

**AGENDA ITEM SUMMARY**

**DATE:** 10/1/2012    **DEPARTMENT:** Administrative    **DEPT. HEAD SIGNATURE:** Heather Dawson

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**SUBJECT:**

Motion to ratify grant application for Idaho State Historical Society ICLG funding of \$2,500 for the nomination of two properties to the National Register of Historic Places

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**AUTHORITY:**  ID Code \_\_\_\_\_     IAR \_\_\_\_\_     City Ordinance/Code \_\_\_\_\_  
(IF APPLICABLE)

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**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

The project will contract with a qualified historian or architectural historian to prepare the National Register of Historic Places nominations for the Community Baptist Church located at 202 2<sup>nd</sup> Ave. South and the Assay Office / Episcopal Thrift Store located at 19 East Bullion St.

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**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:** (IF APPLICABLE)

|                      |                              |                |              |
|----------------------|------------------------------|----------------|--------------|
| ___ City Attorney    | ___ Clerk / Finance Director | ___ Engineer   | ___ Building |
| ___ Library          | ___ Planning                 | ___ Fire Dept. | ___ _____    |
| ___ Safety Committee | ___ P & Z Commission         | ___ Police     | ___ _____    |
| ___ Streets          | ___ Public Works, Parks      | ___ Mayor      | ___ _____    |

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**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Move to ratify grant application to Idaho State Historical Society, requesting \$2,500 for nomination of two properties to the National Register of Historic Places

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**FOLLOW-UP REMARKS:**

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## A. PROJECT DESCRIPTION

### *National Register of Historic Places Nominations Community Baptist Church and Assay Office/Episcopal Thrift Store*

#### 1. Project Staff

**Project Manager**

Rob Lonning  
Hailey Historic Preservation Commission  
115 Main St. S, Suite H  
Hailey, ID 83333  
(208) 788-9654  
[ralonning@mac.com](mailto:ralonning@mac.com)

**Grant Administrator**

Tracy Anderson  
City of Hailey  
115 Main St. S, Suite H  
Hailey, ID 83333  
(208) 788-4221, ext. 26  
[tracy.anderson@haileycityhall.org](mailto:tracy.anderson@haileycityhall.org)

Mr. Lonning will be the overall lead for implementation of the project. He has nearly forty years of experience as an educator and has been involved with the Hailey Historic Preservation Commission (HPC) since its inception. During his tenure as chair of the HPC three historic buildings in Hailey have been added to the National Register of Historic Places and in 2009 he was co-director of a successful State Historic Records Advisory Board (SHRAB) grant that resulted in the digitization and uploading to the World Wide Web of the historic Martyn Mallory Photographic Collection.

Ms. Anderson will manage all administrative aspects of the grant and will support the project manager with project implementation. As Hailey's Grant Administrator, she has been responsible for the administration of more than a dozen federal and state grant projects in the last three years.

Résumés for Mr. Lonning and Ms. Anderson are included in this application.

#### 2. Goals and Objectives

The HPC will seek the services of a qualified historian or architectural historian, through a formal solicitation process, to prepare the National Register of Historic Places nominations for the Community Baptist Church located at 202 2<sup>nd</sup> Ave. South in Hailey, Idaho and the Assay Office/Episcopal Thrift Store located at 19 East Bullion Street in Hailey, Idaho. Both properties are likely eligible under Criterion A, Exploration and Settlement and Criterion C, Architecture.

The HPC will provide review and approval of the project throughout its implementation.

#### 3. Identification of Final Products

The final products of the project (for each site) consist of the following:

- One (1) digital copy of the nomination on form 10-900



- Four (4) sets of original black and white photographs properly identified (one copy each for the Keeper of the National Register, SHPO, Hailey HPC and the property owner)
- One (1) set of digital images (preferred) or slides for use by SHPO
- One (1) original USGS topographic map
- Three (3) copies of the Intensive Level Survey form and photos of the property (one each for SHPO, Hailey HPC and the property owner; SHPO should receive a hard copy and an electronic copy)

#### 4. Meets Secretary of Interior's Standards

The project deliverables will meet the standards outlined in "Supplementary Manual for Completing National Register of Historic Places Nominations in Idaho" and the requirements outlined in the National Register Bulletin, "How To Complete the National Register Registration Form."

#### 5. Timetable for Completion of Project and Submission of Reports

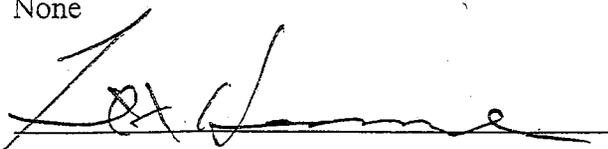
October 15, 2012 ..... SHPO notification of award  
 December 31, 2012 ..... Hailey submits revised budget and project description to SHPO  
 March 1, 2013 ..... Request for quotes issued / historian or architectural historian  
 May 1, 2013 ..... Consultant contract finalized; begins work  
 June 15, 2013 ..... Drafts submitted to SHPO  
 June 15, 2013 ..... Mid-project report submitted to SHPO  
 August 15, 2013 ..... Final product submitted to SHPO and Hailey for review and approval  
 August 31, 2011 ..... Project complete; submit billing and product to SHPO

#### 6. Repository for Final Product

One copy of all final products will be housed with the City of Hailey. SHPO, the Keeper of the National Register and the property owner will receive final products as outlined under Item 3, Identification of Final Products.

#### 7. State Priority

None



Mayor Fritz Haemmerle

September 24, 2012

Date



## B. BUDGET

### National Register of Historic Places Nominations

### Community Baptist Church and Assay Office/Episcopal Thrift Store

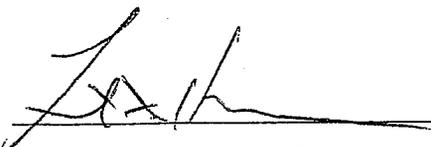
|  | FEDERAL        | MATCH          |
|--|----------------|----------------|
| <b>Professional Services</b>   |                |                |
| Historian or Architectural Historian<br>Research / Prepare Nominations | \$2,500        | \$1,980        |
| <b>SUBTOTAL</b>  | <b>2,500</b>   | <b>1,980</b>   |
| <b>Administration &amp; In-Kind Support</b>                            |                |                |
| Project Manager<br>10 hours @ \$20/hour                                | 0              | 200            |
| Grant Administrator / Project Support<br>10 hours @ \$32/hour          | 0              | 320            |
| <b>SUBTOTAL</b>  |                | <b>520</b>     |
|  |                |                |
| <b>GRAND TOTAL</b>   | <b>\$2,500</b> | <b>\$2,500</b> |

#### Non-Federal Share

**Donor:** Hailey Historic Preservation Commission  
**Source:** Labor  
**Kind:** In-Kind  
**Amount:** \$200

**Donor:** Hailey Grant Administrator  
**Source:** Labor  
**Kind:** Hailey General Fund  
**Amount:** \$320

**Total:** \$520

  
\_\_\_\_\_  
Mayor Fritz Haemmerle

September 24, 2012

Date



Resume

Robert A. Lonning  
415 S. 2<sup>ND</sup> Ave.  
Hailey, Id 83333

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VOLUNTEER WORK EXPERIENCE

**Hailey Historic Preservation Commission**

Chair

2006-2012

Secretary

2004-2006

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PROFESSIONAL WORK EXPERIENCE

**Associate Professor of Education**  
**Department of Curriculum and Instruction**  
**Science Education (K-12)**  
UNIVERSITY OF CONNECTICUT

1997 - 2004

**Assistant Professor of Education**  
**Department of Curriculum and Instruction**  
**Science Education (K-12)**  
UNIVERSITY OF CONNECTICUT

1991 - 1996

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EDUCATION

**Ph.D. in Science Education**  
University of Minnesota

1991

**M.Ed. in Science Education**  
University of Minnesota

1984

**B.S. in Earth Science (Broad Field)**  
Winona State University

1971

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DISCIPLINED INQUIRY

**Publications**

Lonning, R.A., DeFranco, T., & Weinland, T. (1998). Development of Them-based, Interdisciplinary, Integrated Curriculum: A Theoretical Model. School Science and Mathematics 98 (6), 312-319.

Lonning, R.A., and DeFranco, T., (1997). Integration of Science and Mathematics: A Theoretical Model. School Science and Mathematics 97 (4), 212-214.

Lonning, R.A., and DeFranco, T., (1994). Development and implementation of an integrated mathematics/science preservice elementary methods course. School Science and Mathematics 94 (2).

Lonning, R. A. (1993). Effect of cooperative learning strategies on student verbal interactions and achievement during conceptual change instruction in tenth-grade general science. Journal of Research in Science Teaching, 30(9), 1087-1101.

