pending funding and implementation metrics associated with water planning goals.

**Commercial Composting Program Evaluation:** Summer 2025. Blaine County staff will assist the City of Ketchum with evaluation, pre-feasibility, outreach and—if deemed appropriate and adequately funded—implementation of a commercial composting pilot program.

**KSAC / Council 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.

**Blaine County Sustainability Work Plan:** Blaine County staff will continue to perform regional and administrative duties outlined in the annual Blaine County Sustainability Work Plan, for the benefit of the City of Ketchum and other communities, on an ongoing basis. See Appendix A for additional information.



## Appendix A:

### Blaine County Sustainability Work Plan: 2025/Ongoing

- Operation of the Blaine County Recycle Center and administrative efforts to expand public and private waste diversion and waste reduction at the local level (ongoing).
- Volunteer coordination and outreach associated with daily operations of the Blaine County Recycle Center and waste diversion efforts regionally (ongoing).
- Vehicle consolidation from three recycle fleet vehicles to one—including the purchase of an AWD Chevy Express van (or like) and auction sale of existing fleet vehicles (October 2024).
- Installation of enhanced wayfinding and utilization signage at the Smiley Creek transfer facility (October/November 2024).
- Coordination, identification, promotion and utilization of climate action provisions in the Inflation Reduction Act (IRA—tax rebates and incentives, both public and private) and Bipartisan Infrastructure Law (BIL) relevant to local municipalities (ongoing).
- Administration of the Blaine County Climate Action Network (5B CAN) and related partnership and task force coordination (ongoing).
- Identification of grant and/or technical assistance opportunities appropriate to municipal and county strategic goals (ongoing).
- Publication of a monthly Sustainability newsletter (ongoing).
- Regional evaluation and coordination of a potential hazard risk vulnerability assessment (spring 2025).
- Representation for Blaine County on the Idaho Power Integrated Resource Planning Advisory Committee-IRPAC (August 2024 – May 2025).
- Regular updates and strategic guidance, as identified in the climate action plan, on the Blaine County Regional Transportation Committee-BCRTC (ongoing).
- Evaluate and track state-level legislation relevant to local sustainability initiatives (January 2025 – April 2025).
- Assist cities and the county with updates to their respective comprehensive plans (ongoing).
- Alongside strategic planning partners, evaluate and advance (implement) regional sustainability policies related to land use, transportation, transit, land/water conservation, solid waste, recycling/circularity, energy supply, and green building—as identified in the climate action plan (ongoing).
- Creation of a key performance indicator (KPI) dashboard to track program performance on an ongoing basis (winter 2024 – spring 2025)
- Regular coordination of strategic initiatives and program performance through ICLEI USA, the Urban Sustainability Director’s Network (USDN) and CDP (ongoing).
- Completion of the Safe Streets for All (SS4A) regional Safety Action Plan and activation of regional initiatives identified in the plan (October – November 2024).
- Coordination of bicycle and pedestrian infrastructure implementation, as needed (ongoing).
- Coordination and support of local housing initiatives, as needed (ongoing).
- Coordination of regional transportation and transit initiatives, as needed (ongoing).
- Coordination of a regional micro-grid project, pending funding through the previously submitted Hazard Mitigation Grant Program (HMGP) through FEMA (TBD).

- Execution of funded Energy Efficiency Conservation Block Grant (EECBG) for energy efficiency upgrades to County facilities and initial administrative fleet electrification (fall 2024 – spring 2025).
- Coordination of elective pay rebates, alongside other departments and municipal partners (ongoing).
- Coordination of funding associated with potential receipt of a Charging and Fueling Infrastructure (CFI) Community grant from the Federal Highway Administration and Department of Energy for electric vehicle charging infrastructure regionally (fall 2024 – winter 2028).
- Coordination of Earth Fest tabling and associated outreach activities (March – April 2025).
- Attending other regional sustainability-appropriate events to educate the community about initiatives and opportunities for collaboration (ongoing).
- Coordination of community forestry initiatives associated with existing funding and partnerships identified through CFE (FY2025, ongoing).
- Coordination of composting and construction and demolition circularity initiatives regionally (ongoing).
- Regularly updating the 5B CAN website and adding relevant information/content (initial review winter 2024, then ongoing).
- Assisting the Wood River Land Trust with the Big Wood Atlas 2.0, if grant funding is secured (FY2025 – winter 2028).
- Attending and representing Blaine County and municipal and NGO partners at the Mountain Towns 2030 conference (October 2024).