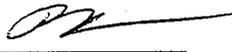


AGENDA ITEM SUMMARY

DATE: 11/14/11 DEPARTMENT: PW - Wastewater DEPT. HEAD SIGNATURE: 

SUBJECT: Approval of Task Order #4 with HDR Engineering for assistance with the NPDES permit Resolution 2011-46

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

HDR Engineering has submitted Task Order #4 for continued assistance with the Wastewater Treatment Plant's discharge permit. We have been informed that a draft permit will be issued shortly which will have a 30 day comment period. HDR Engineering is familiar with the issues with a new permit and will be able to assist us in offering modifications or alternatives to EPA for our permit. These efforts will be made to avoid permit requirements that will be arduous to meet in the future.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # \_\_\_\_\_  
Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_  
Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
Staff Contact: Tom Hellen Phone # 788-9830 Ext 14  
Comments:

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      \_\_\_\_\_

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to approve Resolution 2011-47, approving Task Order #4 submitted by HDR Engineering for a not-to-exceed amount of \$61,330 for engineering costs associated with the Woodside Treatment Plant discharge permit.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator \_\_\_\_\_ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:  
Date \_\_\_\_\_

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

FOLLOW-UP:

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

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

Draft 12-30-03

**CITY OF HAILEY  
RESOLUTION NO. 2011-46**

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY  
AUTHORIZING THE EXECUTION OF A CONTRACT FOR SERVICES WITH  
HDR ENGINEERING, INC.**

WHEREAS, the City of Hailey desires to enter into an agreement with HDR Engineering, Inc. (HDR) under which HDR will perform services to assist with the Wastewater Treatment Plant's discharge permit (NPDES permit).

WHEREAS, the City of Hailey and HDR have agreed to the terms and conditions of the Contract for Services, 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 Contract for Services between the City of Hailey and HDR Engineering, Inc. and that the Mayor is authorized to execute the attached Agreement,

Passed this 14th day of November, 2011.

City of Hailey

\_\_\_\_\_  
Richard L. Davis, Mayor

ATTEST:

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

## EXHIBIT A

TASK ORDER NO. 4**ENGINEERING SERVICES FOR NPDES PERMITTING STRATEGY AND  
TECHNICAL ASSISTANCE FOR THE CITY OF HAILEY**

This Task Order pertains to an Agreement by and between City of Hailey, Idaho, ("OWNER"), and HDR Engineering, Inc. ("ENGINEER"), dated August 10, 2009, ("the Agreement"). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

---

**BACKGROUND**

The City of Hailey currently discharges treated water from the Woodside Wastewater Treatment Plant to the Big Wood River permitted under the National Pollutant Discharge Elimination System (NPDES) program. The City of Hailey's current NPDES permit expired June 12, 2006 and the City operates under an administratively extended permit.

Based on the TMDL and initial indications from EPA, the next NPDES permit issued to the City of Hailey could include lower effluent phosphorus concentration limits, lower bacteria limits, and other changes which could lead to expensive infrastructure modifications. In a September 21, 2011 news release, the Idaho Department of Environmental Quality (DEQ) issued errata for the Big Wood River TMDL relating to the *E. coli* wasteload allocations. The City of Hailey provided public comment on the errata in support of the *E. coli* wasteload allocation changes but also with respect to the methods used to develop the total phosphorus (TP) and total suspended solids (TSS) wasteload allocations. Based on further communication with DEQ, it appears errata for TP and TSS will not be issued and permit changes will require negotiations with EPA.

The purpose of this effort is to provide the City of Hailey with technical support to assist in meeting the challenges of obtaining a favorable NPDES permit for their wastewater program. This technical support involves review of the most recent permit application and current permit and fact sheet. Parameters of primary interest during the review include total phosphorus, *E. coli*, and total suspended solids. This review is intended to provide a baseline understanding of the City of Hailey's operations and regulatory history which is fundamental for future negotiations on regulatory and permitting issues. The work completed in this scope will provide the City of Hailey an understanding of the potential impacts of new NPDES permit requirements and will include preparation of comments on draft NPDES permit requirements and negotiation of NPDES permit requirements with EPA and DEQ.

---

**PROPOSED SCOPE OF SERVICES**

The proposed scope of services include continued support to the City of Hailey related to the Big Wood River TMDL and associated NPDES Permitting Strategy. The process for negotiating a NPDES permit requires flexibility in addressing various issues and responses from the regulatory agencies. This scope of services addresses another phase of this process triggered by recent activities of the regulatory agencies. The proposed scope of Consultant services includes the following tasks.

**TASK 100 - PROJECT MANAGEMENT AND PROJECT MEETINGS****Objective**

Update project guide; provide scope, schedule, and cost control services; and initiate and attend project coordination meetings.