Markow, P. G., and Lonning, R. L. (1998). Usefulness of concept maps in college chemistry laboratories: students' perceptions and effects on achievement. Journal of Research in Science Teaching, 35(9), 1015-1029.

Lawrenz, F., and Lonning, R. (1991). Review of Complimentary Methods for Research in Education , Evaluation Practice, 12(2): 177-179

### **Research Grants**

Co-Principal Investigator, "Enhancement of the Professional Development Center," Connecticut School Improvement Initiative Grants, Connecticut SDE, 1995-1996, \$35,000.

Co-Principal Investigator, "Center for Technology Education to Advance Math and Science," Project CONNSTRUCT, Connecticut Academy for Education in Mathematics, Science & Technology, 9/01/95-7/31/96, \$19,845.

Lonning, R., "UConn/East Hartford PDC Interdisciplinary Curriculum Student Teaching Enhancement Project," Project CONNSTRUCT, Connecticut Academy for Education in Mathematics, Science & Technology, 9/01/94-8/31/95, \$16,000.

Lonning, R., "UConn/Coventry PDC Student Teaching Enhancement in Science and Mathematics," Project CONNSTRUCT, Connecticut Academy for Education in Mathematics, Science & Technology, 9/01/93-6/30/94, \$23,300.

Lonning, R., "Manchester/UConn Co-teaching Project," Project CONNSTRUCT, Connecticut Academy for Education in Mathematics, Science & Technology, 9/01/92-6/30/93, \$3,000.

DeFranco, T. and Lonning, R., "Integrated Elementary Mathematics and Science Methods Course," Project CONNSTRUCT, Connecticut Academy for Education in Mathematics, Science & Technology, 9/01/92-6/30/93, \$3,000.

DeFranco, T. and Lonning, R., "Integrated Dialog Project," Project CONNSTRUCT, Connecticut Academy for Education in Mathematics, Science & Technology, 1991-1992, \$40,000.

Lonning, R., "Conceptual Change research - Phase I." University of Connecticut Research Foundation, 11/01/91-10/31/92; \$808.

## **Tracy Anderson**

*Hailey Grant Administrator*

**Project Assignment:** Grant Administrator

**Professional Experience:** Ms. Anderson has eight years of experience in public service with the City of Hailey. In the last three years as Hailey's Grant Administrator, she has been responsible for the administration of more than a dozen federal and state grants. Ms. Anderson also has 17 years of experience in marketing and communications for a large multidiscipline consulting engineering firm. She has more than 20 years of experience in writing, editing and designing brochures and websites, manuals, presentations, feature articles, press releases, exhibits, advertising and newsletters.

### **Grant Administrator, City of Hailey**

Grant Administrator responsible for grant writing and grant administration within the city. In this role, responsible for active development of the city's grant program, determined to be a priority as a result of the recent economic downturn. The emphasis on generating grant revenue led to assignment of a single grant administrator for grant projects, to assure timely, consistent and accurate tracking and reporting. Responsibilities include finding grant opportunities, grant research, project development and documentation, leading the grant application team; grant writing, scheduling and budgeting; and administering grant projects.

### **Public Art Coordinator, City of Hailey**

Responsibilities as Public Art Coordinator are outlined in the city's *Public Art Guidelines*, and involve coordination of the public art program, managing public art grants and projects, and working with the Hailey Arts Commission and city departments.

### **Business Development Coordinator, Power Engineers, Inc.**

Responsible for organizing, planning, writing and coordinating proposals to prospective clients. Projects ranged in value from \$50,000 to several million dollars in a wide variety of engineering disciplines. Worked with small teams of people in multiple offices to produce high-quality proposals under tight deadlines. Computer skills involved in this role included high volume use of e-mail for communication as well as routing of attachments; Internet and Intranet, word processing, desktop publishing and other computer programs.

Public relations responsibilities included planning and coordinating tradeshow exhibits, special events and presentations; coordinating photo shoots, writing and editing feature articles, writing press releases, writing web site content, and writing and layout of advertisements and brochures.

Involved in identifying potential new clients, making introductory contacts, planning marketing trips and scheduling appointments for Senior Project Managers/Engineers. Periodically accompanied Senior Project Managers/Engineers on marketing calls.

Additional responsibilities included file management (both electronic and hard copy), composing and updating the business development procedures manual, writing business letters, qualifications documents and other marketing materials. Also edited the written work of colleagues, including Project Managers, Engineers and fellow Department Members. Developed

the electronic file management system for all of Power's marketing documents.

Strengths and challenges in this role included self-initiation of projects, developing strong oral and written communication skills, having a necessary attention to detail, an ability to produce high-quality work under relentless pressure, organizing projects among multiple offices and demanding team members; and translating complex topics into plain English.

#### **Web Site Editor, Power Engineers, Inc.**

Web Site Editor for two years, leading the effort to develop the Power Engineers web site, which was launched in the fall of 1999.

Developed the design concept and theme of the site, and led a diverse group of team members to agreement on implementation of the concept. Wrote a large portion of the text, and edited all text for continuity of theme and presentation, and readability.

Worked closely with a consultant to provide programming for the site, and directed them in achieving a product that reflects Power's culture and capabilities.

#### **Manager of Business Development, Power Engineers, Inc.**

Managed Power's Business Development Group for more than three years. The group began with about six people, grew to 12 people, and then was reduced in size due to company restructuring. Through these ups and downs, administrative responsibilities included hiring, terminations, training, employee evaluations, and providing overall direction and guidance. Leadership responsibilities were to help people live up to their potential, be a positive role model, and encourage, support and/or implement new ideas.

#### **Education & Training:**

Various college and technical training courses, including:

- The Excellence Series
- Microsoft Project
- Managing the Customer Satisfaction Process
- The Effective Facilitator
- Essentials of Effective Management
- Public Art Project Management
- English Composition
- Fiction Writing
- Numerous management, business, writing, publishing and document design workshops

**AGENDA ITEM SUMMARY**

**DATE:** 10/1/2012 **DEPARTMENT:** All/Emergency Response **DEPT. HEAD SIGNATURE:** HD

**SUBJECT:** Approval of Blaine County Emergency Operations Plan

**AUTHORITY:**  ID Code \_\_\_\_\_  IAR \_\_\_\_\_  City Ordinance/Code \_\_\_\_\_  
(IF APPLICABLE)

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

Blaine County recently revised and updated their emergency operations plan. Cities are a participant in the plan, and are asked to sign off on it. Chief Chapman has reviewed the plan and offers the following comments:

- The 2012 edition contains major updates to the formatting of the Base Plan, and additions to the Mass Casualty sections. They are generally, an improvement over the 2009 Edition.
- Several new guide sheets are added such as "Creating an Incident Action Plan", "Agricultural Incidents" and "Communicable Diseases". These are generally good additions with the exception of the Incident Action Plan (IAP), as the IAP is historically created by the Incident Management Team(s) managing the incident. The county may want to create its own "EOP Action Plan" for the management of the EOC operations, but not for how the IMT(s) operate. The use of ICS terms in an EOC setting can be very confusing in times of emergencies, and should be avoided.
- The check sheets provided throughout the EOP are very generic and are of limited value in suggesting a "best prior practices approach". Also some widely excepted practices for disaster management are modified in this document and actually provide less guidance. An example is the substitution of the widely taught NIMS "Planning P" with a simple "circular loop" planning process.
- The section regarding "Assignments of Responsibilities" (Page 22), indicates that specific assignments of entities and persons are needed to fill the roles in an EOC, however while the Emergency Support Functions (ESF) have specific entities identified for each function, there are no specific assignments of persons to any of the roles listed for the staffing of the County EOC. It is generally considered a good idea to identify at least 3 persons (by title only) to each anticipated position of an EOC. This allows for the adequate training of the persons for those positions, and facilitates training evolutions. I am not aware of any specific position assignments for the County EOC, nor has there been any group specific training or exercises of EOC personnel at the Public Safety Facility for several years. A good example of this is that there is no apparent assistant or alternate to the Disaster Services Coordinator. This could be problematic if he is not immediately available in a disaster. Future updates to this plan should include this information.

I can provide you with specific examples related to the above comments. It is late in the county's process to change anything in this edition, as Blaine County has already adopted the plan. Overall, the 2012 editions is a modest improvement over the 2009 edition, and it is my recommendation that the city should sign on to this document. While any EOP should always be a "work in progress", there is some comfort that the City of Hailey EOP interfaces with the County EOP, and the city plan does provide much of the missing or incomplete information needed in the County EOP.

