



HISTORIC
FRANKLIN
TENNESSEE

ITEM #20
BOMA
10/08/13

MEMORANDUM

September 30, 2013

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator *Eric*
Special Events Advisory Team

SUBJECT: Ragnar Relay Tennessee Event Application

Purpose

The purpose of this memorandum is to outline recommendations for approval of the Ragnar Relay Tennessee Event.

Background

The Ragnar Relay Series is the largest long distance running relays series in the world. They have partnered with Healthways to present this race. The 180-mile relay race begins in Chattanooga and ends in Nashville. The race will pass through Franklin on October 26th between the hours of 3 a.m. and 6 p.m. (an estimated participation of 275 runners spread out over the entire course). No street closures are requested; runners will remain on sidewalks, where available, or on the shoulder of the road. The route has been changed from previous years to avoid the construction on Mack Hatcher and to make use of as many sidewalks as possible.

Recommendation

Staff recommends approval of the event application with the following recommendations:

- Applicant will provide a \$1,000 refundable damage deposit to City prior to event.
- ***Risk Management:***
 - Applicant will provide certificate of insurance naming the City as additional insured.
- ***Police Department:***
 - Applicant will hire at least five (5) extra-duty Franklin Police Officers for safety and traffic control.

March 18, 2013

City of Franklin
City Administrator Office
109 Third Ave South
Franklin TN 37065

RE - Ragnar Relay Tennessee 2013

To whom it may concern,

I have enclosed the permit application for the 2013 Ragnar Relay Tennessee event as well as a supplemental information packet. Our intention is to keep everything the same as last year. I will be taking over for Leslie Keener as the event race director.

We are sanctioned by USA Track and Field; I will send the certificate of insurance once it is secured.

We thank you for your attention and consideration to this event.

Have a great day,

Jesse Regan | Race Director
Ragnar Relay Series
1188 W. Sportsplex Drive | Suite 201
Kaysville, UT 84037
C 970-309-0958 | F 801-499-5023 | O 877-837-3529
jesse@ragnarrelay.com | www.ragnarrelay.com



RAGNARRELAY.COM

OFFICE: (801) 499-5024
FAX: (801) 499-5023

1188 W. SPORTSPLEX DR. STE. 201
KAYSVILLE, UT 84037

OFFICE USE ONLY:

Permit No:



HISTORIC
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TENNESSEE

CITY OF FRANKLIN EVENT PERMIT APPLICATION

*Application is Due 90 Days Prior to Scheduled Event.
Please read application carefully and fully complete each section.
A non-refundable application fee of \$100 is due at time of filing.*

Note: Filing this application does not guarantee that your request will be granted.

Please check
all that apply:

☐ street closure

☐ parade

☒ other special event

☐ beer served (separate permit required)

Please supply the following information. For additional space, use separate sheets of paper and attach to the application.

1) Location requested (if Temporary Street Closure only, list major roads to be closed):

____ Aspen Grove Park

____ Liberty Park

____ Eastern Flank Battlefield Park

____ Fieldstone Farms

____ Pinkerton Park

____ Jim Warren Park

____ Harlinsdale Farm

Other: _____

2) Name/purpose of event: Ragnar Relay Tennessee

3) Date or dates of event: October 26th 2013

4) Time of Event: Runners will be passing through city limits between 5am-5pm

5) Time of Street Closure (if applicable): N/A

Set-Up Date/Time: 3am (10/26)

Tear-down Date/Time: 6pm (10/26)

*Note: Two (2) hours will be added before set-up time and two hours (2) will be added after tear-down to allow time for clean-up. Event is responsible for payment of Franklin Police Officers during this time. Read Additional Requirements section for more information.

6) Name of Applicant and Organization Requesting Permit:

Ragnar Events

a) Address: 1188 W Sportsplex Dr. suite 201, Kaysville UT 84037

b) Phone: 801-499-5024 **c) Cell:** 970-309-0958 **d) Fax:** 801-499-5023

e) E-mail address: jesse@ragnarrelay.com

7) Person in charge on day of event: Jesse Regan

Cell: 970-309-0958 **E-mail address:** jesse@ragnarrelay.com



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- 8) Name and Cell Number of at least two others available on day of event:

Name: Cydney Westgate Cell: 801-867-8062 E-mail address: cydney@ragnarrelay.com

Name: Leslie Kerner Cell: 801-913-4117 E-mail address: leslie@ragnarrelay.com

- 9) DETAILED description of event (use additional sheets):

Please see attached information packet.

- 10) **ENCLOSE A DETAILED MAP** of event site, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or intersections in which such event will occur. **For large-scale events, map should be obtained from the City's GIS division.** see Attached

- 11) An estimated number of participants and an estimated number of attendees expected to attend during the course of the event:

Estimate 275 runners and 3200 overall attendees spread out over 12 hrs.

- 12) Please **attach a list** containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of organization and/or committee.

- 13) Is your organization based in Williamson County? Circle Yes or No
(if no, please state where: UT)

- 14) Is your organization authorized to do business in Tennessee? Circle Yes or No

- 15) Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501(c)(3) or a not-for-profit organization? Circle Yes or No. If yes, please attach copy of IRS tax exemption letter providing proof of status.

- 16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. there is a \$120/runner entry fee

- 17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No.

- 18) Is this event a fundraiser? Circle Yes or No. If yes, what organization will be benefactor of event? What percentage of funds will they receive? We will be partnering with Sales for Souls. Percentages are TBD.

- 19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No



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- 20) Will any sound amplification equipment be used during the event? Circle Yes or No. If no, please skip to Question #22.
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?
Sound will be used to announce incoming runners at Healthways
Biking (701 Cool Springs Blvd)
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Microphone and one speaker
- 23) During what time period is sound amplification requested? 9:00am - 3:00pm
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). N/A
- 25) Will any stages, amusement attractions, or amusement rides, including inflatables, be erected for the event? Circle No. If yes, Applicant must give specific details as to the location and type of games/activities, i.e. inflatables, Horseshoes, relay races, etc. along with the name of the company providing the stages and/or activities. **Applicant must also include a copy of that company's insurance certificate indicating coverage and listing the City of Franklin as additional insured.** ***For stages, tents, inflatables, etc. constructed on site prior to the event, that date must be included on Certificate of Insurance provided to the City of Franklin. Stages MUST be removed from site at end of event. ***Rented inflatables/interactives that are set-up and manned by applicant must be included specifically in applicant's Certificate of Insurance.
- 26) What, if any, vendors will be present at event? (i.e. medical related, shirts, arts, etc.) **Please provide detailed list.** Use additional sheets.
- 27) Will food, beverages, or merchandise be sold or given away? Circle Yes or No. If yes, clean-up is required. Please provide name of clean-up provider, contact, and phone number of person on-site during event. See Question #28. Food will be sold at the Healthways
Biking Only.
- 28) Events under 200 participants require a \$250 refundable security deposit at the time of approval. For events over 200, a \$1000 security deposit is required upon approval. If clean-up is not done properly, the organization requesting the permit will be fined (See Attachment A). Applicant's event coordinator or representative and a City of Franklin representative will conduct a Pre-Event meeting prior to event date for Pre-Event Check List Site Review. *At the end of the event, a Post-Event Check List shall be completed by the Applicant's event coordinator, or representative, and a City of Franklin representative to re-assess the site for trash and damage, and to secure with caution tape and signage (provided by event group) any tents left for removal.* Damage deposit will be refunded after a satisfactory Post Event Check List has been completed and signed off on by both the City of Franklin and organization requesting event.