**HDR Subtasks**

- 
- Monitor team scope, budget, and schedule; delegate task assignments and responsibilities by discipline; and coordinate issues with City of Hailey's Project Manager.
- Up to six 1-hour conference calls between HDR's project manager, HDR's project principal, and City of Hailey.
- Prepare monthly progress reports and invoices that summarize the work progress to date, the budget expenditures to date.
- Provide review of criteria and concepts being applied to this task order and monitor status of quality control reviews of project deliverables.
- Prepare agenda and notes for meetings.

**City of Hailey Involvement**

- Interface with Consultant on project issues.

**Assumptions**

- 
- Unless otherwise stated, meetings will be conducted at the Hailey City Hall or the Wastewater Treatment Plant.
- Monthly progress reports for the duration of the project (see Project Schedule).
- If the scope changes during the life of the project, modification to the original contract agreement will be required per the terms and conditions of the agreement.
- Invoice format will follow standard format by the Consultant.
- Execution of the Quality Control/Quality Assurance Plan will be completed under the corresponding tasks.

**Deliverables**

- Progress reports and invoices (1 hard copy each month).
- Meeting agenda and notes (Microsoft Word format).

**TASK 200 - CONTINUED ASSISTANCE FOR TMDL AND NPDES PERMIT NEGOTIATIONS****Objective**

The objective of this task is to continue to provide technical support to the City of Hailey regarding the Big Wood River TMDL, recycled water use, and associated NPDES permit renewal and wastewater facilities.

## Approach

- Review the City of Hailey's most recent NPDES permit application and permit modifications to understand the information provided to the permit writers for development of the draft NPDES permit.
- Identify potential data gaps and alternative permit limits. If there are data gaps, identify potential opportunities to provide additional information to the permit writer in the public comment process.
- Review the City of Hailey's final NPDES permit, fact sheet, responses to comments, and correspondence/letters with EPA and DEQ.
  - Analyze the mixing zone calculations in the permit used to set the effluent limitations.
- Review the draft NPDES permit compared to the current NPDES permit, including newly proposed effluent limitations and monitoring requirements. Evaluate potential issues, such as treatment changes, due to these differences. The review and comparison will include:
  - Analyzing the mixing zone calculations in the permit used to set the effluent limitations.
  - Examining if the mixing zone dilution factors are appropriate for the current outfall configuration, and if not recommend alternative strategies for addressing the differences. Additionally, develop alternative strategies for inspecting the physical condition of the pipeline to the river discharge location.
  - Assessing the averaging periods for effluent limitations.
  - Reviewing potential compliance schedules, interim limits, and special condition clauses.
- Continue to review plant operational data to better understand the current phosphorus removal mechanisms. The purpose of the review is to understand the most applicable improvements for compliance with a future NPDES permit phosphorus limit and the existing plant capabilities of achieving the effluent limitation as flows and loads increase.
- Prepare for and participate in up to two 2-hour preparatory meetings with the City of Hailey to review the draft NPDES permit analyses and develop the City of Hailey's strategy.
- Develop an alternative NPDES effluent limitations table and associated permit structure for discussion with EPA and inclusion in the permit comment letter.
- Develop a draft letter commenting on the draft NPDES permit. The letter will include comments on the draft permit and recommended changes to be included in the final permit. Consideration for wastewater treatment improvements and alternative effluent limits based on the City's recycled water program objectives and the Big Wood River water quality will be included during permit evaluation.
- Discuss with the City up to three alternative potential phosphorus load reduction strategies (potentially including, wastewater treatment plant improvements, septic tank elimination, or recycled water use).
  - Evaluate if these strategies should be discussed with EPA and/or included in the letter.
  - Estimate the range of phosphorus load reduction potential for each strategy.

- Provide an opinion of estimated conceptual capital and operating costs with these strategies.
- Prepare a justification for a compliance schedule to meet new NPDES permit limits.
- Participate in one conference call with EPA to discuss the status of the City of Hailey's NPDES permit.
- Participate in one meeting with EPA to discuss the status of the City of Hailey's NPDES permit.

### **City Involvement**

- City will provide NPDES permit applications and modifications, final permit, fact sheet, responses to comments, and correspondence with EPA and DEQ for examination.
- Provide input on pre-draft permit issues and concerns.
- Review draft technical memorandum within 14 days and provide one consolidated, unconflicting set of comments.
- Participate in meeting with EPA.

### **Assumptions**

- After execution of the activities described in this task order, the strategy will be re-evaluated. The findings of the reviews will be discussed along with alternative strategies and alternative paths forward as part of a review meeting with the City of Hailey.
- Up to four (4) HDR staff will attend the preparatory meetings in Hailey.
- There will be one meeting and one conference call with EPA. The order and agenda of these meetings will be decided as part of the first preparatory meeting with the City of Hailey.
- Meeting with EPA will be located in Hailey. Up to four HDR staff will attend the meeting.
- Meetings and conference calls will last no more than two hours.

