

**RESOLUTION NO. 4037**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE MONTANA ASSOCIATION OF PLANNERS BOARD TO HOST PLANNING CONFERENCE.**

**WHEREAS**, the City of Miles City desires to host a planning conference with the assistance of the Montana Association of Planners;

**AND WHEREAS**, the responsibilities of the parties have been reduced to writing in the form of a Memorandum of Understanding;

**NOW THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA AS FOLLOWS:**

1. The Memorandum of Understanding, between the City and the Montana Association of Planners, attached hereto as Exhibit "A", and made a part hereof, is hereby approved and adopted by this Council.

2. The City Planner is hereby empowered and authorized to execute said Agreement on behalf of the City of Miles City, and bind the City of Miles City thereto.

**SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, AT A REGULAR MEETING THIS 14<sup>th</sup> DAY OF MARCH, 2017.**

  
\_\_\_\_\_  
John Hollowell, Mayor

ATTEST:  
  
\_\_\_\_\_  
Lorrie Pearce, City Clerk

**MEMORANDUM of  
UNDERSTANDING**  
**Between the City of Miles City and the  
Montana Association of Planners Board**  
for  
**The Montana Association of  
Planners 2017 Conference in Miles  
City, MT**

The Montana Association of Planners Board (hereinafter "MAP Board") and the City of Miles City and the Miles City Area Economic Development Council (hereinafter "Miles City") have agreed to cooperate on the organization and operation of the 2017 Montana Association of Planners Conference. The following represents the understanding between the MAP Board and Miles City.

The City of Miles City will host the conference, at a location determined by the City, Miles City Area Economic Development Council and MAP Board on dates to be determined through the planning process by the City, Miles City Area Economic Development Council and MAP Board between September 1, 2017 and October 31, 2017.

The following guidelines assist the execution of a successful conference and will facilitate a smooth, productive, enlightening, profitable and fun event.

**The City of Miles City and the Miles City Area Economic Development Council have agreed to serve as the co-conveners of the conference and will complete the following activities in consultation with the MAP Board:**

- a) Miles City will designate at least one person to serve as a point of contact with the MAP Board.
- b) Miles City will identify the persons who will to serve on the conference committee to assist with tasks such as:
  - Providing a conference venue
  - Providing conference setup at venues
  - Organizing meals
  - Reserving hotels
  - Organizing tours and recreational opportunities
  - Providing staffing for registration
  - Providing staffing to answer conference attendee questions etc.
- c) Reserve and rent a conference venue capable of providing:
  - A room large enough to accommodate all of the conference attendees, keynote speeches, lunches and dinner.
  - 3 to 4 smaller rooms capable of accommodating conference sessions
  - Facilities at the conference venue to allow for the catering of food.

- Space for sponsors and vendors
  - Adequate parking to accommodate attendees
- d) Provide a suitable venue for the opening night mixer for attendees to mingle and socialize. Depending on the location in relation to the conference venue and hotels, a group transportation option may be appropriate.
- e) Organize and provide meals to conference attendees as follows:
- Snacks and drinks during each break – daily
  - Light appetizers for opening night mixer
  - A lunch during keynote speaker
  - Dinner for the conference banquet
- f) Organize recreational and tour opportunities for attendees after and during conference hours.
- i.e. Range Rider's Museum, Tilt Würks Brewery
- g) Compile registration packets and handle incidentals for attendees
- Arrange for printing services and delivery to the conference site.
  - Provide badges, maps, and venue signs.
- h) Draft and administer the conference budget based on a template provided by the MAP Board. This includes forwarding invoices to the MAP Board for payment and providing a list of vendors with estimated payments prior to the conference.
- i) Identify and obtain local sponsors for the conference which can be general support or for breaks or social events.
- j) Provide daily administrative and logistics support including on-site staff for the conference.

The Miles City Planning Department and Miles City Area Economic Development Council agree to complete the tasks outlined above meeting the schedule found in the attached Exhibit A. The schedule can be amended upon the mutual consent of all the co-conveners.

**The MAP Board agrees to serve as the co-convener for the conference and will perform the following services in consultation with Miles City:**

- a) Designate at least one person to serve as a point of contact with the Miles City organizers.
- b) Market the conference to the MAP membership through email, the MAP web site and other options.
- c) Provide a theme and logo to the Miles City organizers for use on conference related materials.