- 29) **NOTE:* Events that include deep frying cooking oil operations are required to have a grease pit on-site and contract with a grease waste hauler to handle the grease waste and removal of the grease pit. A copy of this agreement shall be filed along with this application. The primary event sponsor is required to remove all cooking grease from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. *Please read Additional Requirements section of this application for more information.*
- 30) Will you require a temporary water tap? Circle Yes or No If yes, please list exact locations:

- 31) Will alcohol, beer, and/or wine be given away or sold? Circle Yes or No If yes, a permit from the relevant board is required. *Please read Additional Requirements section of this application for more information.*
- 32) Will your event include tents or other temporary structures, propane use, or open flames? Circle yes or no. Events using tents of size 20 x 10 or larger require permitting from Franklin Fire Department. Safety measures must be provided on all tents, especially those set-up prior to the actual event. Tents should be taken down the date the event has ended. *Please read Additional Requirements section of this application for more information.*
- 33) Attach Good Neighbor Letter and Mailing List used. *using 10x10 tents only.* *Please read Additional Requirements section of this application for more information.*

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The City of Franklin does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Acts of 1964 (42 U.S.C. 2000d). For more information or to file a complaint against the City of Franklin under Title VI of the 1964 Civil Rights Act, contact the Title VI Coordinator:

Rodney Escobar
Risk Manager
City of Franklin
109 Third Avenue South
Franklin, Tennessee 37064
615.791.3277

The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.



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**PLEASE READ ATTACHMENTS BEFORE SIGNING
APPLICATION.**

- 1) I/We agree to abide by all ordinances and regulations of the City of Franklin and all conditions placed upon the event by the City Administrator and the Board of Mayor and Aldermen.
- 2) I/We do swear or affirm that all of the information given in this application is true and complete.
- 3) I/We do hereby agree to assume the defense of and indemnify and save harmless the City, its aldermen, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such event and the activities permitted in connection there with, and to submit a certificate of insurance prior to the event in an amount acceptable to the City Administrator.
- 4) I/We agree to provide a copy of this signed Event Application to any vendors, planners, and related parties associated with the event to ensure they are familiar with the guidelines set forth herein.
- 5) I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 6) I/We understand that granting of Special Event Permit does not imply granting of other permit that is separately required.
- 7) The application for an event permit shall be filed not less than 90 days nor more than 364 days prior to the scheduled date of such event. Suggested filing is at least 180 days prior to scheduled event. Events should not be advertised or promoted until an event permit has been obtained from the City. Failure to file in a timely manner may result in denial of a permit.
- 8) The City reserves the right to require one or more City of Franklin police officers or other emergency personnel be present at any and all events that occur within the city limits. Please budget for this request at a rate of \$30 per hour at a minimum of two (2) hours.

BY:  Race Director Date: 3/5/13
(Signature and title – must be officer of organization)

Approved by the Board of Mayor and Aldermen on _____, 20____.

Dr. Ken Moore, Mayor

Eric S. Stuckey, City Administrator

If you have questions concerning your request, please call 615-550-6606.

*
* *Return application to:* *
* City Administrator's Office *
* City Hall *
* 109 Third Ave South *
* Franklin, TN 37065 *
* 615-791-3217 *
* 615-790-0469 (FAX) *
*

RE: Special Event Additional Information-Ragnar Relay Tennessee

Dear City of Franklin -

Attached please find information on the Ragnar Relay Tennessee event. This document is to serve as additional information.

Included information:

- A. Event Description
- B. Date and Hours of Event
- C. Exchange Points
- D. Safety, Emergencies and First Aid
- E. Volunteers
- F. Officer services
- G. Traffic Impact/ Traffic Control
- H. Insurance
- I. Waste Receptacles
- J. Signage Plan
- K. Proposed Runner Route Details

We believe in providing a quality event that is safe and fun for participants and all involved. I look forward to working with you on this year's event.

Please contact me regarding any questions you may have.
Best Regards,

Jesse Regan | Race Director

Ragnar Relay Series

1188 W. Sportsplex Drive | Suite 201

Kaysville, UT 84037

C 970-309-0958 | F 801-499-5023 | O 877-837-3529

jesse@ragnarrelay.com | www.ragnarrelay.com

A. Event Description

The Ragnar Relay Tennessee is a long distance running relay race that will start in Chattanooga, TN on Friday, Oct. 25th, 2013 and finish in Nashville, TN on Saturday, Oct. 26th, 2013. We anticipate 275 teams to participate in the event. Each team is comprised of 12 individuals and 2 vehicles (there are a few "ultra" teams that only have six(6) individuals and one van). Therefore, we anticipate 3200 participants and 550 vehicles to be involved in the race. During the relay, each team member runs three legs. Relay legs typically range between 3 - 8 miles and vary in difficulty.

Each team is responsible for providing two support vehicles, with six runners in each vehicle. The first vehicle will drop off the first runner at the start, and then proceed to the first exchange point. At the first exchange, the vehicle will drop off the second runner and pick up the first runner when that runner's leg is complete. Teams will repeat this pattern for six legs until they hand off to their second vehicle. This leapfrogging pattern will continue all the way to the finish line (the average team will complete the course in about 30 hours). Because the event is a relay, only one person from each team

will be running on the course at a time (the rest of the team is driving in two vans). That means there will only be 275 runners on the course at any given time. Also, start times will be staggered, beginning at 6:00am and will continue until 4:00pm. The objective for the staggered start time is to spread the participants out so that the impact on local traffic will be minimal to avoid large groups of runners clustering together. The entire group of runners will typically be spread out over a span of 30-40 miles. Runners are instructed to obey all traffic laws and regulations. The race course will utilize sidewalks, running paths, bike lanes, and road shoulders. *We do not foresee a need to close any lanes of traffic or close any running paths to pedestrians or bike traffic.*

The event is sponsored and managed by Ragnar Events, LLC. Ragnar Events presented its first event, the Ragnar Relay Wasatch Back, in Utah in 2004. To date, Ragnar Events has presented over 20 events in 10 states (the courses for some events running through more than one state). The Ragnar Relay Series, now consisting of 15 events, is the largest series of overnight relays in the world. For more information, see www.ragnarrelay.com.