### **Deliverables**

- Draft alternative NPDES permit limits (Microsoft Word format)
- Draft letter in response to the draft NPDES permit (Microsoft Word format)
- Final letter in response to the draft NPDES permit (Microsoft Word format)
- Meeting agenda (Microsoft Word format)
- Meeting minutes (Microsoft Word format)

## PROJECT SCHEDULE

### ENGINEERING SERVICES FOR NPDES PERMITTING STRATEGY AND TECHNICAL ASSISTANCE FOR THE CITY OF HAILEY

The project schedule for performing the task order is as follows:

<b>Task</b>	<b>Schedule</b> (Assuming NTP November 14, 2011)
Task 100 - Project Management and Project Meetings	Throughout the duration of the project
Task 200 - continued assistance FOR TMDL and NPDES Permit Negotiations	November 14, 2011 through March 15, 2012

\*This schedule is based upon an assumed notice to proceed. If the notice to proceed is delayed, the project schedule will shift the corresponding number of calendar days.

## COMPENSATION

**ENGINEERING SERVICES FOR NPDES PERMITTING STRATEGY AND  
TECHNICAL ASSISTANCE FOR THE CITY OF HAILEY**

The estimated cost to complete this Scope of Services is presented in the table below.

<b>Task</b>	<b>Budget</b>
Task 100 - Project Management and Project Meetings	\$7,004
Task 200 - - Continued Assistance for TMDL and NPDES Permit Negotiations	\$54,326
<b>TOTAL</b>	<b>\$61,330</b>

HDR will invoice the City of Hailey for professional services described in this Proposal on a time and materials basis. For the activities described in the Scope of Services, HDR estimates a professional services fee of not to exceed the total described in the table above without written authorization from the City.

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

City of Hailey, Idaho

HDR ENGINEERING, INC.

“OWNER”

“ENGINEER”

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: Karen M. Doherty, P.E.

TITLE: \_\_\_\_\_

TITLE: Vice President

ADDRESS: 115 Main Street S.

ADDRESS: 412 E. Parkcenter Blvd.  
Suite 100

Hailey, ID 83333

Boise, ID 83706

TELEPHONE: \_\_\_\_\_

TELEPHONE: (208) 387-7000

**AGENDA ITEM SUMMARY**

**DATE:** 11/14/11 **DEPARTMENT:** Finance & Records **DEPT. HEAD SIGNATURE:** Mary Cone

**SUBJECT:**

New Alcohol Beverage License for Stinker Stores, Inc.

**AUTHORITY:**  ID Code \_\_\_\_\_  IAR \_\_\_\_\_  City Ordinance/Code 5.04, 5.08, 5.12  
(IF APPLICABLE)

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

Stinker Stores, Inc. is buying Albertson's Express. The closing is on November 7<sup>th</sup>, 2011. The temporary state alcohol license which the state issued expires on November 30, 2011. When the state receives the necessary paperwork and can issue the permanent state license to Stinker Stores and we receive the permanent state and county licenses; Chief Gunter will review and determine whether or not he can approve the application.

I anticipate that we will be asked to temporarily approve of alcohol sales between November 7<sup>th</sup> and November 14<sup>th</sup>. This temporary City approval may be a Police Chief Signature on the temporary State License and a letter from the City Clerk authorizing sales until the formal approval is completed by the Council and Police Chief. We will not issue our alcohol license until the permanent state and county licenses are received and the Police Chief approves the application.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS** Caselle # \_\_\_\_\_  
Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_  
Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
Staff Contact: \_\_\_\_\_ Phone # \_\_\_\_\_

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

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

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Motion to approve the following alcohol beverage license, contingent on receiving the permanent state license and subsequent approval by Chief Gunter, HPD.

**ADMINISTRATIVE COMMENTS/APPROVAL:**

City Administrator \_\_\_\_\_ Dept. Head Attend Meeting (circle one) Yes No

**ACTION OF THE CITY COUNCIL:**

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

**FOLLOW-UP:**

\*Ord./Res./Agmt./Order Originals: \_\_\_\_\_ \*Additional/Exceptional Originals to: \_\_\_\_\_  
Copies (all info.): \_\_\_\_\_ Copies  
Instrument # \_\_\_\_\_



# ALCOHOL BEVERAGE LICENSE APPLICATION

on 14th Agenda

Waiting on final State + County

### APPLICATION FOR:

Liquor	\$562.50	<input type="checkbox"/>	_____
Wine by the Drink	\$200.00	<input type="checkbox"/>	_____
Beer by the Drink	\$200.00	<input type="checkbox"/>	_____
Grocery Sale of Wine	\$200.00	<input type="checkbox"/>	200.00
Grocery Sale of Beer	\$50.00	<input type="checkbox"/>	50.00

### APPLICATION IS:

New License	<input type="checkbox"/>
Renewal	<input type="checkbox"/>
Transfer	<input checked="" type="checkbox"/>

TOTAL DUE: \_\_\_\_\_

Applicant Name: STINKER STORES, INC.