**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:** (IF APPLICABLE)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> City Administrator | <input type="checkbox"/> Library             | <input type="checkbox"/> Benefits Committee |
| <input type="checkbox"/> City Attorney      | <input type="checkbox"/> Mayor               | <input type="checkbox"/> Streets            |
| <input type="checkbox"/> City Clerk         | <input type="checkbox"/> Planning            | <input type="checkbox"/> Treasurer          |
| <input type="checkbox"/> Building           | <input type="checkbox"/> Police              | <input type="checkbox"/> _____              |
| <input type="checkbox"/> Engineer           | <input type="checkbox"/> Public Works, Parks | <input type="checkbox"/> _____              |
| <input type="checkbox"/> Fire Dept.         | <input type="checkbox"/> P & Z Commission    | <input type="checkbox"/> _____              |

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**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Motion to approve Resolution 2012-69 authorizing the City of Hailey's Acceptance and Participation in the 2012 Blaine County Emergency Operations Plan

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**ACTION OF THE CITY COUNCIL:**

Date : \_\_\_\_\_

City Clerk \_\_\_\_\_

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**FOLLOW-UP:**

\*Ord./Res./Agrmt./Order Originals: Record  
Copies (all info.):  
Instrument # \_\_\_\_\_

\*Additional/Exceptional Originals to: \_\_\_\_\_  
Copies (AIS only)

**CITY OF HAILEY  
RESOLUTION NO. 2012-69**

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY  
AUTHORIZING THE EXECUTION OF CONTRACT FOR APPROVAL OF BLAINE  
COUNTY EMERGENCY OPERATIONS PLAN**

WHEREAS, the City of Hailey wishes to participate in the revised plan with Blaine County and agree to sign off on the revisions.

WHEREAS, the City of Hailey and Blaine County have agreed to the terms and conditions of the Blaine County Emergency Operations Plan, a copy of which is attached hereto.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAILEY, IDAHO,** that the City of Hailey approves the Blaine County Emergency Operations Plan between the City of Hailey and Blaine County and that the Mayor is authorized to execute the attached Agreement,

Passed this 1st day of October, 2012.

City of Hailey

\_\_\_\_\_  
Fritz X. Haemmerle, Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, City Clerk

# Notice of Acceptance and Participation

## In the

# Blaine County Emergency Operations Plan

The following signatories hereby accept the Blaine County Emergency Operations Plan dated February 2012. We agree to coordinate planning, preparedness, response and recovery efforts and to offer reasonable assistance in times of a disaster emergency.

Our participation in the EOP shall not be construed to increase our liability in any manner except for our own conduct or as otherwise specifically agreed within the context of the EOP.

### City of Bellevue

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

### City of Carey

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

### City of Hailey

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

### City of Ketchum

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**City of Sun Valley**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**St. Luke's Wood River Medical Center**

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

**Wood River Fire and Rescue District**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**Carey Fire District**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**Friedman Memorial Airport Authority**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**Blaine County School District**

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

## Approval and Implementation

The Blaine County Emergency Operations Plan (EOP) is effective upon signing by the jurisdictions represented on the letter of acceptance.

In order to fully implement this plan we must know what is in it. It is recommended that each agency review this plan quarterly.

For those of you who have positions outlined in the roles and responsibilities section please be familiar with your duties, and make sure you have a backup in case you are out of town. Please be sure to teach this individual what that position’s responsibilities are and ensure that the Blaine County Disaster Services Coordinator knows who your backup is.

It is encouraged and expected that all agencies will participate in all available exercises. This will not only increase the agencies’ understanding of the plan, but allow opportunities for improving the plan. Your input and participation is essential in having a plan that best meets your individual needs.

Having a copy of this plan will only benefit our citizens if you use it. Please take the time to make this plan “YOUR” Emergency Operations Plan.

## Ongoing Plan Management & Maintenance

If a Plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The County Chairman of Commissioners and involved department heads will brief additional personnel as appropriate. This Plan will be published by the Blaine County Disaster Services Coordinator, reviewed annually, and updated in its entirety every four years. Any changes will be published and distributed to agencies holding this plan.

## Record of Changes & Review

When posting changes:

1. Make pen and ink changes and file instructions in the back of this plan
2. Replace pages and destroy superseded pages
3. Annotate and sign Record of Change Sheet

| Change # | Date Posted | By (Print) | Signature |
|----------|-------------|------------|-----------|
|          |             |            |           |
|          |             |            |           |
|          |             |            |           |
|          |             |            |           |
|          |             |            |           |

## Introduction

### Purpose

The purpose of the Blaine County Emergency Operations Plan is to develop a simple emergency management capability that can take immediate steps to respond to the effects of an emergency, preserve life, minimize damage, provide necessary assistance, and coordinate in the County's recovery, thus returning the community to its normal state of affairs.

This Plan is intended to clearly define who does what, when, where, and how, along with the legal authority to act, in order to prepare for, respond to, and recover from the effects of an emergency within Blaine County.

### Scope and Limitations

The Blaine County Emergency Plan covers appropriate emergency operations within the boundaries of Blaine County Idaho. The contents of this Plan do not supplant individual response agency Standard Response Procedures. Further this Plan is specifically designed to set forth an overarching structure for County response. It is fully expected that an Incident Action Plan, as required by the National Incident Management System's (NIMS) Incident Command Structure (ICS) guidance, will be developed and implemented for each specific incident.

*The responsibility for preparedness and response lies first with individual citizens, second families, third local jurisdiction, and finally Blaine County.* In times of shrinking budgets local jurisdiction and County departments find it difficult to operate at normal capacities; emergencies bring abnormal requirements on local jurisdictions and County departments, while it is the intent of the County to protect citizens from all types of emergency and disasters the reality maybe that individual citizens and families may be required to care for themselves in severe disaster events for at least the first 96 hours of the event.

This Plan acts as fundamental guidance for emergency response by all agencies assigned specific functional responsibilities. The Plan is based on the premise that agencies will respond within their current capabilities. When those capabilities are exhausted additional capabilities will be request through mutual aid organizations, State Agencies, and finally Federal Agencies.

### Community Description

Blaine County encompasses an area of 2,660 square miles or 1,702,765 acres located in the mountainous central portion of Idaho. The State of Idaho owns approximately 4% of the County's overall land mass. Seventy eight percent (78%) of the County is Federal lands. Private lands total 450 square miles or approximately 18% of Blaine County. The elevation within Blaine County ranges from 3,100 feet to 11,900 feet above sea level. Most of the populated areas are located between 4,000 and 6,000 feet.

The population of Blaine County is approximately 21,376 people, 70% of whom reside primarily in the incorporated cities of Sun Valley, Ketchum, Hailey, Bellevue, and Carey.

### Hazard Analysis

Table 1 below provides an overall ranking of the hazards by magnitude. Boxes highlighted in red indicate the highest magnitude; boxes highlighted in yellow indicate the medium magnitude

with **green** boxes signifying the lowest magnitude. Table 1 illustrates the severity ranking for the hazards facing Blaine County when magnitude is compared to frequency. For those hazards with a high magnitude score and a loss estimate greater than \$100,000,000 the frequency score is replaced with an Ex or an extreme loss. Those with extreme loss potential are ranked as the highest hazards. Repetitive loss is used specifically to aide in the prioritization projects identified for risk reduction. Risk reduction activities are based on the overall risks rankings which are determined using processes described above. The hazards are placed in the risk ranking Table 2 on a comparative scale which is used to determine the priorities for risk reduction.

The highest score would be a high frequency and a high magnitude as depicted in the lower right hand box of each ranking table.

## Repetitive Loss Summary

There are no documented repetitive losses in the NFIP Floodplain in Blaine County. There is however, areas in the County that flood repetitively, very little damage occurs because of the controls placed by the County and the Cities on building in the floodplain and flood prone areas.

There is some repetitive loss due to landslides and avalanches. The losses are generally in the cost of repairs and cleanup on State and County roadways. There are also repetitive losses due to extreme cold. These losses are primarily associated with loss to water system infrastructure due to freezing pipes during extended cold weather periods.

The largest repetitive loss in Blaine County is due to *power outages*. Therefore the single most serious vulnerability in Blaine County is power outages. Because of the remoteness of the Wood River Valley from other support services, the loss of commercial power due to a natural or man-made hazard has the potential to cause serious life safety issues to the residents of the community. Various natural and manmade disasters can and do affect the electrical infrastructure in the County. Currently there is no redundancy built into the major transmission lines that feed electricity into the County; of special concern are the areas north of Hailey, including the Cities of Ketchum and Sun Valley.

