



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

I move to approve Memorandum of Understanding 24-001 between the City of Ketchum and Wood River Farmers Market Association

Reasons for Recommendation:

Wood River Farmers Market events under the last MOU were popular amongst visitors and community members.

The new proposed MOU more clearly states responsibilities and timeframes in the agreement.

The MOU will save administrative time for both the City and Wood River Farmers Market and help ensure a successful partnership for the next three years.

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

A partnership between Wood River Farmers Market and the City of Ketchum is currently recognized in MOU 23-010, which was adopted on February 6, 2023. However, language in the approved agreement regarding event dates, and how they reoccur each year, or promotional obligations of the City is vague. They also don't account for variances such as road construction in the area. This is important as construction on Main Street begins this year. The proposed MOU clarifies these items to better protect the interests of all parties involved. It also extends the partnership an additional year, through March 2027.

Sustainability Impact:

None OR state impact here:
None

Financial Impact:

None OR Adequate funds exist in account:

Attachments:

1. Wood River Farmers Market Memorandum of Understanding - 24-001



City of Ketchum

MEMORANDUM OF UNDERSTANDING 24-001 City of Ketchum/Wood River Farmers Market

Effective on the ____ day of _____ 2024, this Memorandum of Understanding (MOU) is between the Wood River Farmers Market, an Idaho general business (WRFMA), 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 the WRFMA and includes adjustments to the agreed-upon terms outlined in MOU 23-010, which was approved on February 6, 2023. The purpose of this MOU is to memorialize additional terms and conditions for this recurring event.

The WRFMA would like to conduct business in Ketchum's downtown area, specifically in Forest Service Park. The City desires to work with the WRFMA in a partnership capacity to ensure its success at this location. The presence of WRFMA in downtown Ketchum is a benefit to the community's residents and visitors and adds vibrancy to one of the City's most desirable parks. Forest Service Park and its surrounding streets will accommodate the needs of WRFMA and its customers. Changes from the prior MOU include more clearly defined WRFMA operation dates and years and City promotional support. It also extends the partnership an additional year, through March 2027.

As a result, WRFMA and the City memorialize a 3-year agreement, from March 12, 2024-March 12, 2027) to include the following:

- Use of Forest Service Park and Washington Ave., between River and First Streets on Wednesdays from the hours of noon to 4 PM for WRFMA events, beginning the second week of June and ending the second week of October each calendar year. This MOU may not be modified during the market season.
- WRFMA will follow Fire Department regulations, including tent locations within the park and along Washington Avenue, to allow for emergency vehicle access.
- Any proposed changes to the location, day, and hours of the event will be agreed upon by the parties prior to each market season and memorialized through an amendment to this MOU.
- Fees will be paid along with the submission of the Special Event Application prior to the beginning of each market season.
- WRFMA will be solely responsible for selecting its vendors and operating the market.
- The City will assist with the Washington Avenue road closure by placing signs in parking spaces to alert users of the road closure day/time.
- The City will allow road closure equipment to remain stored at Forest Service Park throughout the market season.
- WRFMA is not initially required to provide additional portable toilets. The City will revisit this decision throughout each market season. If it is determined that additional toilets are necessary, WRFMA will be required to provide them.
- WRFMA vendors are responsible for providing trash receptacles for their customers and removing all trash at the end of each market day.
- WRFMA will leave City trash cans within the park empty at the end of each market event.
- WRFMA's 4' x 8' trailer can remain parked at 131 River Street, in an area designated by City, throughout the market season.

- WRFMA vendors shall use quiet generators, approved by WRFMA, as power sources during market hours.
- The City will provide access to power outlets located at Forest Service Park.
- Use of grills of any type must be approved by the Ketchum Fire Department.
- The City desires to partner with WRFMA in order to provide marketing assistance and music. The partnership will include the following.
 - Music license fee of \$10 per market day will be waived if WRFMA elects to have the City provide music.
 - The City will provide one week per month of banner space at the Main Street location (or an alternate location, if the Main Street location is unavailable) on dates to be determined each year between City staff and WRFMA.
 - The City will provide additional banner space if it is available.
 - The City will advertise on an electronic message board if it is not in use for a city project
 - The City will assist in marketing the event on social media and in email newsletters.
 - During road construction which may affect access to Forest Service Park, the City will provide wayfinding signs, at their discretion, to help direct the public to WRFMA events.

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.

Wood River Farmers Market

By: _____

Its: _____

City of Ketchum

By: _____

Its: _____