Business Name: STINKER STORE # 111

Business Physical Address: 1011 MAIN ST., HAILEY, ID 83333

Business Mailing Address: P.O. BOX 7627, BOISE, ID 83707

Business Phone Number: 208-375-0942

Property Owner (if different from applicant): \_\_\_\_\_

*(Applicant must attach certified copy of lease showing that owner consents to sale of alcohol on premises.)*

I hereby certify that the above statements are true, complete and correct to the best of my knowledge. I further certify that I have applied for and received the Idaho State Liquor License (copy attached) and the Blaine County Liquor License (copy attached).

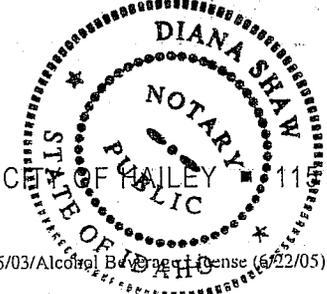
[Signature] \_\_\_\_\_ 9/22/11 \_\_\_\_\_  
 Applicant Signature Date

Subscribed and sworn to before me this 22 day of Sept, 20 11

[Signature] \_\_\_\_\_  
Notary Public OR City Clerk

Residing at: ada county  
My Commission Expires 2/14/12

<i>Official Use Only</i>	
State License No.	<u>1908</u>
County License No.	_____
City License No.	_____
Date Approved by Council	_____
Chief of Police	_____

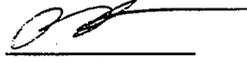


111 MAIN ST. S., SUITE H ■ HAILEY, IDAHO 83333 ■ 788-4221

**AGENDA ITEM SUMMARY**

DATE: 11/14/11

DEPARTMENT: PUBLIC WORKS

DEPT. HEAD SIGNATURE: 

**SUBJECT:**

Request approval for Hailey Turkey Trot 5K Fun Run & Walk Special Event Start and Stop at vacant lot across from BC Aquatic Center, remainder of route is through the Deerfield Subdivision and the Curtis Subdivision and small section of bike path on November 24, 2011, 10:00 AM – 12:00 PM.

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

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

- The representative believes there may be 300 to 500 people in attendance.
- The event route is the same as approved in previous years.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:** Caselle # \_\_\_\_\_  
 Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_  
 Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
 Staff Contact: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Comments: \_\_\_\_\_

**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 checked="" type="checkbox"/> Streets
<input checked="" type="checkbox"/> City Clerk	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Treasurer
<input checked="" type="checkbox"/> Building	<input checked="" type="checkbox"/> Police	_____
<input type="checkbox"/> Engineer	<input checked="" type="checkbox"/> Public Works, Parks	_____
<input checked="" type="checkbox"/> Fire Dept.	<input type="checkbox"/> P & Z Commission	_____

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Motion to approve Turkey Trot Special Event and authorize the Mayor to sign.

**ADMINISTRATIVE COMMENTS/APPROVAL:**

City Administrator \_\_\_\_\_ Dept. Head Attend Meeting (circle one) Yes No

**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)

## DECISION

Based on the Application for a Special Event Permit for the Hailey Turkey Trot 5K Fun Run & Walk, the City of Hailey, pursuant to Chapter 12.14 of the Hailey Municipal Code, approves the Application and grants the Special Event Permit, subject to the following conditions:

### Standard Conditions

- a. The Applicant shall comply with the terms, plans, covenants and provisions of the Application, as approved or as modified by the City of Hailey.
- b. The Applicant shall comply with all applicable local, state and federal laws, regulations and ordinances before, during and after the Special Event(s).
- c. The Applicant shall execute an agreement, relating to the reimbursement of expenses, indemnification and other provisions immediately upon the approval of the application for the Special Events Permit.
- d. In the event the Applicant fails to comply with all the conditions set forth herein, the City may revoke the Special Events Permit, in whole or in part.
- e. The Applicant shall maintain in full force and effect general liability coverage during the Special Event(s) in the amount of \$1,000,000, with the City of Hailey as an additional named insured.

DATED this 24<sup>th</sup> day of November, 2011.