The following hazards pose a threat to the electrical infrastructure in Blaine County:

- Severe Winter Storm
- Lightning
- Hail
- Tornado
- Straight Line Wind
- Earthquake
- Landslide/Mudslide
- Wildland Fire

Of the aforementioned hazards seven (7) are surface hazards; they occur above ground, and one (1), earthquake, occurs below ground, but affects both above and below ground. The existing transmission lines are run above ground, which is a standard procedure.<sup>1</sup>

Table 1

**Ranges**

48-20 High

19-13 Medium

12-0 Low

**Frequency**

Extreme – \$100,000,000 in loss or greater

High – Yearly to Five Years

Medium – Five Years to 25 Years

Low - 25 Years to Has Never Happened

| Hazard                   | Magnitude | Frequency |
|--------------------------|-----------|-----------|
| Power Outage             | 10        | EX        |
| Earthquake               | 10        | H         |
| Dam Failure              | 10        | H         |
| Wildfire                 | 12        | H         |
| Subsidence               | 9         | H         |
| Robotic Stream Flooding  | 15        | M         |
| Power Outage             | 10        | H         |
| Smelter                  | 12        | H         |
| Extreme Cold             | 20        | H         |
| Hazardous Material       | 20        | H         |
| Winter Storm             | 20        | H         |
| Communicable Disease     | 19        | L         |
| Flash Flood              | 17        | H         |
| Structure Fire           | 16        | H         |
| Landslide                | 14        | M         |
| Tornado                  | 14        | M         |
| Aircraft Incident        | 14        | M         |
| Drought                  | 13        | M         |
| Hail                     | 11        | H         |
| Extreme Heat             | 11        | H         |
| Straight Line Wind       | 11        | H         |
| Robot/Civil Disobedience | 11        | H         |
| Lightning                | 10        | H         |
| West Nile Virus          | 9         | H         |

<sup>1</sup> Idaho Power, Wood River Electrical Plan. December 2007

|           |            | Magnitude  |  |  |
|-----------|------------|--|--|--|
|           |            | (Low)  | (Medium)   | (High)   |
|           |            | 1  | 2  | 3  |
| Frequency | (Low) 1    | Extreme Heat<br>Riot/Civil Disobedience/Demonstration      | Communicable Disease                                 | Dam Failure<br>Terrorism<br>Nuclear  |
|           | (Medium) 2 |  | Landslide<br>Tornado<br>Drought<br>Aircraft Incident | Earthquake<br>River/Siream Flooding  |
|           | (High) 3   | Hail<br>Straight Line Wind<br>Lightning<br>West Nile Virus | Flash Flood<br>Structural Fire                       | Power Outage<br>Wildfire<br>Snake Bites/Bites<br>Extreme Cold<br>Winter Storm<br>Hazardous Materials |

Table 2

\*denotes extreme vulnerability

### Mitigation Overview

The Blaine County Multi-Jurisdiction All Hazard Mitigation Plan was formally adopted by the County on August 11, 2009 and approved by FEMA Region 10 on December 3, 2009. It contains information relative to the hazards and vulnerabilities facing Blaine County. The jurisdictions participating in this Plan include Blaine County and the cities of Bellevue, Haley, Ketchum, and Sun Valley. This Plan is designed to interface with the State of Idaho Multi-Hazard Mitigation Plan published in November, 2007.

The Multi-Jurisdiction All Hazard Mitigation Plan seeks to identify hazards that may affect the County and its cities, and understand their potential impact on vulnerable populations and infrastructure. With that understanding, the Plan sets forth solutions that, if implemented, have the potential to significantly reduce threats to life and property. The Plan is based on the premise that hazard mitigation works! With increased attention to managing hazards, communities can reduce the threats to citizens and, through proper land use, and emergency planning, can avoid creating new problems in the future.

There are several mitigation projects identified in the AHMP that if successfully implemented will reduce risks within the County. The projects were prioritized by the Mitigation Committee. The following are the four high priority projects:

**Blaine County**

1. Seismically the Blaine County Court House
2. Protect Information Technology Equipment and Dispatch Center from Seismic events

**City of Bellevue**

3. Install Bank Protection on the Big Wood River upstream of the District 45 Canal Head

**City of Sun Valley**

4. Construct a Fuel Reduction barrier around the perimeter of the City

The AHMP is reviewed annually and revised every five years. The revision will include an update on the status of all mitigation actions taken during the previous five years.

**Planning Assumptions and Considerations**

The Blaine County Emergency Operations Plan (EOP) is based on the planning assumptions and considerations presented in this section.

- Incident management activities will be initiated and conducted using the principles contained in the NIMS Incident Command System.
- Incidents, where possible will be managed locally with support from Blaine County.
- The combined expertise and capabilities of the municipalities, Blaine County, and the State of Idaho will be required to prevent, prepare for, respond to, and recover from emergencies.
- Top priorities for incident management are to:
  - Save lives of both the responders and the public
  - Ensure security
  - Protect and restore critical services
  - Protect property
  - Facilitate recovery

**Concept of Operations****General**

It is the responsibility of the Blaine County government to undertake emergency management in order to protect life and property from the effects of hazardous events. When the emergency exceeds the County government's capability, requests for mutual aid and State assistance will be made. Requests for assistance from State government will be made through the Idaho Bureau of Homeland Security. The Federal government will provide assistance to the State when appropriate and requested by the Governor.

This Plan is based upon the concept that the emergency functions for the various individual or groups involved in emergency management will generally parallel their normal, day-to-day functions. To the extent possible, the same personnel and material resources will be employed in

both cases. However, there may be cases where personnel will have to work outside of their normal function.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended or reduced for the duration of the emergency as directed by the respective Directors, Councils, and Commissions.

### Phases of Management

- **Prevent and Protect:** Mitigation activities are those that prevent or protect from the probability of a disaster occurrence. These functions are not part of this planning effort; however, Blaine County Disaster Services will continue to address mitigation issues within the County.
- **Preparedness:** Preparedness activities develop the response capabilities needed if an emergency should arise. Planning, training, and exercises are among the activities conducted under this phase.
- **Response:** Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage, and to speed recovery. Response activities include warning, evacuation, rescue, and other similar operations.
- **Recovery:** Recovery is both a short-term and long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, condition. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be provision of temporary housing and food, restoration of vital government services, and reconstruction of damaged areas.

### Organization and Assignments of Responsibilities

*The responsibility for preparedness and response lies first with individual citizens, second families, third local jurisdiction, and finally Blaine County. Individual Citizens should be prepared to provide for their own needs during the first 96 hours of a disaster event.* The elected officials are responsible for all policy-level decisions. They are also required to be the approving agency for public information releases to the public. During response operations, the elected officials will be available to their constituents to handle non-routine problems.

The Blaine County Disaster Services Coordinator has responsibility for coordinating the entire emergency management program within the County and can make routine decisions within the limits of disaster authority. During emergency operations, the Coordinator strives to ensure that all parties are working in a concerted, integrated, and supportive effort to overcome the disaster. The Disaster Coordinator is responsible for all emergency support functions in the Emergency Operations Center (EOC) until the specific Emergency Support Function or ESF is activated. Once the ESF is activated the designated primary agency, supported by other identified support agencies, is responsible for actions outlined in the ESFs contained in this Plan. Specific organization or departments are responsible for fulfilling their obligations as presented in the basic plan, the ESFs, and the Support Annexes.

The following flow chart illustrates the relationship between the Blaine County Emergency Response groups and the State of Idaho. It should be noted that the National Incident Management System (NIMS) is the fundamental response concept of all layers of response within Blaine County and the State of Idaho.

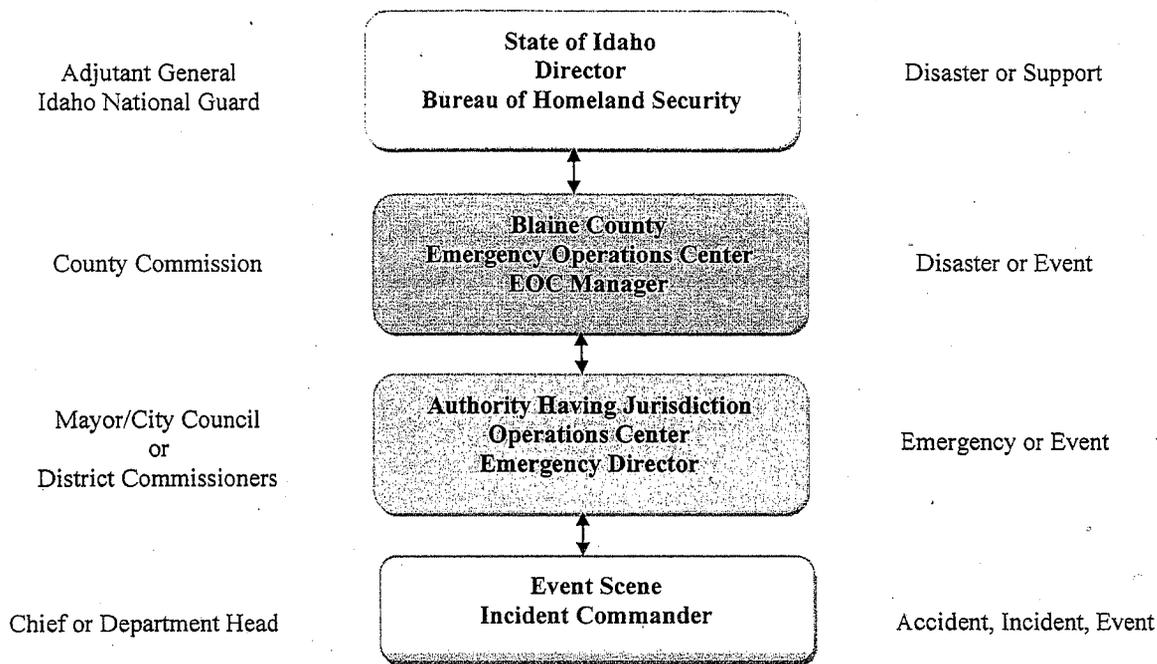


Figure 1

### Direction, Control and Coordination

The final responsibility for all emergency management belongs to the senior elected official. The elected officials are responsible for all policy-level decisions. They are also required to be the approving agency for public information releases to the public. During response operations, the elected officials will be available to their constituents to handle non-routine problems.

