



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

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

Sustainability Impact:

Financial Impact:

<input type="text" value="None OR Adequate funds exist in account:"/>	<input type="text" value="The proposed agreement covers \$7,000 in street closure costs, trash receptacles and portable restrooms costs, the waiving of permitting fees for the parade, and covering City staffing"/>
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	support costs for traffic control and public safety, as needed. All funds, direct and in-kind, are covered in the city's budget.
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Attachments:

1. Trailing of the Sheep Festival Memorandum of Understanding #25-008



City of Ketchum

MEMORANDUM OF UNDERSTANDING 25-008 City of Ketchum/Trailing of the Sheep Festival

Effective on the ____ day of _____ 2025, this Memorandum of Understanding (MOU) is between Trailing of the Sheep Festival, an Idaho nonprofit organization (TOTSF), and the City of Ketchum, a political subdivision of the State of Idaho (City). This MOU serves as an attachment and addendum to special event permits for TOTSF. The purpose of this MOU is to memorialize additional terms and conditions for these annual events.

TOTSF would like to present public events in Ketchum's downtown area, specifically along Main Street for the Big Sheep Parade and in Ketchum Town Square, and East Avenue adjacent to it, for the Happy Trails Closing Party. TOTSF events in Ketchum benefit the community's residents and visitors and celebrate the area's history and culture. As such, the City desires to work with TOTSF in a partnership capacity to ensure the successful and safe production of these events. Changes in this agreement from prior agreements between TOTSF and the City include more City-provided street closure support to increase public safety and help cover increasing traffic control costs.

As a result, TOTSF and the City memorialize a 3-year agreement from June 16, 2025, through June 16, 2028, to include the items below.

EVENT APPLICATIONS AND PERMITTING

- TOTSF will submit all required Special Event Applications and meet all event permitting requirements.
- The City will waive the event fees for the Big Sheep Parade, including event permitting, street closures, music licensing, and facilities services.
- TOTSF will meet with representatives from all affected City departments (including Police, Fire, Streets, Facilities, and Community Engagement) to review and approve event plans and infrastructure needs at least four weeks prior to the events.

ROAD CLOSURES AND TRAFFIC CONTROL

- TOTSF will contract a certified traffic control firm to create and manage traffic control plans and road closures for the Big Sheep Parade, with input and assistance from the City.
- The City will create and manage the traffic control plans on East Avenue, between 4th Street and Sun Valley Road, for the Happy Trails Closing Party. The City may opt to use barricades to prevent runaway vehicles and protect public safety to complete this closure.
- The City will place cones to block off up to four parking spaces adjacent to Ketchum Town Square, as requested by TOTSF, leading up to and after the Happy Trails Closing Party to allow for event load in and load out.
- TOTSF will coordinate closure details with their traffic control contractor, including the pricing to sign and complete the closures, finalizing details and requests for the Festival's needs, and establishing a road closure schedule. TOTSF will provide on-site supervision of traffic control workers and will include the contracted traffic control firm in its Liability Insurance.
- TOTSF will provide copies of the traffic control plan and cost estimates to the City for approval.
- TOTSF will provide the contact information (including emergency/cell phone numbers) of all persons and contractors coordinating the Big Sheep Parade to the City.

- The City agrees to contribute \$7,000.00 towards the street closure and traffic control for the parade. TOTSF will pay the remaining balance.
- The City will provide and pay for police officers, Community Service officers, and street and facilities crews as needed.
- The City will clean the parade route streets immediately after the Big Sheep Parade before the road is reopened.
- The City will post “no parking” signs along the parade route the day before to ensure no vehicles are parked in the street closure area when the traffic control plan is ready to be initiated.
- TOTSF will be responsible for and manage any clean-up at the Ketchum Cemetery after the Big Sheep Parade.
- The City will provide digital Variable Message Signs before and during the parade to inform drivers of the event and related road closures.
- TOTSF will apply for and obtain the Main Street closure permit required by Idaho Transportation Department (ITD) before the parade takes place.
- The City will pay the ITD street closure application fees.
- TOTSF will provide a certificate of liability insurance to ITD for the Main Street closure at least one month before the events take place.
- ITD will notify TOTSF and the City upon approval of the Main Street closure request.

INFRASTRUCTURE AND FACILITIES

- The City will provide and pay for one ADA and one regular portable restroom at the Ketchum Cemetery and one regular portable restroom across the street from the cemetery for parade participants.
- The City will provide and pay for additional restrooms (as needed) along to parade route for spectators.
- The City will provide and pay for additional trash receptacle containers and dumpsters along the Parade route (as needed), in addition to existing trash receptacles owned and managed by the City.

PROMOTION AND COMMUNICATIONS

- TOTSF will recognize the City of Ketchum as the “Big Sheep Parade Sponsor” on all marketing materials related to the parade, including but not limited to all print materials, radio advertising, website, social media, and parade announcements.
- The City will update their over-the-road banner for the Big Sheep Parade with the City named as the parade sponsor.
- The City will display its over-the-road banner for one week beginning the week before the events and cover all costs.
- All displayed banners will include the “Trailing of the Sheep Festival” name and/or logo.
- TOTSF will submit required forms and payments to display their over-the-road banner on Main Street (or Sun Valley Road, if the Main Street location is not available) beginning the last week of September.
- Any changes in team members, tasks, subcontractors, street repairs or any activities that would affect the Parade route or parade entry or exit points, and additional or unexpected fees, shall be communicated between the City and TOTSF as soon as they arise.

PARADE PARTICIPANTS, VOLUNTEERS, AND ENTRIES

- TOTSF will be responsible for organizing, developing, and paying for parade entries, lodging, and other costs associated with the parade participants and parade operations.
- TOTSF will work with the sheep rancher whose sheep will be in the parade and provide experienced ranchers on the parade route to help assure the safety of sheep and visitors.
- TOTSF will provide volunteers, production crew, and announcers for parade operations.

Termination

This permit and MOU may be terminated at the option of either party upon sixty days' notice. The parties will communicate and reasonably cooperate to minimize and mitigate any relocation burdens in the event of such a termination.

Breach of permit conditions

In the event of a breach or violation of permit conditions, including this MOU, the City may notice and provide remedies and/or termination per the City’s special event permit policy.

Trailing of the Sheep Festival

By: _____

Its: _____

City of Ketchum

By: _____

Its: _____