CITY OF HAILEY

By: \_\_\_\_\_  
Rick Davis, its Mayor

ATTEST:

By: \_\_\_\_\_  
Mary Cone, its City Clerk

CITY OF HAILEY ■ 115 MAIN ST. S., SUITE H ■ HAILEY, IDAHO 83333 ■ 788-4221

## AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for the Hailey Turkey Trot 5K Fun Run & Walk that will occur on November 24, 2011 from 10:00 a.m. to 12:00 p.m., plus specified set up and teardown time, ("the Event"), and pursuant to Section 12.14 of the Hailey Municipal Code, the undersigned, as the applicant ("Applicant") of a Special Event Permit from the City for the Event, does hereby agree to reimburse the City for any costs incurred by the City in repairing damage or providing any services or materials resulting from the Event. The Applicant agrees that such costs may be deducted from a non-refundable security deposit or additional deposit as established by the City, and that if costs exceed any deposit made by the applicant, further reimbursement will be made to the City upon demand. The Applicant hereby agrees to indemnify, defend and hold harmless the City and its officers and employees, in their official and individual capacities, from any and all claims, demands, obligations, liabilities, lawsuits, judgments, attorneys' fees, costs, expenses and damages of any nature caused by or arising out of, or connected with the Event. In the event either party hereto is required to retain counsel to enforce a provision of this Agreement, or to recover damages resulting from a breach hereof, the prevailing party shall be entitled to recover from the other party all reasonable attorney's fees incurred herein or on appeal, or in bankruptcy proceedings. The Applicant agrees to comply with all the laws and ordinances of the City of Hailey, Idaho applicable to the subject matter thereof, and to conduct the Event in accordance with the terms and provisions of the application for a Special Event Permit, as approved or as modified by the City, and all conditions of the Special Event Permit. The Applicant agrees that the Special Event Permit is nontransferable and shall be conducted only for the dates and locations as approved by the City.

IN WITNESS WHEREOF, Applicant and the City have executed this Agreement on this 24<sup>th</sup> day of October, 2011.

APPLICANT:

By: \_\_\_\_\_

\_\_\_\_\_  
(please sign and print name and title, if applicable)

CITY OF HAILEY:

By: \_\_\_\_\_  
Rick Davis, its Mayor

CITY OF HAILEY:

By: \_\_\_\_\_  
Mary Cone, its City Clerk

CITY OF HAILEY ■ 115 MAIN ST. S., SUITE H ■ HAILEY, IDAHO 83333 ■ 788-4221

# City of Hailey

115 MAIN STREET SOUTH, SUITE H  
HAILEY, IDAHO 83333

(208) 788-4221  
Fax: (208) 788-2924

November 14, 2011

Daryl Fauth  
PO Box 3176  
Ketchum, ID 83340

Subject: Special Event Approval

Dear Mr. Fauth:

Congratulations! The Hailey Turkey Trot 5K Fun Run & Walk Special Event, scheduled for November 24, 2011 in the Deerfield Subdivision, Curtis Subdivision and at the vacant lot across from BC Aquatic Center, has been approved by the City Council.

Thank you for choosing the City of Hailey as the venue for your Special Event.

Sincerely,

Mary Cone  
City Clerk

# CITY OF HAILEY

## Special Event Permit

### Hailey Turkey Trot Fun Run & Walk

Vacant Lot across from BC Aquatic Center and Run Route (Wolverine Way,  
Buckhorn Rd., Deerfield Dr., East Ridge Dr., Eighth Ave., Bullion St., Bike  
Path, Myrtle St., Mother Lode Lp., 6<sup>th</sup> Ave., Bullion St., Eighth Ave., Croy St.,  
Quigley Rd., Buckhorn Rd., Wolverine Way)

**This permit is valid November 24, 2011**

*City Clerk*

*Issue Date*



# SPECIAL EVENT PERMIT APPLICATION

RECEIVED  
OCT 25 2011

I. EVENT NAME: Hailey Turkey Trot

II. LOCATION FOR EVENT (Be specific e.g., Hop Porter Park, all of 1<sup>st</sup> Avenue between Walnut and Pine, 115 Main St. S.):

Public Property       Private Property

Start/Finish on bare lot north of B.C. Aquatic Center

### III. EVENT SCHEDULE

Special Events are limited to four days, including set-up and tear-down days. No more than eight events per calendar year can be conducted by a single party or organization, unless a modification is granted by the City Council. Please submit your modification requests in writing and attach to your application.