The Disaster Services Coordinator has responsibility for coordinating the entire emergency management program and can make routine decisions within the limits of disaster authority. Major or policy decisions must be referred to the elected officials. During emergency operations, the Disaster Services Coordinator strives to ensure that all parties are working in a concerted, supportive effort to overcome the disaster.

Specific personnel and agencies are responsible for fulfilling their obligations as presented in the basic plan. Each agency will follow its own operating procedures during response operations.

### Emergency Incident Response Command Roles and Responsibilities

The Blaine County Board of Commissioners has designated the Sheriff or Sheriff's designee to be the County's representative in the establishment of Activation Level I, II, or III Emergency Operations support. (Activation levels are defined below)

Any incident may necessitate the establishment of an Emergency Operations Center. An incident may develop into a major incident. A major incident will involve multiple jurisdictions and may demand emergency response exceeding the response capabilities of the responding agencies. It is likely to take place over an extended period of time, and/or it may cause existing emergency response budgets of the responding agencies to be exceeded.

The Board of County Commissioners shall be notified if and when any incident becomes a major incident. Commissioners shall have provided their contact information to Dispatch. Commissioners shall notify Dispatch in case of extended absences from the County; and, in case of certain minor incidents, shall provide a written request for notification.

The County Commissioners may authorize other County Departments to assist, as needed in the establishment and operation of an EOC.

### **EOC Activation Levels**

- **Level I** - This is typically a “monitoring” phase. Emergency management will staff the EOC to monitor the situation and/or coordinate requests for outside assistance.
- **Level II** - This is a limited activation. Emergency management will staff the EOC and if appropriate ask the emergency agencies involved in the response to provide a representative to the EOC. Emergency Support Function (ESF) coordinators may be alerted if appropriate.
- **Level III** - Full-scale activation of the EOC with staffing by elected officials, ESF coordinators, and support staff. This activation may require 24 hours a day, full staff manning of the EOC during response phases of the disaster.

### **Continuity of Government**

#### **Succession of Command**

- The Chairman of the Board of Commissioners
- Commissioners based on seniority
- Sheriff
- Clerk
- Assessor
- Treasurer
- Prosecuting Attorney
- Coroner

## Disaster Declaration Process

The provisions of this plan are applicable to, but not limited to, all disasters that require a Disaster Declaration by the County in support of local emergency activities and requests for disaster assistance to be made in accordance with the following procedures: (see attachment 1 for additional guidance)

### City

1. Emergency responders from the Cities will respond to an emergency within their city limits and coordinate activities in accordance with their standard operating procedures and mutual aid agreements.
2. When an emergency situation is, or is likely to be beyond the scope of control of the City, the mayor or city council may proclaim an emergency. Their proclamation of emergency and any requests for assistance should be forwarded to the Blaine County Disaster Services Coordinator in an expedient manner, i.e., by voice followed by hard copy.
3. When a local emergency has been proclaimed, the mayor will govern by proclamation, and has the authority to impose all necessary regulations to preserve the peace and order of the city.

### Blaine County

1. Upon receipt of the proclamation of a local emergency, the Blaine County Chairman of the Board of County Commissioners will:
  - A. Provide available assistance requested to contain the incident (i.e., sheriff, public works, health, etc.)
  - B. Notify the Idaho Bureau of Homeland Security that a situation exists which may require the declaration of county disaster

If the situation, either in an incorporated or unincorporated portion of the County is beyond the capability and resources of the County to control, the Chairman of the County Commissioners may declare a local disaster in accordance with Idaho Code 46-1011.
2. The Blaine County Disaster Services Coordinator will notify the Idaho BHS that the County has declared a disaster emergency, and that the County has implemented its Emergency Operations Plan. The notification should also state that the County has committed all available county resources to the response. If supplemental assistance is needed to assist the County's response effort, the type of assistance should be clearly stated. The declaration and request for State assistance may be provided orally, and then submitted in writing to the Idaho Bureau of Homeland Security. *(See Attachment 1)*
3. The BHS Director will evaluate the County's request for assistance and brief the Adjutant General and the Governor of the situation.

## **Information Collection and Dissemination**

Emergency information collection and dissemination begins before the event occurs. Emergency information for Blaine County is located not only in this Emergency Operations Plan, but also in the Blaine County Multi-Jurisdiction All Hazard Mitigation Plan, and in other planning documents throughout county and city government.

During an emergency event, the Planning function in the EOC is responsible to gather and review relevant information, including a situation analysis of the event. The Planning function will then work with the Operations function and the Disaster Services Coordinator to create an Incident Action Plan. The key to effective dissemination of critical information during a disaster or an emergency is to implement and then update an incident action plan.

## **Communications**

Emergency communication protocols are under the direction of the Blaine County Communications Director as assigned in ESF 2 Communications. Emergency Communications will use clear language at all times. The use of acronyms or "10" codes should be avoided to ensure accurate communications of emergency information among all responders.

## **Administration Finance and Logistics**

### **Training and Exercises**

Training on this Plan shall occur upon adoption by the County Commissioners. Training will include an overview of NIMS and how to use the Emergency Support Function Annexes. Additionally users will be briefed on the use of the Standard Response Guides and the Roles and Responsibility Checklists for the EOC.

The Plan will be exercised annually as part of the County Exercise Program. Specific objectives will be developed to ensure users are familiar with the format of the Plan, and that agency assignments remain appropriate.

Additional preparedness activities such as Plans, Procedures, and Equipment Maintenance, Training, and Exercises are the responsibility of the Blaine County Disaster Services Coordinator, and are addressed in ESF 5 Emergency Management.

### **Plan Maintenance**

The Plan will be reviewed annually by the County Coordinator of Disaster Services and members of the LEPC. Changes necessitated will be made and distributed to Plan holders.

### **Preservation of Records**

In order to develop after-action reports, all messages and logs will be maintained and submitted to the Blaine County Coordinator of Disaster Services, or his designee, immediately after deactivating emergency operations. Consideration must be given to the protection of records critical to the operation of government and those of historical note.

AGENDA ITEM SUMMARY

DATE: 10/01/2012      DEPARTMENT: Admin      DEPT. HEAD SIGNATURE: HD

**SUBJECT:** Motion to approve Resolution 2012-74, amending Hailey's Personnel Handbook to add two additional holidays in lieu of pay raises, and redefine full-time employees eligible for benefits to 30 hours per week.

**AUTHORITY:**  ID Code \_\_\_\_\_  IAR \_\_\_\_\_  City Ordinance/Code \_\_\_\_\_  
(IF APPLICABLE)

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

Mayor Haemmerle has suggested adding 2 holidays in lieu of pay increases. There has been some varying ideas about the best method for doing so. City staff largely agrees that they are better served by an "official holiday" during which city hall is closed than by "floating holidays". These are the reasons:

1. Part-time employees do NOT benefit from floating holidays at all. If city hall is closed for an official holiday, they at least get a day off (usually a three-day weekend). We have reduced several full-time positions to part time; these individuals would not benefit from increased PTO time of floating holidays, as they are not eligible for them.
2. Floating holidays do not cause city hall to be closed. An employee taking a floating holiday comes back to a stack of work, emails, phone calls, and directions from others that were taken in during the day off.
3. Floating holidays act and feel very much like PTO days, with the difference that they are not accrued and tracked by the payroll software. Many employees forget to take the one floating holiday currently available to them, and thus lose it.
4. Floating holidays cannot be taken without supervisor approval. Many of our departments have become so small, and scheduling is so tight, that it is becoming increasingly difficult to manage employees' days off while city hall and the library are open. More and more, supervisors are having to deny requests from personnel for days off because of work-load and insufficient staff to keep their offices open.
5. Official Holidays close city hall, and when the public expects city hall to be closed, they don't call, send emails or request work other than in emergency situations. The challenges of 2-4 above are minimized.
6. A dozen employees work when city hall is open, even when they are on paid leave or their floating holiday. Their work when city hall is closed is reduced to emergency responses only.