These overnight relays benefit both participants and the communities where they are presented. Participants have been unfailingly enthusiastic about their experiences. There are always a wide variety of human interest stories associated with these events. These range from the experienced runner finding special meaning through participation in a running event as a member of a team; to the first-time runner who participates at the urging of a friend and discovers previously unknown abilities and a love for running; to families, businesses, old friends and other groups who enhance their relationships as they individually and collectively test their limits; to teams who simply run for a cause, whether in honor of a deceased friend or relative, or to raise money for local charities or another charity of special importance to the team. Also, communities directly benefit economically from money spent by participants for food, lodging and other services.

B. Date and hours of the event:

October 25th-26th, 2013

Participants will be running from Chattanooga to Nashville between the hours of 6:00am on Friday, October 25th and 10:00pm on Saturday, October 26th. We will be setting up the course continually as early as six hours ahead of our first runner, and cleaning up following the last runner as late as two hours after they pass through each jurisdiction.

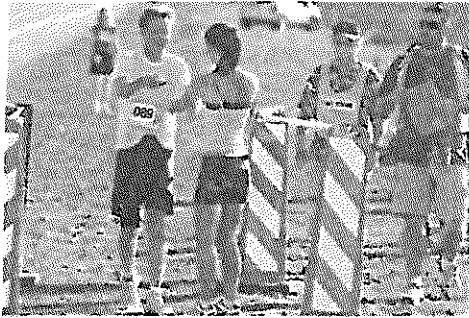
We anticipate that there will be runners in the City of Franklin from 3am and 6pm on Saturday, October 26th, 2013.

C. Exchange points

Teams congregate at exchanges to wait for and send off runners. A minor exchange is where a single van from each team will briefly stop to switch runners while a major exchange is where teams will pass the baton to the next van and take a couple hours to relax and refuel. Exchanges are at locations where there is adequate parking to minimize impact on through traffic. Those locations include churches, schools, parks, and small businesses. Ragnar Events is in the process of obtaining permission from the various locations for the use of exchanges.

There will be thirty minor exchange points and five Major exchange points. Each minor exchange point will consist of 5 portable toilets and an exchange chute which consist of 4 delineator cones, caution tape, and is approximately 4 feet wide and 8 feet long. The caution tape used will be tied between two delineator cones approximately 8 feet apart from each other. See picture below. The Major exchange will consist of 10 portable toilets, one medical tent, one volunteer tent, one coffee/hot chocolate tent, and an exchange chute.

Image of exchange chute:



D. Safety, Emergencies and First Aid

Runner safety is of foremost concern. All teams are provided a Race Bible that includes a detailed course description and event rules. All runners sign waivers where they acknowledge that the course includes areas where there may be traffic congestion and that they must obey race rules, which require observance of all applicable traffic rules and regulations.

Each team must have at least six reflective vests and two flashlights. These must be presented at the time that the team checks in. Runners starting their legs after 4:30pm and before 8am must be wearing a reflective vest, tail/butt light and holding a flashlight or headlamp. Additionally, any team-member spectator must wear a reflective vest during these hours when outside their vehicle on public roads. Runners are required to obey all traffic laws and we instruct them to use the sidewalk when available.

Runners are also told to call Ragnar for any concerns or problems out on the course. There is a phone number that connects participants to the Race Command of the race. For the whole race there will be a Ragnar Race director on the phone to talk to runners. They will call if they have a lost runner, a moved sign, or general question about the course. In case of emergency all runners and staff will call 911. Then contact our Race Command number (661-Ragnar1) to let race staff know of the emergency.

We have 8-12 Ragnar Staff and trained volunteers on the course at all times monitoring the course. Each person is trained on Ragnar Safety and emergency procedures. They are also trained on the access points of any trail systems that may be used.

First Aid

A first-aid station and first-aid staff will be located at each major exchange location. These first-aid stations will be equipped to handle extreme dehydration, heat stroke, and all of the minor sport injuries we often experience, including; blisters, sprains, strains, stings, etc. We require our first aid staff to be licensed to administer intravenous fluids (typically EMT intermediate and above, or RN, PA, M.D., etc).

We hire first aid workers (EMT intermediate or above), either through a medical staffing agency or directly through local hospitals or emergency service personnel.

In the event of a major medical emergency (i.e. any life threatening condition or injury that requires immediate medical attention) we instruct runners/volunteers to first call 911. The line of communication then follows: 911 → Race Director → Senior Race Director → Course Manager for that section.

In addition to our own first aid services on the course, we list the local emergency rooms near the course, along with their address and phone number in the race packets.

E. Volunteers

It is mandatory that each relay team provides (3) volunteers. Or they may opt out of providing volunteers by paying \$120 dollars per volunteer. That money is then given to the race charity that in turn will provide a volunteer. These volunteers are sent a race packet prior to the race with instructions about their shift, gear, training, rules, etc. All volunteer locations and shifts are pre-determined to the event. Volunteers working in or near an exchange point are in charge of trash and clean up as well as to assist with vehicle flow in exchange parking lots.

F. Officer services

Police Officers are stationed throughout the course in specific locations according to the safety demand and traffic flow throughout their jurisdiction. We propose needing officers in the following locations:
TBD

G. Traffic impact/ traffic control

We anticipate 275 teams to register for this year's event. That means no more than 275 runners will be on the course at any given time. Teams will be given staggered start times, from 6AM to 4PM on Friday October 25th. Because start times are spread over an 11-hour period and only 275 runners are on the course at any given time, *there will never be a large group of runners at any one location*. Typically the complete group of 275 individual runners will be spread out over 30-40 miles. We do not foresee a need to close any lanes of traffic or close the running path to pedestrians or bike traffic. All runners are instructed to stay on the sidewalks/trails/ shoulders and follow all traffic signals and directions at all times.

H. Insurance

We are sanctioned under USA Track and Field. I will forward you the certificate of insurance as soon as it is issued to us.

