

Memorandum of Understanding

Between San Juan County and Deb Brown

This Memorandum of Understanding (MOU) is made on December 11, 2024, by and between San Juan County (hereinafter referred to as "the County") and SaveYour.Town, represented by Deb Brown (hereinafter referred to as "the Consultant"), for the purpose of conducting an Idea Friendly Action Follow-Up Visit and Chamber Development Planning.

PURPOSE

The purpose of this MOU is to outline the terms and understanding between the County and the Consultant regarding the provision of services to help develop big ideas, build local businesses, and create a county-wide Chamber of Commerce.

SCOPE OF SERVICES

The Consultant agrees to provide the following services:

1. Idea Friendly Action Visit (1.5 days)

- Community walk-through or drive-through with stakeholders
- One-on-one meetings with small businesses, community members, and organizations
- Brainstorming sessions focused on immediate action plans

2. New Chamber Development (2 days)

- Work with stakeholders to design their new chamber
- Building a board that serves the county well
- By-Laws discussion

3. Follow-up and Reporting

- Data tabulation and compilation
- Findings shared with community members and Economic Development team
- Virtual webinar approximately two weeks after the visit
- Comprehensive recap of meetings and Chamber development sessions

DURATION AND DATES

The Consultant will be in San Juan County from Sunday, February 23, to Thursday, February 27, 2025. The Consultant will arrive in Durango on Saturday, February 22, and depart by noon on Thursday, February 27.

FINANCIAL ARRANGEMENTS

- Total cost: \$9,300 (\$7,500 for services plus \$1,800 for airfare and car rental)
- Payment terms: 50% deposit due upon signing of this MOU, remaining 50% due upon completion of services
- The County will arrange and cover the cost of housing for the Consultant during the visit

RESPONSIBILITIES

The Consultant agrees to:

- Provide all services as outlined in the Scope of Services
- Utilize an informal and adaptable approach to encourage broad participation
- Generate practical, immediately actionable steps
- Conduct a virtual webinar approximately two weeks after the visit

The County agrees to:

- Arrange and cover the cost of housing for the Consultant
- Facilitate meetings with relevant stakeholders, businesses, and community members
- Provide necessary local information and support for the Consultant's activities

Modifications

This MOU may be modified by mutual consent of both parties. Any changes will be outlined in writing and signed by both parties.

Consultant:

Deb Brown

SaveYour.Town

Email: deb@saveyour.town

Phone: 641-5-0103

County Representative:

Name of Authorized County Representative

Title

Signature, Authorized Representative

Date

By signing below, both parties agree with the terms outlined in this Memorandum of Understanding.

Deb Brown

Deb Brown

[County Representative Name]

Co-founder, SaveYour.Town

[Title], San Juan County

Date: __12-11-2024_____ Date: _____

Electronic signature approved