In order to set an Official Holiday, there must be a public expectation that governments are closed. Staff has identified four days that fit this category –

Christmas Eve,  
New Year's Eve,  
Good Friday, and  
Columbus Day

Staff would GREATLY and UNANIMOUSLY appreciate Christmas Eve as a holiday. If snow plowing occurs and street crews work, it becomes a floating holiday for these crewmen.

Staff was not too excited about New Year's Eve, because when it falls in the middle of the week it may not be an expected day closed, and there are a lot of holidays in mid-winter.

Staff LARGELY likes Good Friday, as there is a long break between Presidents Day and Memorial Day with no 3-day weekends. Wall Street is closed on Good Friday, as are many businesses and governments in other areas.

Staff LARGELY likes Columbus Day, but if it is chosen would prefer a floating holiday THIS YEAR ONLY because they don't have time to plan their 3-day weekend at this point in time. They would appreciate Columbus Day as a fixed holiday in future years.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:**

The value across all city employees for 8 hours of paid Holiday is \$11,672. The value of a 1% pay raise is \$30,000. Hailey would have to budget additionally for a 1% pay increase, but could absorb the paid Holiday cost within its current budget.

**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:** (IF APPLICABLE)

- |                          |                    |                          |                     |                          |                    |
|--------------------------|--------------------|--------------------------|---------------------|--------------------------|--------------------|
| <input type="checkbox"/> | City Administrator | <input type="checkbox"/> | Library             | <input type="checkbox"/> | Benefits Committee |
| <input type="checkbox"/> | City Attorney      | <input type="checkbox"/> | Mayor               | <input type="checkbox"/> | Streets            |
| <input type="checkbox"/> | City Clerk         | <input type="checkbox"/> | Planning            | <input type="checkbox"/> | Treasurer          |
| <input type="checkbox"/> | Building           | <input type="checkbox"/> | Police              | <input type="checkbox"/> | _____              |
| <input type="checkbox"/> | Engineer           | <input type="checkbox"/> | Public Works, Parks | <input type="checkbox"/> | _____              |
| <input type="checkbox"/> | Fire Dept.         | <input type="checkbox"/> | P & Z Commission    | <input type="checkbox"/> | _____              |

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

In addition to addressing Holidays, we've amended the personnel handbook to conform to new health care regulations coming in the near future. Health Care laws will define an eligible full-time employee as one who works 30 hours per week or more. Our handbook has defined that as 32 hours per week.

The attached Resolution amends sections of the handbook pertaining to the definition of full-time employees as 30 hours per week or more, the eligibility section in our benefits section, and the Holiday section.

Please consider the matter and make a motion to approve Resolution 2012-74, amending Hailey's Personnel Handbook to add two additional holidays in lieu of pay raises, and redefine full-time employees eligible for benefits to 30 hours per week. Other minor housekeeping changes include adding plastics to the list of recycle containers at city hall, and including vision benefits in the named benefits that are provided.

**ACTION OF THE CITY COUNCIL:**

Date : \_\_\_\_\_

City Clerk \_\_\_\_\_

**FOLLOW-UP:**

\*Ord./Res./Agrmt./Order Originals: Record  
Copies (all info.): \_\_\_\_\_  
Instrument # \_\_\_\_\_

\*Additional/Exceptional Originals to: \_\_\_\_\_  
Copies (AIS only)

**CITY OF HAILEY  
RESOLUTION NO. 2012-74**

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY AMENDING HAILEY'S PERSONNEL HANDBOOK TO REDEFINE FULL-TIME EMPLOYEES ELIGIBLE FOR BENEFITS FROM 32 TO 30 HOURS PER WEEK, TO INCLUDE PLASTICS AS A RECYCLED PRODUCT, TO INCLUDE VISION INSURANCE COVERAGE AND TO ADD TWO ADDITIONAL HOLIDAYS IN LIEU OF PAY RAISES.**

WHEREAS, the City of Hailey desires to authorize 2 additional holidays, to redefine full-time employees eligible for benefits to 30 hours per week, to include plastics as a recycled product and to include vision insurance coverage.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Hailey to amend Sections I(B), II(V), IV(B) and IV(G) of the City of Hailey Personnel Handbook by the addition of the underlined language and deletion of the stricken language, as follows:

**I. CITY OF HAILEY GOVERNMENT**

**B. Employee Classifications.** Individuals are considered employees of the City of Hailey when they receive a regularly scheduled salary or hourly wage from the City. They are grouped into four classifications according to the number of regularly scheduled hours in a workweek and the length of service commitment. Other City benefits and overtime pay/compensatory time are granted according to an employee's classification. Employee classifications include the following:

1. "Exempt employees" are those who are exempt from the provisions of the Fair Labor Standards Act. They are ineligible for overtime pay or compensatory time off for hours worked beyond their regularly scheduled workweek, but may be eligible for other city benefits. This category consists of elected and appointed officials, volunteers, and Department Heads, and other employees qualifying as exempt employees under the Federal Labor Standards Act.

2. "Full-time non-exempt employees" are those covered by the Fair Labor Standards Act. They are paid on an hourly basis and regularly work at least ~~32~~ 30 hours per week. They are eligible for all City benefits as well as overtime pay/compensatory time for hours worked over forty (40) hours in a workweek, except for qualified law enforcement and fire protection employees.

3. "Part-time non-exempt employees" are those who regularly work less than ~~32~~ 30 hours per week. They are not eligible for city benefits, except certain benefits specifically designed and approved by the city council for this class of employees. They are subject to the wage and hour limits of federal law.



4. "Temporary/seasonal employees" are those who regularly work less than 30 hours per week. They are not eligible for city benefits, except certain benefits specifically designed and approved by the city council for this class of employees. They are subject to wage and hour limits of federal law, including overtime pay for hours worked over forty (40) hours in a workweek.

All of the above categories are eligible for worker's compensation, as are non-paid members of appointed boards or commissions.

\* \* \* \* \*

## II. GENERAL POLICIES

**V. Environmental Awareness.** The City of Hailey supports business practices that help protect the environment. The City urges employees to recycle products, reuse items, and reduce consumption of disposable goods and environmental resources when possible. The City provides recycling containers for aluminum cans, glass, plastic, and paper at each of its buildings. (See Appendix F, City of Hailey Sustainability Guidelines.)

\* \* \* \* \*

## IV. BENEFITS POLICY

**B. Health, Vision and Dental Insurance Coverage.** The City of Hailey provides comprehensive health, vision and dental insurance to full-time non-seasonal employees who regularly work ~~32~~ 30 hours per week or more, as well as to elected officials. Spouse and dependent coverage is optional at the employee's expense. Insurance coverage begins on the first day of the month following the employee's first 30 days employment, if enrollment documents have been fully completed by the employee. Employees are responsible for oversight of their claims. Continued health coverage is available to former employees at their own cost pursuant to federal law (COBRA).

\* \* \* \* \*

## IV. BENEFITS POLICY

**G. Holidays.** The City observes ~~ten (10)~~ twelve (12) holidays during the year as follows: New Year's Day, Idaho Human Rights Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve and Christmas Day. In addition, all employees receive one personal holiday to be used at their discretion following the first six months of their employment. City offices will be closed on holidays, and if a holiday falls on a weekend, City Hall will be closed the preceding Friday or following Monday as posted by State or Federal Banks. Other days during the year may be declared legal holidays at the directive of the Mayor. Full time employees are paid 8 hours for each holiday.



**CITY OF HAILEY  
RESOLUTION NO. 2012-74**

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY AMENDING HAILEY'S PERSONNEL HANDBOOK TO REDEFINE FULL-TIME EMPLOYEES ELIGIBLE FOR BENEFITS FROM 32 TO 30 HOURS PER WEEK, TO INCLUDE PLASTICS AS A RECYCLED PRODUCT, TO INCLUDE VISION INSURANCE COVERAGE AND TO ADD TWO ADDITIONAL HOLIDAYS IN LIEU OF PAY RAISES.**

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\* \* \* \* \*

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\* \* \* \* \*

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If non-exempt employees are required to work a holiday they shall be compensated at straight time for that day in addition to their holiday pay, unless any of the hours worked puts an employee over forty (40) hours for the work week. In that case, the employee shall be compensated at one and one half (1½) times his/her normal rate for that day.

Passed this 1<sup>st</sup> day of October, 2012.