Date(s) of Event	Hours	Estimated # of Attendees
11/24/2011	Start Time: 10am      End Time: 12 noon	One Hour Interval: All Day: 300-500
	Start Time:      End Time:	One Hour Interval: All Day:
Date of Set-Up		
11/23/2011	Start Time: 6pm      End Time: 8pm	2
Date of Tear Down		
11/24/2011	Start Time: 12 noon      End Time: 1pm	15-20

### IV. FEES

Special Event Permit Application Fee	\$125	<input type="checkbox"/>	<u>\$125-</u>
Per Day Park Rental Fee	\$200	<input type="checkbox"/>	_____
Security Deposit	\$500	<input type="checkbox"/>	_____
Tax (on park rental fees only)	6%	<input type="checkbox"/>	_____
<b>TOTAL DUE</b>			_____
Additional Deposit Required		<input type="checkbox"/>	_____

### V. ORGANIZATION INFORMATION

Applicant's Name: Dawn Fauth Title: Race Director

Mailing Address: PO Box 3176 Ketchum Zip Code: 83340

Street Address: 360 Sun Valley Road City: Ketchum State: \_\_\_\_\_

Day Telephone: 726-0700 Evening Telephone: 720-5110

FAX Number: 208 379 7920 E-Mail Address: dfauth@stewart.com

Applicant Driver's License #: FA 106658A  
 Sponsoring Organization: Blaine County Title  
 Non-Profit:  Yes  No Tax Exempt #: \_\_\_\_\_  
 Federal Tax #: \_\_\_\_\_ State Tax #: \_\_\_\_\_

**VI. EVENT INFORMATION**

New Event: Yes \_\_\_\_\_ No  Annual Event: Yes  No \_\_\_\_\_ Years Operating 8  
 Event Category:  Commercial  Noncommercial  
 Estimate of Gross Ticket Sales & Revenues (commercial event only): \_\_\_\_\_

Description of Event:  
5K Fun Run through the residential neighborhood of Foxmoor, Deerfield, Curtis and East Hailey. Benefits Souper Supper and Girls on the Run charities

Additional Details:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**VII. INSURANCE REQUIREMENTS**

It is the responsibility of your Special Event organizers to maintain a COMPREHENSIVE GENERAL LIABILITY insurance policy with coverage of not less than \$1,000,000.00 combined single limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the City may carry. *A certificate naming the City of Hailey, Blaine County, Idaho as additional insured shall be delivered to the City of Hailey with this application.* The adequacy of all insurance required by these provisions shall be subject to approval by the City Clerk. Failure to maintain any insurance coverage required by this agreement shall be cause for immediate termination of the application.

Insurance Company: \_\_\_\_\_ Agent Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**HOLD HARMLESS CLAUSE**

Permittee (organization/applicant) shall indemnify and hold harmless the City of Hailey, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney's fees, arising out of the permitted activity or the conduct of Permittee's operation of the event if such claim (1) is attributable to personal injury, bodily injury, disease or death, or to injury to or destruction of property, including the loss of use there from, and (2) is not caused by any negligent act or omission of willful misconduct of the City of Hailey or its employees acting within the scope of their employment.

(Attach any additional pages as needed)

