

City of Scottsbluff, Nebraska

Monday, May 1, 2017

Regular Meeting

Item Public Inp3

Council to consider the Memorandum of Understanding with Celebrating Nebraska Statehood for the Mobile Children's Museum and authorize the Mayor to sign the MOU.

Staff Contact: Triniti Burgner, Recreation Supervisor

MEMORANDUM OF UNDERSTANDING

Between

Celebrating Nebraska Statehood (CNS)

And

The City of Scottsbluff, Nebraska

Purpose & Scope

The purpose of this Memorandum of Understanding (MOU) between CNS and the City of Scottsbluff, Nebraska is to clearly identify the roles and responsibilities of each party. The intent of this project is to ensure a successful 26-week, 42-community tour of "Truckin' Through Nebraska: A Mobile Children's Museum" (mobile museum) in celebration of Nebraska's Sesquicentennial.

Celebrating Nebraska Statehood Responsibilities Under This MOU

CNS Shall undertake the following:

1. Accept responsibility for and sign all contracts associated with the build and tour of the mobile museum.
2. Provide leadership, oversight and management of the mobile museum's statewide tour.
3. Assume responsibility for all costs associated with the design, development, build, maintenance and management of the mobile museum.
4. Provide adequate commercial general liability and umbrella casualty liability insurance for CNS exhibit space.
5. Promote the mobile museum and tour via traditional and social media, including establishing a web presence.
6. Provide a media packet to assist communities with local promotion of their events.
7. Provide a volunteer manual and limited training prior to each community event.
8. Provide two mobile museum managers at each site to ensure a successful visit at each location.
9. Assist communities in the site selection process.
10. Assist in troubleshooting any issues that may arise.

The City of Scottsbluff, Nebraska Responsibilities Under This MOU

Scottsbluff shall undertake the following:

1. Site Reservation/Route Requirements/Space Needs:
 - a. The mobile museum is contained in a semi-tractor trailer and needs a height clearance of 13'8" on its route.
 - b. The route into the exhibit location must be able to hold the truck and trailer's weight, be free of low wires and bridges (under 13'8"), and allow room for wide turns - specifically wide right.
 - c. The overall exhibit space will be approximately 90' x 90' and 76,000 pounds.
 - d. The semi-truck and trailer must parked be on a paved or graveled area.
 - e. The outdoor exhibits can be located on adjacent grass, gravel or paved areas.
 - f. The vehicle/exhibit will require level ground parking with no ground or overhead barriers. Please ensure the area is free of parking barriers, light poles, fences, gates, phone wires, etc.)
 - g. All sites must be pre-approved by CNS' trucking firm, MRA.
2. Permits/Waivers:
 - a. Any required permits/waivers and associated costs are the responsibility of the community/sponsoring organization and/or its designated site coordinator and must be completed prior to the mobile museum's arrival.
3. Site Coordinator:
 - a. The site coordinator must be accessible to CNS personnel by phone throughout the entirety of the mobile museum's visit. The site coordinator must be on site for the mobile museum's arrival, during initial set-up, during daily volunteer shift changes, opening,

- closing and final teardown. CNS prefers the site coordinator to be at the mobile museum location as much as possible, but the back-up contact is an acceptable alternative.
- b. Designate one go-to individual to be CNS' one main point of contact prior to and during the mobile museum's visit.
 - c. Designate one back-up contact and provide all relevant contact information. This individual should be fully briefed on ALL logistics of the mobile museum's visit by the site coordinator.
 - d. Designate a school field trip coordinator if your community is scheduled for a weekday visit during the school year. This person can be the site coordinator or back-up contact.
4. Recruit and Manage Teams of Volunteers:
- a. The museum will require 20 volunteers per day when open a "full" day (7-8 hours). Ten volunteers are required if open a half day (4 hours or fewer).
 - b. A minimum of 10 volunteers must be present for the museum to open (13-15 volunteers are preferred for more populous locations – communities comprised of 20,000+ or visits occurring during a festival or large event).
 - c. At least half of the volunteers working at any time must be age 21 or older. Volunteers must be a minimum of 15 years of age.
 - d. Volunteers must sign a waiver of liability. If under the age of majority (19 in Nebraska), a parent or guardian must sign on their behalf.
 - e. Volunteers will be provided a lanyard by CNS and must wear it during their shift to be identifiable.
 - f. Volunteers should wear appropriate and comfortable clothing.
 - g. A volunteer manual will be provided to the on-site coordinator detailing CNS' requirements/expectations.
 - h. The community/sponsoring organization may want to consider providing refreshments or a refreshment station, especially water, for volunteers throughout the day.
5. Inclement Weather Plan/Safe Shelter
- a. Have an evacuation plan in place and an appropriate designated emergency shelter available nearby in the event of dangerous and/or inclement weather. The shelter must be unlocked and accessible any time museum staff and volunteers are in the area.
6. Emergency Responders:
- a. The site coordinator is responsible for notifying emergency personnel of the mobile museum's visit prior to its arrival.
 - b. Have emergency responders either on site or on stand-by should an emergency occur.
 - c. If phone numbers other than 911 are required for emergency services, provide them to mobile museum managers upon arrival.
7. Insurance:
- a. Any special event liability policies required by the community/sponsoring organization are the responsibility of the community/sponsoring organization.
 - b. Any insurance required outside of the mobile museum's footprint is the responsibility of the community/sponsoring organization.
8. Security
- a. Security is required for the mobile museum while in your community 24 hours a day. Overnight security is critical. It is the responsibility of the community/sponsoring organization to provide this service. Local law enforcement is preferred, though community volunteers are acceptable in certain cases.
 - b. Please ensure the area has proper lighting.

9. Restroom Facilities:

- a. Please ensure adequate restroom facilities are available and easily accessible without involving museum staff or volunteers.
- b. Porta-potty rentals are acceptable.

10. Parking:

- a. CNS has a 26-foot Penske truck that carries the outdoor exhibits. The truck must be parked close to the museum site during hours of operation. It must also be easily able to access the site during set-up and tear down.

11. Marketing/Advertising

- a. Assist in marketing/publicizing the mobile museum's visit to the community via local media (radio, newspaper, television) outlets as well as social media sites (Facebook, Twitter, Instagram, YouTube, etc.).
- b. A media packet will be provided by CNS.

It Is Mutually Understood And Agreed By And Between The Parties That:

- 1. This agreement may be modified if both parties agree to its changes in writing.
- 2. Such conditions can be terminated if either party is found negligent in its practice.

Effective Date And Signature

This MOU shall indicate agreement and be in effect upon the signature of authorized officials of both parties. It shall be in force from the date signed.

Signatures And Dates

Regan Anson
Executive Director
Celebrating Nebraska Statehood

Name
Title
Organization

4/7/17
Date

Date