City of Hailey

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Fritz X. Haemmerle, Mayor

ATTEST:

---

Mary Cone, City Clerk



AGENDA ITEM SUMMARY

DATE: 10/01/12      DEPARTMENT: Administration      DEPT. HEAD SIGNATURE: MHC

SUBJECT:

Ratification of Contract with Earthworks, LLC and Resolution 2012-75 to install irrigation main extension from Woodside Blvd. to Balmoral and Keefer Parks

AUTHORITY:  ID Code \_\_\_\_\_  IAR \_\_\_\_\_  City Ordinance/Code \_\_\_\_\_  
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

On 8/30/12 – council reviewed bids received to perform irrigation main extension work to these two parks. Council authorized accepting the low bidder upon company obtaining a public works license and contingent on a question that was posed to city attorney in that meeting to find out if the city could accept the low bid from a company who did not have a public works license.

Williamson researched this question and determined from the findings that the city could not accept the lowest bid because the company did not have a public works license. So, the contract which has been signed is with the 2<sup>nd</sup> lowest bid received, Earthworks, LLC.

There were three bids received ranging from ~\$74,000 to \$111,000. The lowest bid was ruled ineligible, awarding the second lowest bidder the contract for an estimate of \$82,155.00. This bid and contract are attached.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> City Administrator | <input type="checkbox"/> Library             | <input type="checkbox"/> Benefits Committee |
| <input checked="" type="checkbox"/> City Attorney      | <input type="checkbox"/> Mayor               | <input type="checkbox"/> Streets            |
| <input checked="" type="checkbox"/> City Clerk         | <input type="checkbox"/> Planning            | <input type="checkbox"/> Treasurer          |
| <input type="checkbox"/> Building                      | <input type="checkbox"/> Police              | _____                                       |
| <input checked="" type="checkbox"/> Engineer           | <input type="checkbox"/> Public Works, Parks | _____                                       |
| <input type="checkbox"/> Fire Dept.                    | <input type="checkbox"/> P & Z Commission    | _____                                       |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to ratify mayor's signature on the contract with Earthworks, LLC and adopting Resolution 2012-\_\_\_\_\_

ACTION OF THE CITY COUNCIL:

Date : \_\_\_\_\_

City Clerk \_\_\_\_\_

FOLLOW-UP:

\*Ord./Res./Agrmt./Order Originals: Record  
Copies (all info.): \_\_\_\_\_  
Instrument # \_\_\_\_\_

\*Additional/Exceptional Originals to: \_\_\_\_\_  
Copies (AIS only)



**CITY OF HAILEY  
RESOLUTION NO. 2012-75**

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY  
AUTHORIZING THE EXECUTION OF AGREEMENT WITH EARTHWORKS, LLC.  
FOR IRRIGATION MAIN EXTENSION FROM WOODSIDE BLVD. TO BALMORAL  
AND KEEFER PARKS.**

WHEREAS, the City of Hailey desires to enter into an agreement with Earthworks, LLC. under which Earthworks, LLC. will install irrigation main extension lines for City of Hailey from Woodside Blvd. to Balmoral and Keefer Parks.

WHEREAS, the City of Hailey and Earthworks, LLC. have agreed to the terms and conditions of the Agreement, a copy of which is attached hereto.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAILEY, IDAHO**, that the City of Hailey approves the Agreement between the City of Hailey and Earthworks, LLC. and that the Mayor is authorized to execute the attached Agreement,

Passed this 1st day of October, 2012.

City of Hailey

\_\_\_\_\_  
Fritz X. Haemmerle, Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, City Clerk

Earthworks, LLC  
P.O. Box 41  
Ketchum, ID 83340

Phone # 208-726-9070  
Fax # 208-726-9090

# Proposal

|           |      |
|-----------|------|
| 8/29/2012 | 2276 |
|-----------|------|

City of Halley

| ID | Contract No. | Lot | Project |
|----|--------------|-----|---------|
|    |              |     |         |

| Item         | Description                              | Qty   | Cost     | Unit | Total              |
|--------------|--|-------|----------|------|--------------------|
| 2510         | 6" PVC Irrigation main                   | 2,150 | 20.00    | LF   | 43,000.00          |
| 2510         | 4" PVC Irrigation main                   | 30    | 30.00    | LF   | 900.00             |
| 2510         | 6" x 6" x4" PVC tee                      | 1     | 250.00   | Each | 250.00             |
| 2510         | 6" 90 degree PVC elbow                   | 2     | 250.00   | Each | 500.00             |
| 2510         | 6" 45 degree PVC elbow                   | 6     | 200.00   | Each | 1,200.00           |
| 2510         | 6" 22.5 degree PVC elbow                 | 1     | 275.00   | Each | 275.00             |
| 2510         | 6" 11.25 degree PVC elbow                | 2     | 250.00   | Each | 500.00             |
| 2510         | 6" x 4" PVC reducer                      | 2     | 100.00   | Each | 200.00             |
| 2510         | 6" PVC Cap                               | 1     | 225.00   | Each | 225.00             |
| 2510         | Balmoral Park RPC valve and connection   | 1     | 4,500.00 | Each | 4,500.00           |
| 2510         | Keeferl Park RPC retrofit and connection | 1     | 3,500.00 | Each | 3,500.00           |
| 2510         | Landscape surface repair                 | 580   | 12.00    | LF   | 6,960.00           |
| 2510         | Asphalt Surface Repair                   | 415   | 33.00    | LF   | 13,695.00          |
| 2510         | Gravel Surface Repair                    | 1,290 | 5.00     | LF   | 6,450.00           |
| <b>Total</b> |  |       |          |      | <b>\$82,155.00</b> |

Signature \_\_\_\_\_

Any excess material hauled in or out, and/or landscape shaping and final grade will be billed on a time and material basis. Any rock encountered, dewatering, shoring and/or bracing required will be billed on a time and material basis. Earthworks LLC reserves the right to charge a fuel surcharge if fuel prices raise to \$4.00 or higher during the duration of the project. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance on above work. Workmen's Compensation and Public Liability insurance on above work to be provided by Earthworks LLC.

**STANDARD FORM OF AGREEMENT  
BETWEEN OWNER AND CONTRACTOR  
ON THE BASIS OF A STIPULATED PRICE**

**THIS AGREEMENT** is by and between the City of Hailey (hereinafter called OWNER) and Earthworks, LLC (hereinafter called CONTRACTOR).

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

**ARTICLE 1 - WORK**

1.01 CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

The installation of a 6" irrigation main from Woodside Blvd. to Balmoral and Keefer Parks, including all work, labor and materials necessary for complete installation of the irrigation main.

**ARTICLE 2 - THE PROJECT**

2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows:

City of Hailey  
Balmoral/Keefer Park Irrigation Main Extension Project  
Hailey, Idaho

**ARTICLE 3 - ENGINEER**

3.01 The Project Engineer is the Hailey City Engineer who is hereinafter called ENGINEER and who is to act as OWNER's representative, assume all duties and responsibilities, and have the rights and authority assigned to ENGINEER in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

**ARTICLE 4 - CONTRACT TIMES**

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Dates for Substantial Completion and Final Payment*

A. The Work will be substantially completed on or before October 19, 2012, and completed and ready for final payment in accordance with paragraph 14.07 of the General Conditions on or before November 10, 2012.

4.03 *Liquidated Damages*

A. CONTRACTOR and OWNER recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not completed within the times specified in paragraph 4.02 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by OWNER if the Work is not completed on time. Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty), CONTRACTOR shall pay OWNER \$250.00 for each day that expires after the time specified in paragraph 4.02 for Substantial Completion until the Work is substantially complete. After Substantial Completion, if CONTRACTOR shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by

OWNER, CONTRACTOR shall pay OWNER \$250.00 for each day that expires after the time specified in paragraph 4.02 for completion and readiness for final payment until the Work is completed and ready for final payment.