# SPECIAL EVENT ACTIVITIES & CITY SERVICES REQUESTED

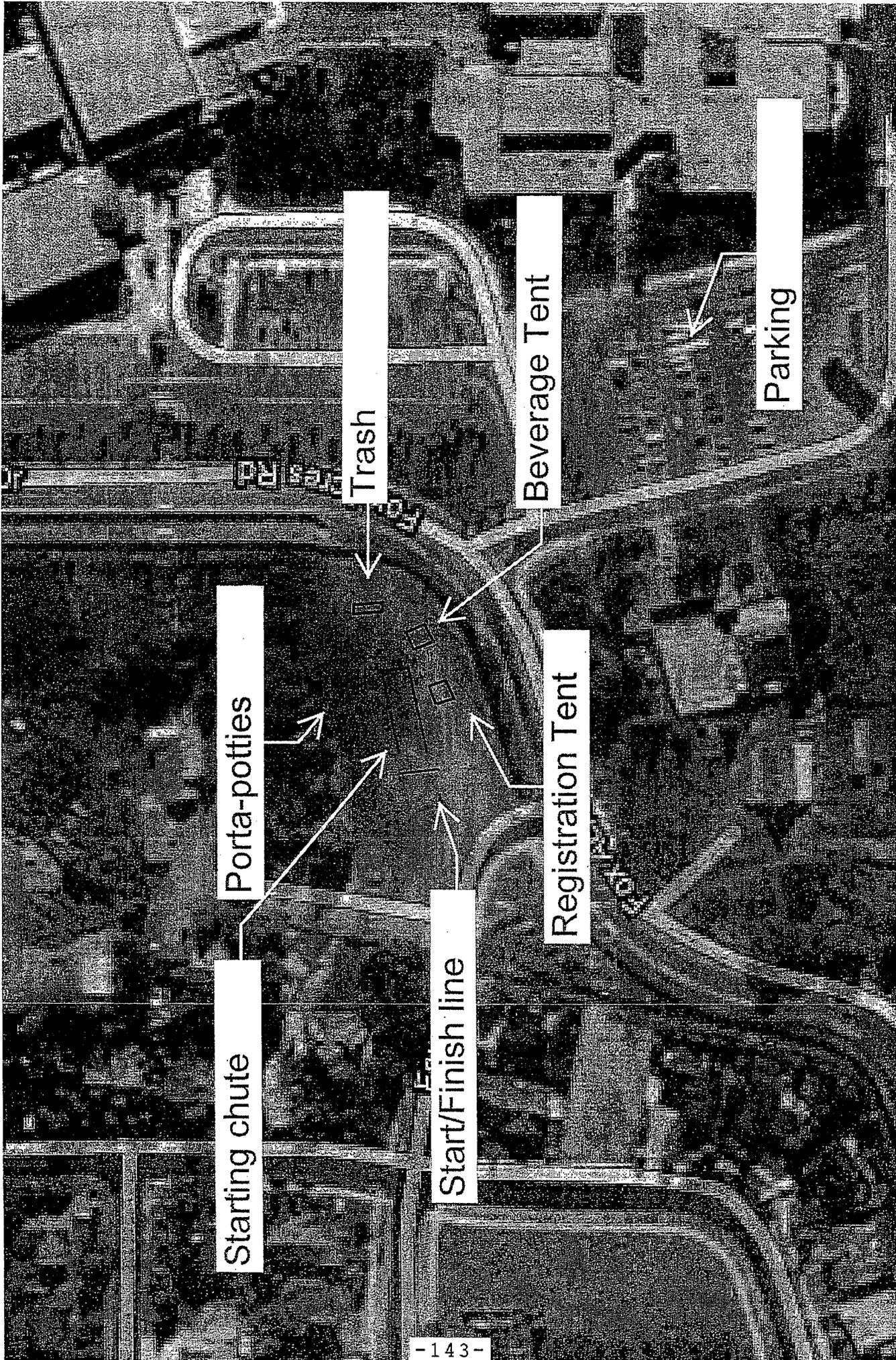
Your Event Organizer is responsible for providing a complete list of event activities including a list of suppliers providing services. An event logistics map is required, detailing the location for all road closures, event set up, canopies, stages, vendors, booths, and any other major services or activities planned.

Yes	No	Check all Planned Activities	Yes	No	Check all Planned Activities
	X	Street Closures & Access / Parade Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.		X	Alcohol Served (Free of Charge) (name of provider)
				X	Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)
	X	Street Closures & Access /Parade require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods		X	Food/Beverages will be served (List Caterers):
# 3		Canopies/Tents/Membranes/Temporary Structures (Number & Size(s) <u>10x10's</u> City of Hailey Fire Department, Fire Code Enforcement	#		Vendors items sold/ solicitation
	X	Medical Services (Circle) First Aid and/or EMS Services Who is providing services? _____		X	
#	X	Security (detail who, number of officers, times. Attach plan)	#	X	Booths: Profit / Non-Profit
	X	Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)		X	Lighting plan: attach plan
# 1		Electricity / Generators (Size <u>Small</u> ) Attach detailed electrical plan.		X	Activities / Entertainment (Agenda) Other equipment or entertainment
			X		Signs or Banners: sign permit may be required by the City Planning and Zoning Department
X		Water <u>Drinking</u> / Washing (circle)		X	Stages (Number and Size(s) _____)
	X	Gray Water Barrel / Grease Barrel (circle/detail # and locations)	#	X	Barricades. How many identify locations and attach logistics map
X		Sanitation <u>Trash bins</u> , Dumpsters, Recycle (circle/detail # and locations) <u>3 trash bins</u>	#		EVENT estimated attendance <u>300-500</u>
# X		Porta Toilets / Wash Stations (Quantity <u>ADA</u> <u>Regular</u> ) <u>3</u>	#	<del>15</del>	Number of staff working event
			#	<u>15</u>	Number of volunteers working

I hereby certify that I have read and will abide by the laws, rules and regulations set forth by the City of Hailey, Blaine County, and the State of Idaho, and in signing this application, I hereby agree that I and the organization I represent, shall hold the City of Hailey and all of its agents or employees free and blameless from any claim, liability or damage which may arise from use of City facilities or equipment, whether or not the City of Hailey, its agents or employees are jointly negligent. I further agree to promptly reimburse the City of Hailey and all of its agents for any clean up loss or damage to City property resulting from this use, as well as permitting, staffing, equipment use/rental, property use/rental, clean up, inspections involving the use of public property, public employees or public equipment for the Special Event. In the event the deposit exceeds the actual charges, the City Clerk shall refund the balance to the applicant.

