



City of Green River
City Council Meeting
Agenda Documentation

Preparation Date: January 30, 2018	Department: Parks and Recreation
Meeting Date: February 20, 2018	Department Head: Brad Raney
	Presenter: Sherry Schumacher

Subject:

Approval of the 2018 Quilting on the Green Memorandum of Understanding (MOU) between the Quilting on the Green Committee and the City of Green River

Background/Alternatives:

This memorandum of understanding helps better define the tasks and responsibilities of the City of Green River and the Quilting on the Green Committee. It shows which party is responsible for different expenses and how the revenue is allocated from the annual special event. This MOU is the same document used for the approved 2015, 2016, and 2017 MOU.

Attachments:

Attachment A - MOU

Fiscal Impact:

Funds are budgeted in the Leisure Programs Budget (10-600-620-PLQR) for this expense.

Staff Impact:

Minimal

Legal Review:

Legal review completed _____.



MEMORANDUM OF UNDERSTANDING

2018 Quilting on the Green Event

The following document outlines an agreement of responsibilities between the City of Green River Parks and Recreation Department and the Quilting on the Green Committee.

QUILTING ON THE GREEN COMMITTEE RESPONSIBILITIES:

The Committee was formed to help with the Annual Quilting on the Green event and acts in an advisory capacity to the City of Green River Department of Parks and Recreation.

The Committee makes recommendations, suggestions and concerns on the Annual Quilting on the Green event to the Parks and Recreation Department.

The Committee assists staff in the implementation of the Quilting on the Green in the following areas: admissions, refreshments, hotel reservations, trunk show, quilting vendor booths, pavilion and school facility usage requests.

The Committee is responsible for payment for all advertising and the Quilting on the Green registration brochure.

The Committee assists in promoting the event by conducting radio/media appearances, word of mouth networking, hanging posters and advising on these promotions.

The Committee will assist the City in their sponsorship and donations drive, through personal contact with businesses and other entities. They will also collect money and deposit this money in their account.

CITY OF GREEN RIVER RESPONSIBILITIES:

The City is responsible for requesting Expedition Island Park Pavilion rental usage for the week of the Quilting on the Green event.

The City is responsible for providing staffing for the set-up and take-down of the event.

The City is responsible for maintenance of the pavilion, before, during and after the Quilting on the Green event.

The City is responsible for requesting facility usage within the School District or Library buildings if needed for the Quilting on the Green quilting classes and trunk show.

The City will assist with the coordination of obtaining advertising grants through the Sweetwater County Travel and Tourism Board.

The City will assist with the coordination of advertising including promotion of the event in the Parks and Recreation bi-annual brochure.

RECOMMENDATION:

Staff recommends the Governing Body approve this Memorandum of Understanding (MOU) for the 2018 Quilting on the Green, event (June 1-2, 2018).

City of Green River:

Pete Rust, Mayor _____

Date _____

Attest _____
Chris Meats, Finance Director/City Clerk Treasurer

Date _____

Quilting on the Green Committee:

Debbie Braithwaite, Committee Co-Chair

Date _____

Shelly Spalding, Committee Co-Chair

Date _____