**ARTICLE 5 - CONTRACT PRICE**

5.01 OWNER shall pay CONTRACTOR for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to paragraph 5.01.A below:

A. The contract price shall not exceed \$82,155.00, except for the addition or subtraction of the quantity of items described herein necessary for the Work. For all Unit Price Work, payment shall be made in the amount equal to the sum of the established unit price for each separately identified item of Unit Price Work times the quantity of that item as indicated in this paragraph 5.01.A:

| <u>No.</u>                    | <u>Item</u>                     | <u>Unit</u> | <u>Estimated Quantity</u> | <u>Unit Price</u> | <u>Total Estimated Cost</u> |
|-------------------------------|---------------------------------|-------------|---------------------------|-------------------|-----------------------------|
| 1.                            | 6" PVC Irrigation Pipe          | LF          | 2150                      | <u>\$20.00</u>    | \$ <u>43,000.00</u>         |
| 2.                            | 4" PVC Irrigation Pipe          | LF          | 30                        | <u>\$30.00</u>    | \$ <u>900.00</u>            |
| 3.                            | 6X6X4 PVC Tee                   | Each        | 1                         | <u>\$250.00</u>   | \$ <u>250.00</u>            |
| 4.                            | 6" 90 degree PVC elbow          | Each        | 2                         | <u>\$250.00</u>   | \$ <u>500.00</u>            |
| 5.                            | 6" 45 degree PVC elbow          | Each        | 6                         | <u>\$200.00</u>   | \$ <u>1,200.00</u>          |
| 6.                            | 6" 22.5 degree PVC elbow        | Each        | 1                         | <u>\$275.00</u>   | \$ <u>275.00</u>            |
| 7.                            | 6" 11.25 degree PVC elbow       | Each        | 2                         | <u>\$250.00</u>   | \$ <u>500.00</u>            |
| 8.                            | 6x4 PVC Reducer                 | Each        | 2                         | <u>\$100.00</u>   | \$ <u>200.00</u>            |
| 9.                            | 6" PVC Endcap                   | Each        | 1                         | <u>\$225.00</u>   | \$ <u>225.00</u>            |
| 10.                           | Balmoral RPC and connections    | Each        | 1                         | <u>\$4,500.00</u> | \$ <u>4,500.00</u>          |
| 11.                           | Keefer Park RPC and connections | Each        | 1                         | <u>\$3,500.00</u> | \$ <u>3,500.00</u>          |
| 12.                           | Landscape surface repair        | LF          | 580                       | <u>\$12.00</u>    | \$ <u>6,960.00</u>          |
| 13.                           | Asphalt surface repair          | LF          | 415                       | <u>\$33.00</u>    | \$ <u>13,695.00</u>         |
| 14.                           | Gravel Surface repair           | LF          | 1,290                     | <u>\$5.00</u>     | \$ <u>6,450.00</u>          |
| TOTAL OF ALL ESTIMATED PRICES |                                 |             |                           |                   | <u>\$82,155 and no/100</u>  |

Eighty-two thousand one hundred and fifty-five and no /100 dollars

**ARTICLE 6 - PAYMENT PROCEDURES**

6.01 *Submittal and Processing of Payments*

A. CONTRACTOR shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by ENGINEER as provided in the General Conditions.

## 6.02 Progress Payments; Retainage

A. OWNER shall make progress payments on account of the Contract Price on the basis of CONTRACTOR's Applications for Payment on or about the 1st day of each month during performance of the Work as provided in paragraphs 6.02.A.1 and 6.02.A.2 below. All such payments will be measured by the schedule of values established in paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements:

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as ENGINEER may determine or OWNER may withhold, in accordance with paragraph 14.02 of the General Conditions:

- a. 95% of Work completed (with the balance being retainage); and
- b. 95% of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

2. Upon Substantial Completion, OWNER shall pay an amount sufficient to increase total payments to CONTRACTOR to 95% of the Work completed, less such amounts as ENGINEER shall determine in accordance with Article 14 of the General Conditions and less 100% of ENGINEER's estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion. If, at Substantial Completion, the character and progress of the work has been satisfactory, the OWNER may, at the OWNER's sole discretion, reduce the amount of retainage being held.

## 6.03 Prompt Payment

A. The Contractor shall pay each subcontractor for satisfactory performance of its contract no later than 20 calendar days from receipt of each payment the Contractor receives from the Department. The Contractor shall return retainage to each Subcontractor within 20 calendar days after the Subcontractor's work is satisfactorily completed.

The Contractor shall certify with each estimate payment that payment to Subcontractors has been made within the prescribed time frames. The certification will be made on forms provided by the Department, and returned within 20 calendar days of receiving the estimate payment.

These requirements shall also apply to first or lower tier subcontractors.

## 6.04 Final Payment

A. Upon final completion and acceptance of the Work in accordance with paragraph 14.07 of the General Conditions, OWNER shall pay the remainder of the Contract Price as recommended by ENGINEER as provided in said paragraph 14.07.

## ARTICLE 7 - CONTRACTOR'S REPRESENTATIONS

8.01 In order to induce OWNER to enter into this Agreement, CONTRACTOR makes the following representations:

A. CONTRACTOR has examined and carefully studied the Contract Documents and the other related data identified in the Contract Documents.

B. CONTRACTOR has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. CONTRACTOR is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.

D. CONTRACTOR has carefully studied all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site. Contractor acknowledges that Owner does not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Contract Documents with respect to Underground Facilities at or contiguous to the site.

E. CONTRACTOR does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.

F. CONTRACTOR is aware of the general nature of work to be performed by OWNER and others at the Site that relates to the Work as indicated in the Contract Documents.

G. CONTRACTOR has correlated the information known to CONTRACTOR, information and observations obtained from visits to the Site, reports and drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.

H. CONTRACTOR has given ENGINEER written notice of all conflicts, errors, ambiguities, or discrepancies that CONTRACTOR has discovered in the Contract Documents, and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.

I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

J. The CONTRACTOR and their Subcontractors are appropriately licensed public works contractor per Section 54-1902 (Idaho Code).

K. The CONTRACTOR will submit within 30 days of the date of this agreement a Public Works Contract Report (Form WH-5) to the Idaho State Tax Commission in compliance with Section 54-1904A and 63-3624(f), Idaho Code.

## ARTICLE 8 - CONTRACT DOCUMENTS

### 9.01 *Contents*

A. The Contract Documents consist of the following:

1. This Agreement (pages 1 to 6, inclusive);
2. Performance Bond;
3. Payment Bond;
4. General Conditions – Division 100 of the Idaho Standards for Public Works Construction (not attached)
5. Standard Specifications and Standard Drawings – City of Hailey (not attached);
6. Exhibits to this Agreement (enumerated as follows):
  - a. Notice to Proceed;
  - b. CONTRACTOR's Bid;

7. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:

- a. Written Amendments;
- b. Work Change Directives;

c. Change Order(s).

8. Plans and specifications (pages 1 to 6, inclusive)

B. The documents listed in paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).

C. There are no Contract Documents other than those listed above in this Article 9.

D. The Contract Documents may only be amended, modified, or supplemented as provided in paragraph 3.05 of the General Conditions.

## ARTICLE 9 - MISCELLANEOUS

### 10.01 *Terms*

A. Terms used in this Agreement will have the meanings indicated in the General Conditions.

### 10.02 *Assignment of Contract*

A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

### 10.03 *Successors and Assigns*

A. OWNER and CONTRACTOR each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

### 10.04 *Severability*

A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and CONTRACTOR, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

### 10.05 *Mediation*

A. In an effort to resolve any conflicts that arise during the design or construction of the Work or following the completion of the Work, Owner and Contractor agree that all disputes between them arising out of or relating to the Contract Documents or breach thereof shall be submitted to non-binding mediation, as a condition precedent to litigation, unless the parties mutually agree otherwise. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in Blaine County, Idaho, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. Owner and contractor further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Work, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

### 10.06 *Attorney's Fees*

A. In the event any suit or legal action is brought by either party against the other, the prevailing party shall be entitled to recover in such action or proceeding all reasonable attorney's fees, expenses, and costs incurred, including, without limitation, such fees, expenses, and costs on appeal and/or bankruptcy proceeding

### 10.07 *Other Provisions*

IN WITNESS WHEREOF, OWNER and CONTRACTOR have signed this Agreement in duplicate. One counterpart each has been delivered to OWNER and CONTRACTOR. All portions of the Contract Documents have been signed or identified by OWNER and CONTRACTOR or on their behalf.

NOTE TO USER

- 1. See I-21 and correlate procedures for format and signing between the two documents.

This Agreement will be effective on Sept. 20, 2012 (which is the Effective Date of the Agreement).

OWNER:

City of Hailey \_\_\_\_\_

By: [Signature]

[CORPORATE SEAL]

Attest [Signature]

Address for giving notices:

115 Main St. South  
Hailey, ID 83333

CONTRACTOR:

Earthworks LLC.

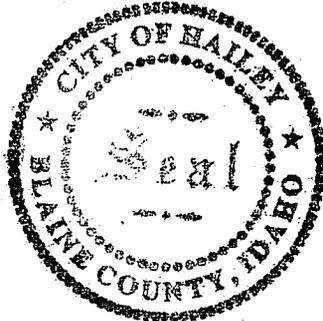
By: [Signature]

[CORPORATE SEAL]

Attest \_\_\_\_\_

Address for giving notices:

box 41  
Ketchum ID 83340.



License No. PWC-C-17428  
(Where applicable)

Agent for service of process: \_\_\_\_\_

(If CONTRACTOR is a corporation or a partnership, attach evidence of authority to sign.)

Designated Representative:

Name: Jim Zarubica

Title: Assistant City Engineer

Address: 115 Main St S

Hailey, ID 83333

Phone: 208-788-9830 Ext 17

Facsimile: 208-788-2924

Designated Representative:

Name: Travis Nissan

Title: Supervisor

Address: box 41

Ketchum, Id. 83340

Phone: 208 / 720.4028.

Facsimile: 208 / 788-8267