Event Organizer's Signature: \_\_\_\_\_

Date: 10/23/2011



Starting chute

Porta-potties

Trash

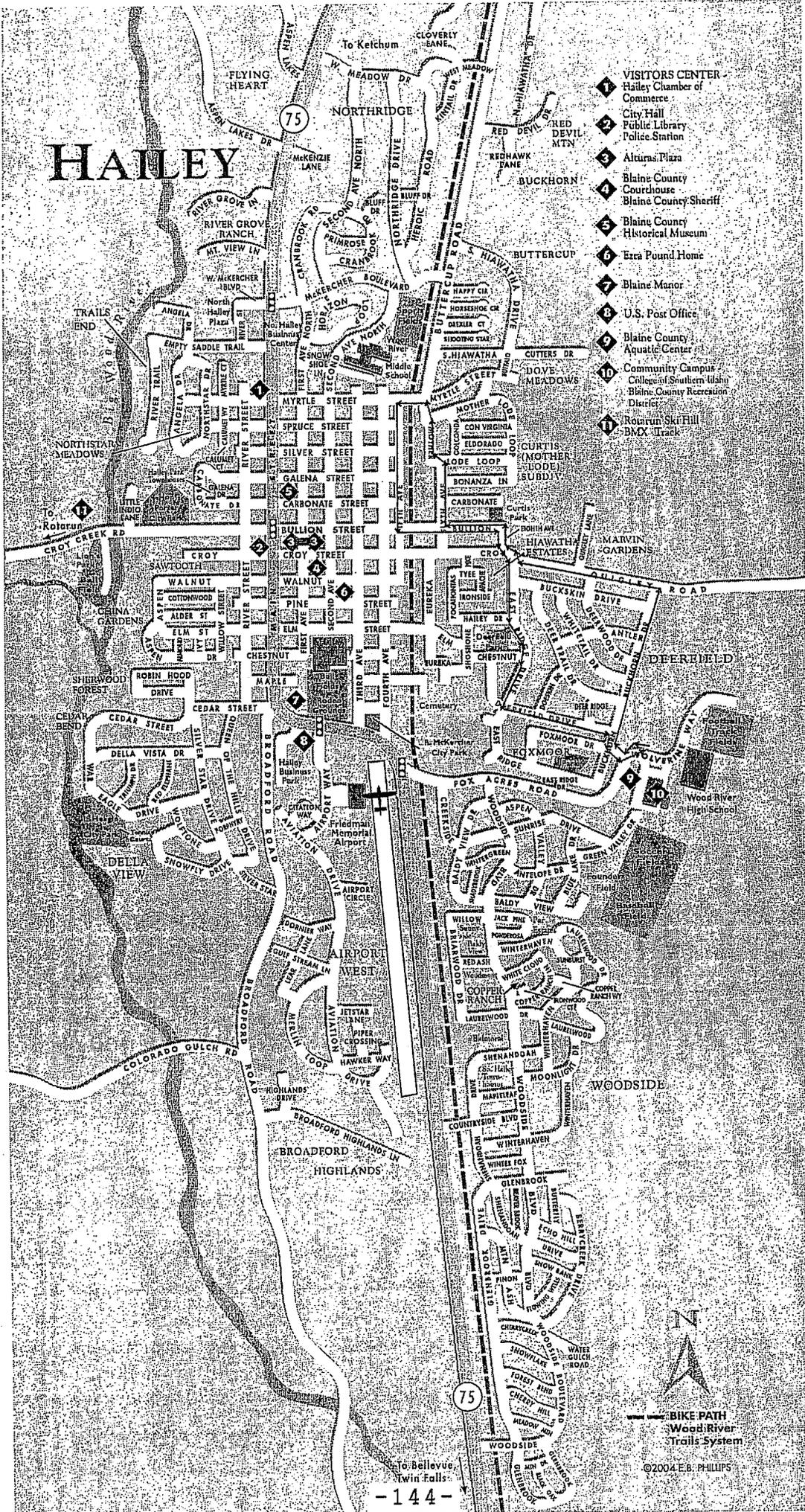
Beverage Tent

Registration Tent

Parking

Start/Finish line

# HAYLEY



- 1 VISITORS CENTER  
Hayley Chamber of Commerce
- 2 City Hall  
Public Library  
Police Station
- 3 Alturas Plaza
- 4 Blaine County Courthouse  
Blaine County Sheriff
- 5 Blaine County Historical Museum
- 6 Extra Pound Home
- 7 Blaine Manor
- 8 U.S. Post Office
- 9 Blaine County Aquatic Center
- 10 Community Campus  
College of Southern Idaho  
Blaine County Recreation District
- 11 Roundup Ski Hill  
BMX Track



BIKE PATH  
Wood River  
Trails System

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