- d) Administer attendee registration through the MAP website and MAP's Wild Apricot system.
- e) Review and approve conference budget.
- f) Pay invoices forwarded from Miles City and as approved in the conference budget.
- g) The MAP Board will collect registration fees from each attendee. The registration fees will be used to defray the cost of conference expenses.
- h) Develop a conference website.
- i) Identify and schedule keynote speakers for:
  - One lunch
  - Opening night mixer or conference banquet
- j) Call for session abstracts.
- k) Review and select abstracts for presentation at the conference.
- l) Provide honoraria, reduced registration, complimentary meals, or travel and lodging assistance for keynote speakers and conference presenters as deemed necessary.
- m) Identify and obtain state-wide sponsors for the conference in general, for breaks or for social events.
- n) Develop the conference programs.

The MAP Board agrees to complete the tasks outlined above meeting the schedule found in the attached Exhibit A. The schedule can be amended upon the mutual consent of all the co-conveners.

**Sponsorship levels for the conference are:**

**Silver \$100-\$200**

- Opportunity to be a host coffee/water/tea/snack break station
- Sponsor logo on conference agenda
- Sponsor business card (supplied by sponsor) as a conference pocket insert

**Gold \$300-\$500**

- A booth to display company materials and engage with attendees
- Sponsor logo on the conference agenda
- Verbal recognition as an activity sponsor during the conference
- Conference packet insert upgrade – one item identifying your company (brochure, etc.), supplied by sponsor

Platinum \$600+

- Participate in sponsorship of the conference activities and receive all the benefits of a Gold Sponsorship, plus:
  - A booth to display company materials and engage with attendees
  - Recognition as an official sponsor during opening remarks
  - Sponsored event host (lunch, reception, or dinner)
  - One complimentary conference registration
  - Sponsor logo on the conference website
  - A sponsor sign located in the conference area
  - Conference packet insert upgrade – up to 3 items identifying your company, supplied by sponsor

**Budget, Revenues and Expenses:**




The overall budget shall be reviewed and approved by the MAP Board.

Revenues shall be first used to pay conference expenses. Remaining profit shall be retained by the MAP Board for the annual operation of MAP.

Miles City shall forward invoices to the MAP Board for payment as expenses are incurred. Final conference costs and revenues shall be calculated as soon as possible after the conference closes. The parties agree to reconcile expenses and income within sixty days after the conclusion of the conference.

**Agreement Execution:**

The parties who sign this agreement acknowledge that they are authorized to bind their respective organizations to terms outlined in this Memorandum of Understanding.

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|---|---|--|---|
|  |  |  |  |
| K Dawn Colton<br>Planner II, City of Miles City                                     | Date  | Andrew Hagemeyer, AICP<br>President, MAP   | Date  |

|   |   |
|---|---|
|  |  |
| Tracy Baker<br>Miles City Area Economic Development<br>Council, Inc.                | Date  |

**Exhibit A**

| <b>TASK</b>  | <b>RESPONSIBILITY</b>    | <b>COMPLETION DATE</b>                         |
|--|--------------------------|--|
| Designate point of contact for conference organization               | Miles City and MAP Board | 3/1/17   |
| Call for session abstracts   | MAP Board                | 3/1/17   |
| Identify persons to serve on Miles City organizing committee         | Miles City               | 3/31/17  |
| Draft conference budget  | Miles City               | 3/31/17  |
| Review and approve conference budget                                 | MAP Board                | 4/31/17  |
| Provide invoices to MAP Board for payment as expenses are incurred   | Miles City               | Starting 5/1/17 and ongoing through conference |
| Make payments to vendors as approved in the conference budget        | MAP Board                | Starting 5/1/17 and ongoing through conference |
| Review and select abstracts  | MAP Board                | 5/30/17  |
| Reserve and rent conference  | Miles City               | 6/1/17   |
| Reserve and rent a venue for opening night mixer                     | Miles City               | 6/1/17   |
| Market the conference  | MAP Board                | Starting 6/1/17 ongoing through conference     |
| Provide a theme and conference logo to Miles City                    | MAP Board                | 6/1/17   |
| Administer conference registration, including financial transactions | MAP Board                | Starting 6/1/17 ongoing through conference     |
| Develop a conference website   | MAP Board                | 6/15/17  |
| Reserve blocks of hotel rooms for attendees                          | Miles City               | 7/1/17   |
| Identify and schedule keynote speakers                               | MAP Board                | 7/1/15   |
| Develop the conference program                                       | MAP Board                | 8/1/17   |
| Organize and provide meals   | Miles City               | 8/15/17  |
| Organize recreation/tours  | Miles City               | 8/15/17  |
| Obtain state-wide sponsors   | MAP Board                | 9/1/17   |
| Obtain local sponsors  | Miles City               | 9/1/17   |

|   |            |                            |
|---|------------|----------------------------|
| Provide final list of vendors and estimated payments to MAP Board | Miles City | 9/1/17                     |
| Compile registration packets                                      | Miles City | 9/15/17                    |
| Provide administrative support and logistics                      | Miles City | Ongoing through conference |