I. Waste receptacles

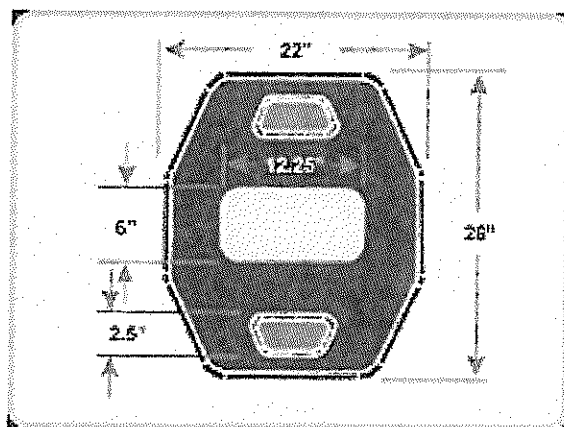
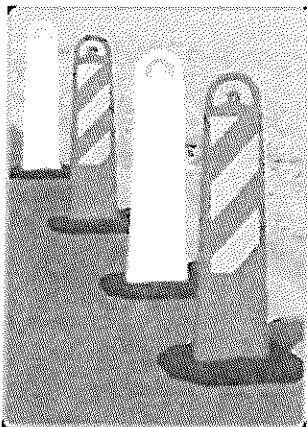
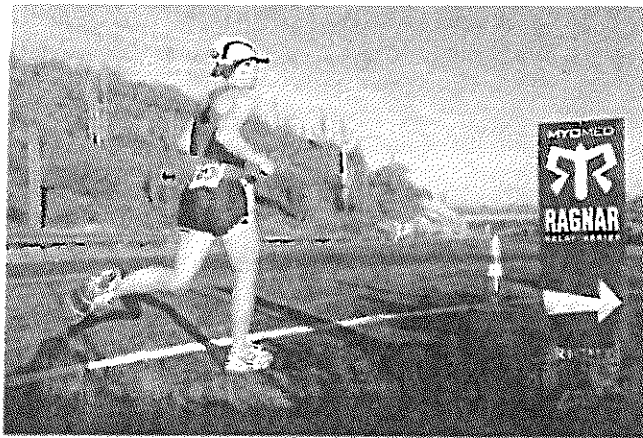
We will hire a company to place dumpsters at each of our major exchange locations. Each minor exchange will be given at least (2) trash cans. Volunteers will be given the task of emptying the trash

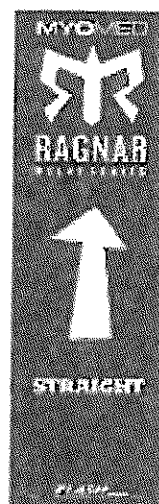
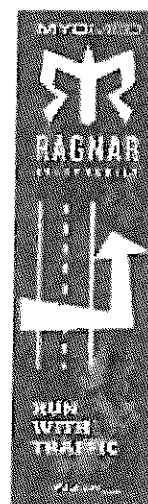
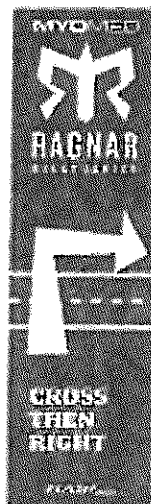
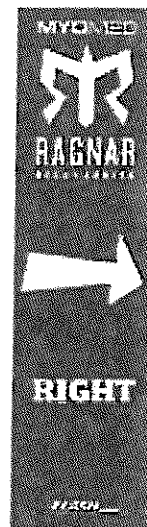
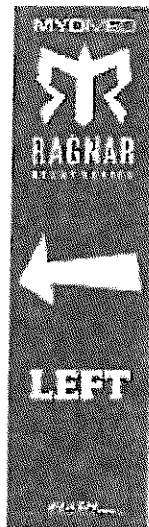
cans and keeping exchanges clean. A course manager will be in charge of picking up the trash from minor exchanges and delivering it to the dumpsters at the major exchanges.

J. Signage plan

Along the course there will be course signs that communicate to the runners which direction to go, on what side of the road to run, which exchange they are at, etc. Directional signs are only placed at change of direction intersections. An example of such a sign can be seen in the picture below:

The signs are 42" High, 18" Wide, .25" Thick and are made of corrugated plastic. Each sign will be secured to a delineator post barricade. An example of the barricade is shown below.





K. Proposed Runner Route Details:

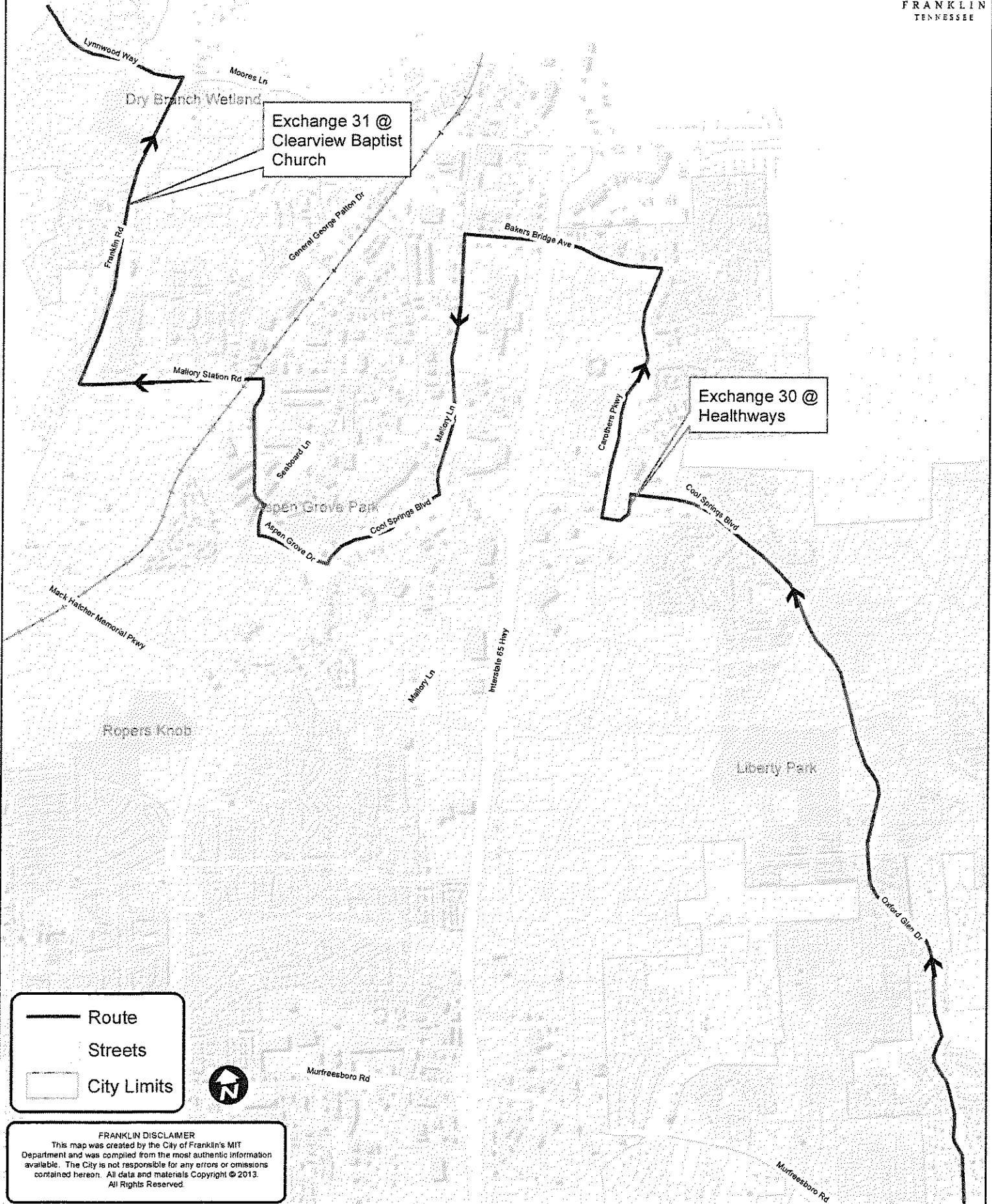
The route may be subject to minor changes pending exchange permissions.

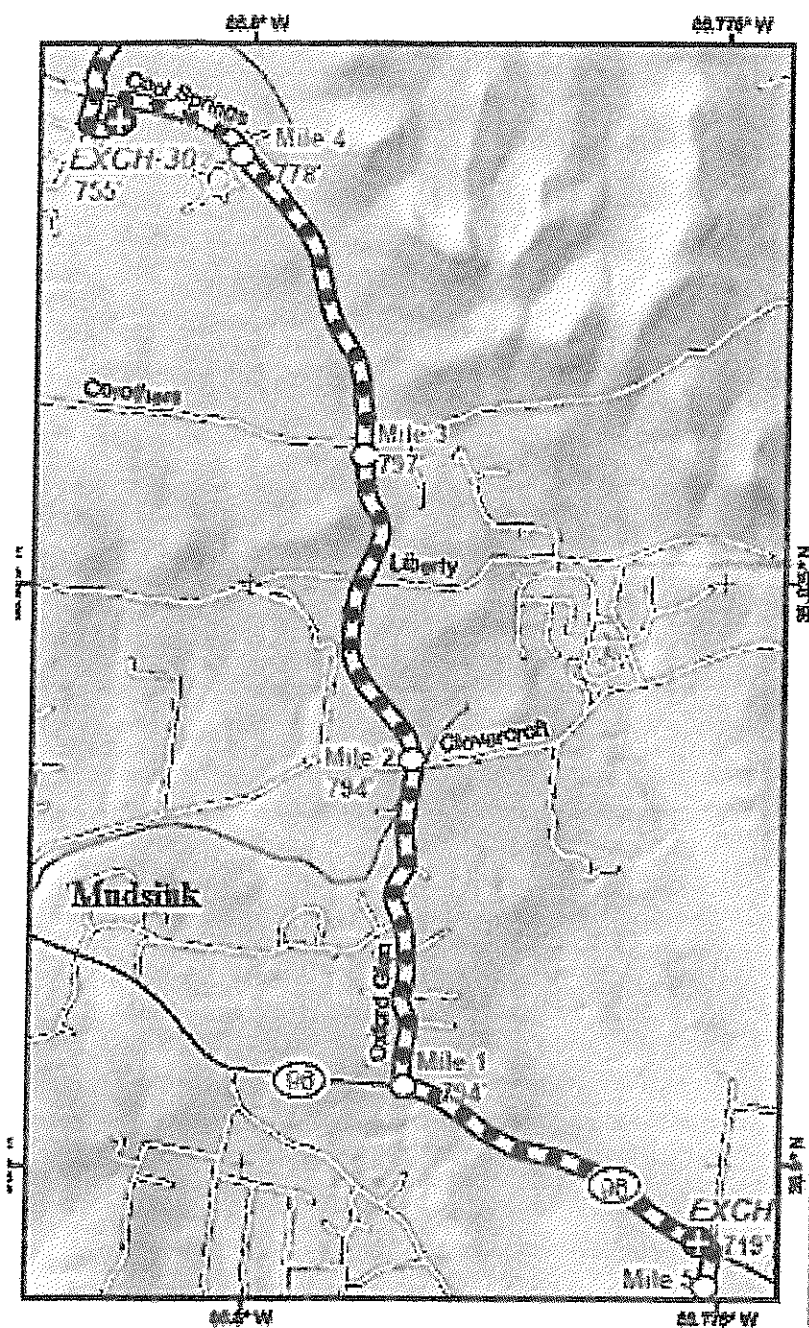
The proposed route is also in a Google Earth file that I can send upon request.

The proposed route through the City of Franklin is as follows:

RAGNAR RELAY

as of September 30, 2013



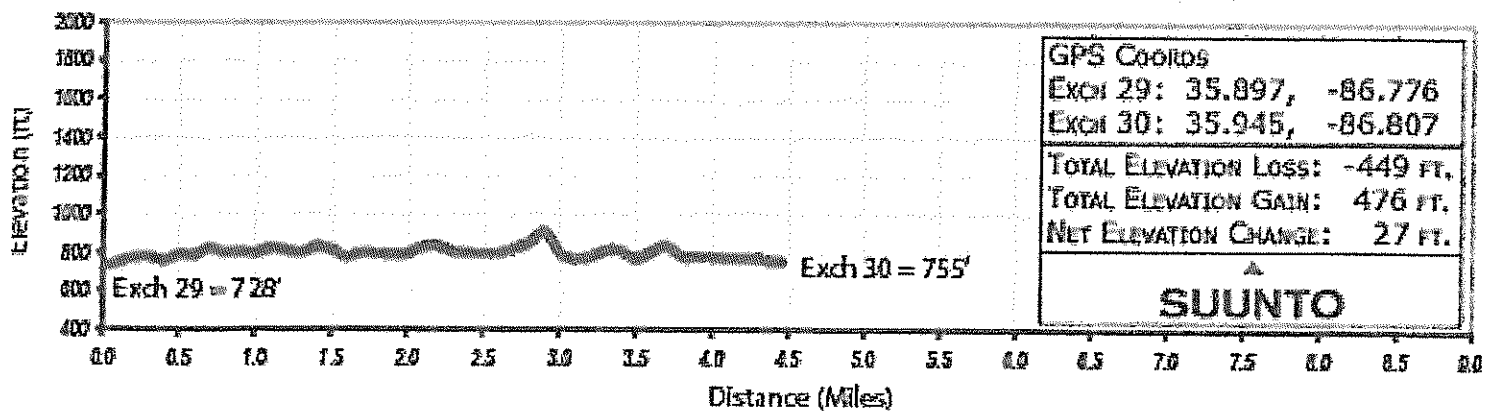


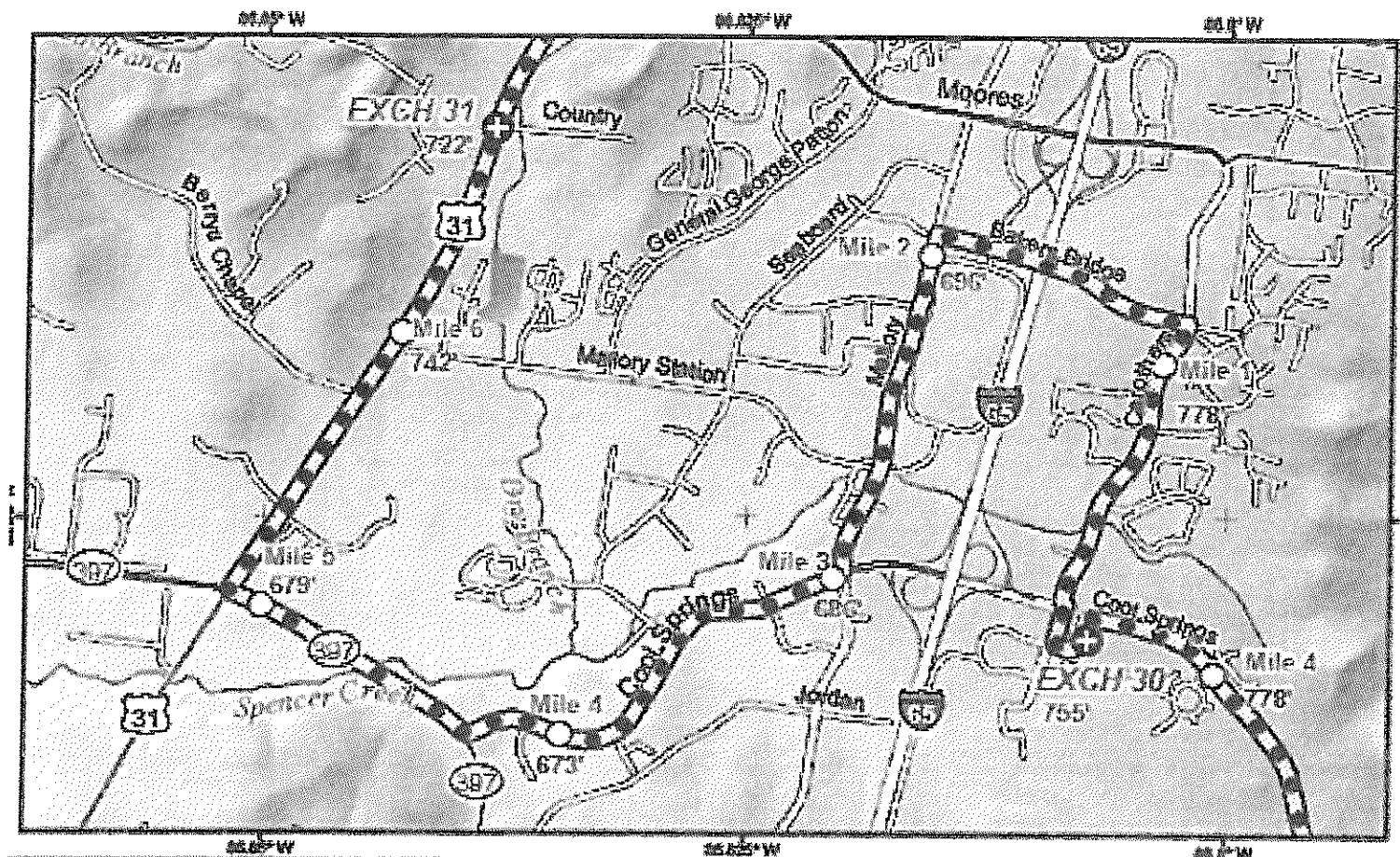
LEG NOTES:

Exchange located at Healthways Headquarters.

LEG LEGEND:

- 0.0 Depart Exch 29, northwest on SR-98 / Murfreesboro Rd.
- 1.0 Turn RIGHT (N) onto Oxford Glen Dr.
- 2.6 At roundabout at Liberty Pike, continue STRAIGHT (N) on Oxford Glen Dr.
- 3.1 Continue STRAIGHT (N) onto Cool Springs Blvd.
- 4.4 Turn LEFT (S) into Healthways.
- 4.5 Arrive at Exch 30.





EG NOTES:

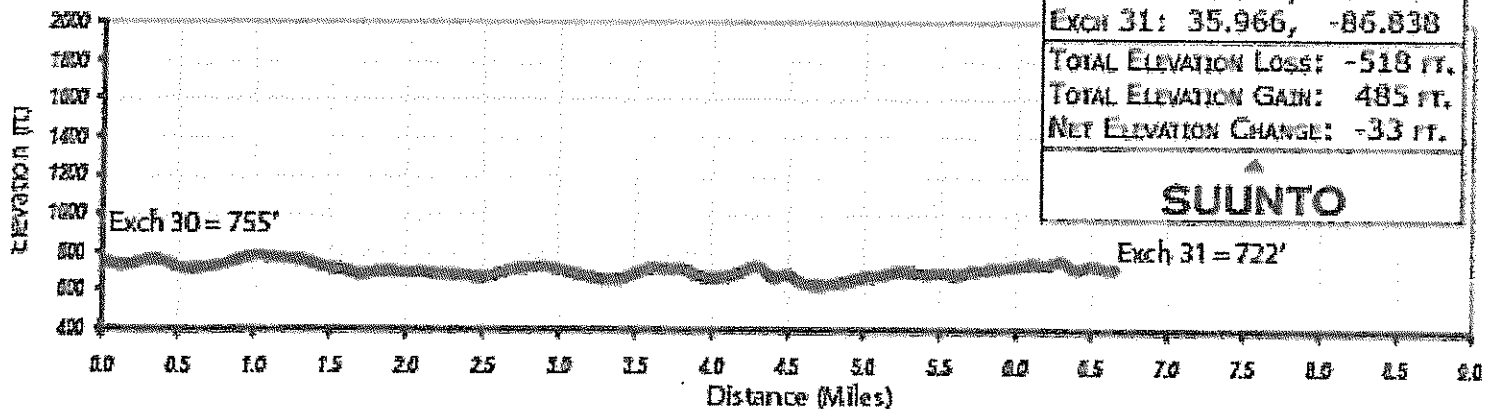
Exchange located at Clearview Baptist Church.

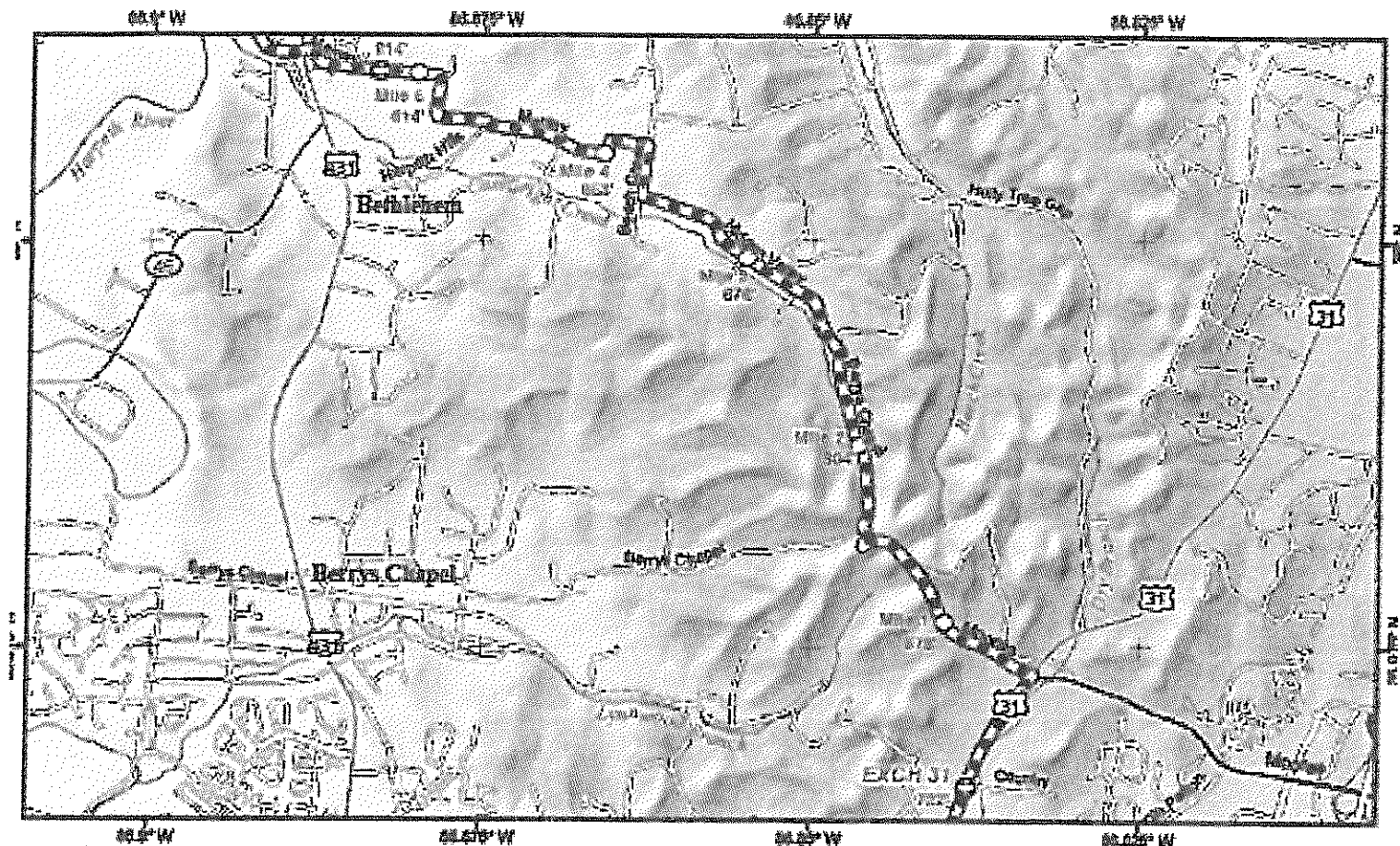
EG LEGEND:

- 0.0 Depart Exch 30, west out of Healthways.
- 0.1 Turn RIGHT (N) onto Carothers Pkwy. Run with traffic.
- 0.2 At Cool Springs Blvd, turn LEFT

- (W) to cross Carothers, then RIGHT (N) to continue north on Carothers, against traffic.
- 1.1 Turn LEFT (W) onto Bakers Bridge Ave.
- 1.8 Turn LEFT (S) onto Mallory Ln.
- 2.0 Cross road and continue south on Mallory Ln., running with traffic.
- 3.0 Turn RIGHT (SW) onto Cool Springs Blvd. Run with traffic.
- 4.3 Turn RIGHT (NW) onto SR-397 / US-431 / US-31. Run with traffic.
- 5.1 Turn RIGHT (NE) onto US-31 /

- 6.0 SR-6 / Franklin Rd. Run with traffic.
- 6.0 Cross road, and continue north on US-31 / SR-6, running against traffic.
- 6.7 Arrive at Exch 31.





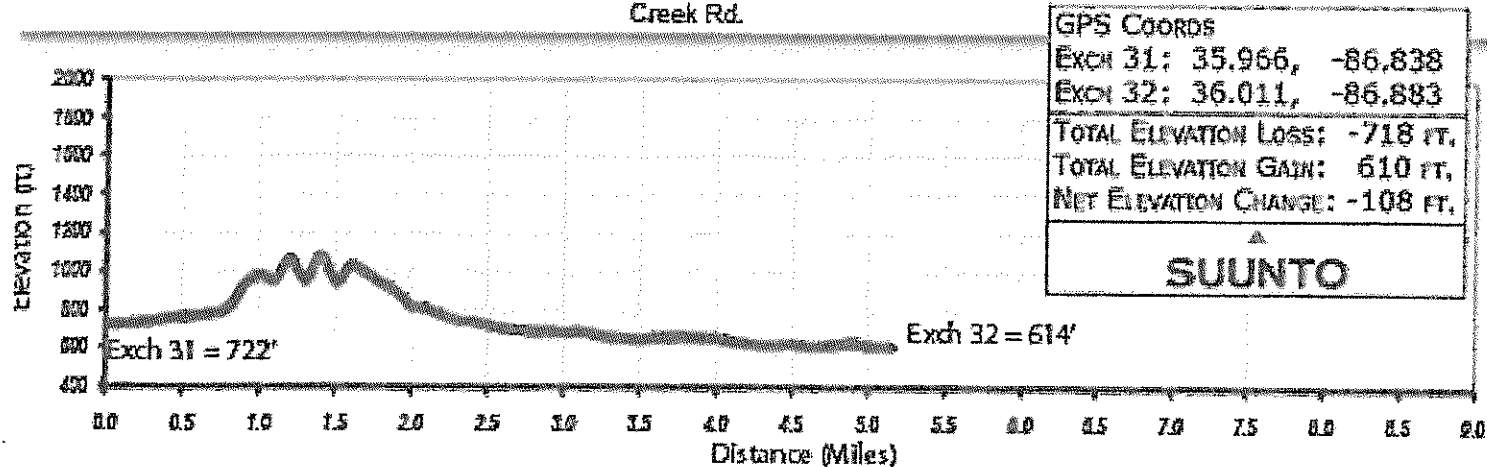
EG NOTES:

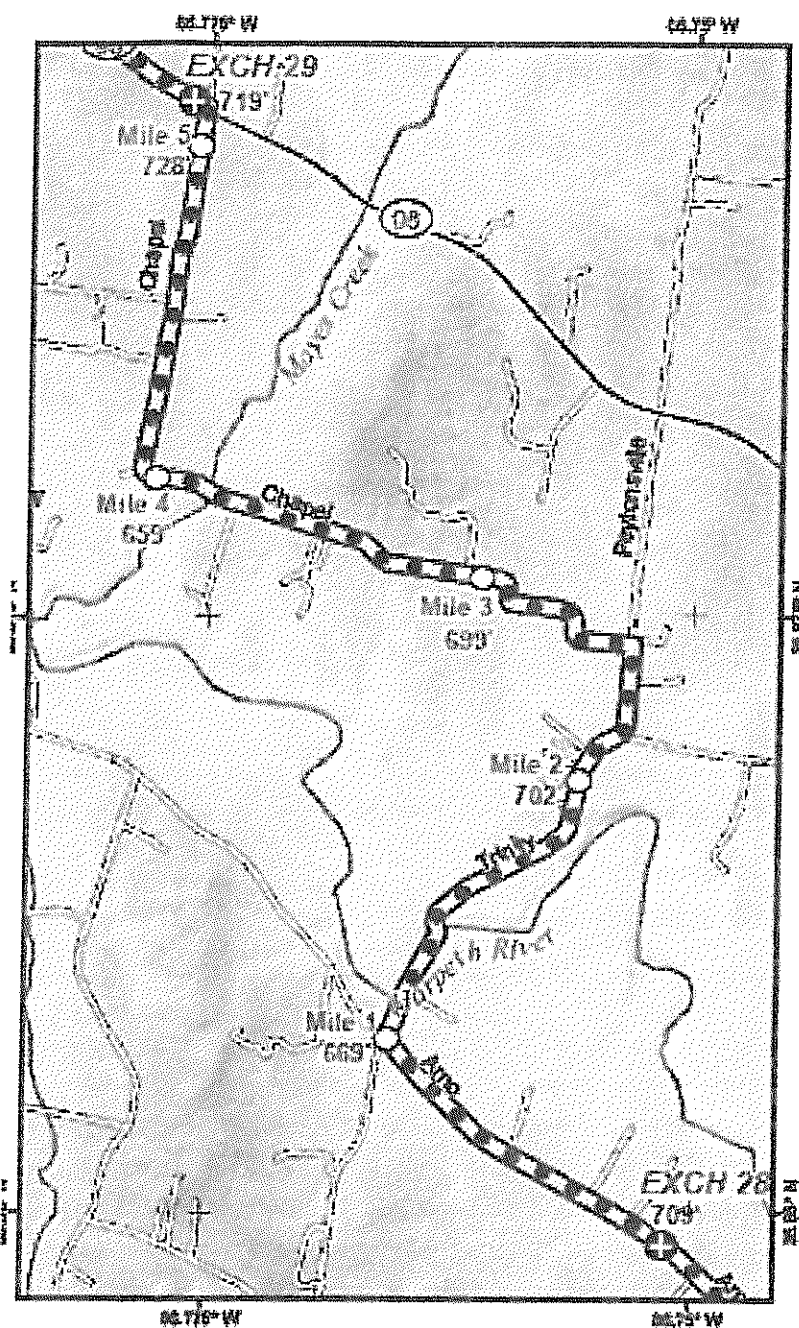
Exchange located at Grassland
Elementary School and Park.

LEG LEGEND:

- 0.0 Depart Exch 31, northeast on US-31 / SR-6 / Franklin Rd.
- 0.6 Turn LEFT (NW) onto Lynwood Way / Moores Ln. Run with traffic.
- 1.0 Cross and turn RIGHT (N) onto Berrys Chapel Rd. Run against traffic.
- 2.5 Turn LEFT (NW) onto Hidden Valley Rd.
- 3.6 Turn RIGHT (N) onto Beach Creek Rd.

- 3.8 Turn LEFT (W) onto Manley Ln.
- 5.2 Arrive at Exch 32.



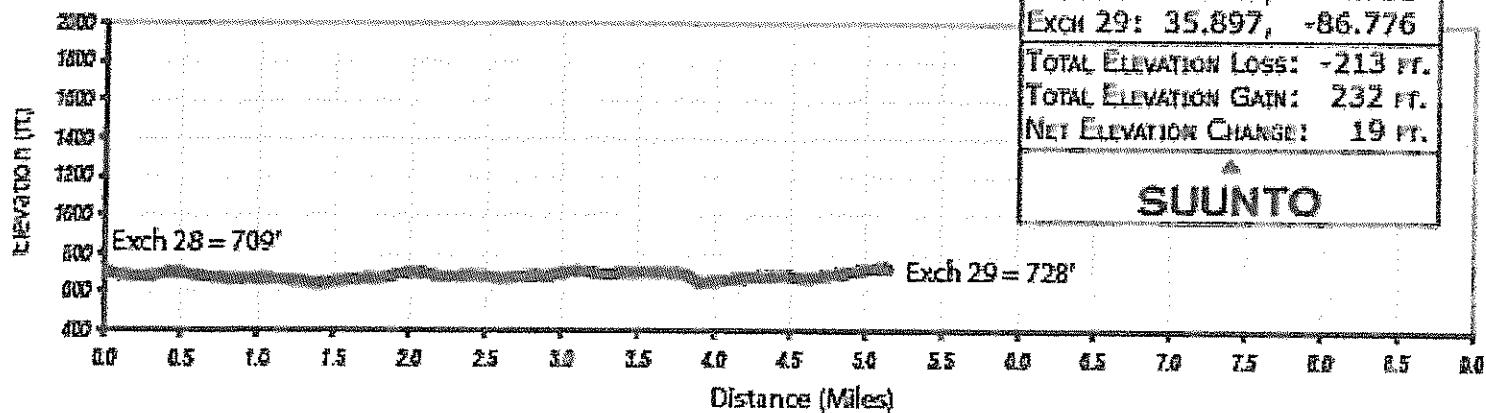


LEG NOTES:

Exchange located at Church of Christ of Millview

LEG LEGEND:

- 0.0 Depart Exch 28, northwest on Arno Rd.
- 1.0 Turn RIGHT (N) onto Trinity Rd.
- 2.2 Stay left to remain on Trinity Rd.
- 2.5 Turn LEFT (W) onto Chapel Rd.
- 4.0 Road curves RIGHT (N).
- 5.1 Turn LEFT (W) onto SR-98 / Murfreesboro Rd.
- 5.2 Arrive at Exch 29,



GPS COORDS

Exch 28: 35.849, -86.751

Exch 29: 35.897, -86.776

TOTAL ELEVATION LOSS: -213 FT.

TOTAL ELEVATION GAIN: 232 FT.

NET ELEVATION CHANGE: 19 FT.

SUUNTO