**UNIVERSITY OF MINNESOTA**

***Twin Cities Campus Minnesota Institute for Sustainable Agriculture*** *411**Borlaug Hall*

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May 20, 2016

Memorandum of Understanding

With this memorandum, we describe the terms and conditions for a working relationship between Minnesota Institute for Sustainable Agriculture (MISA) and Brett Olson of Renewing the Countryside (RTC), for design & layout of local food fact sheets developed by MISA and Minnesota Farmers Market Association (MFMA).

**Part 1. General**

1. When we are communicating with each other about this project, we agree to include the following contact persons: Jane Jewett from MISA; Brett Olson from RTC; Kathy Zeman from MFMA.
2. Renewing the Countryside is an independent contractor of MISA and nothing in this agreement shall be construed to create an employer-employee relationship with MISA. Any taxes required are the independent contractor’s sole responsibility.

**Part 2. Ownership and Distribution**

1. Specific acknowledgements, holding of copyright, inclusion of logos, and a fair use statement will be determined by MISA with input from RTC and MFMA.
2. The electronic materials developed through this project shall be available to the public free of charge and handouts developed under this or the previous MOUs shall be available to the public for no more than the cost of printing.

**Part 3: Scope of Work for Design and Layout of Fact Sheets**

1. MISA is responsible for creating the fact sheet content, securing approval from regulatory authorities (Minnesota Department of Agriculture and Minnesota Department of Health), and arranging for additional review of the documents; all as part of the larger project to revise the Marketing Local Food publication. There will be four fact sheets focused on regulations and considerations for farmers’ sales of: red meat, poultry, shell eggs, and produce. A fifth fact sheet will focus on approved source of water for on-farm food enterprises.
2. Brett Olson will be responsible for design & layout of the above five fact sheets.
3. Brett Olson will create a template that can be used for future fact sheets that may be developed in the same series.
4. MISA and MFMA will share responsibility for online publishing, printing and distribution of the fact sheets.

**Part 4: Invoicing and Payment**

1. MISA agrees to pay Brett Olson of RTC the following sums for work detailed in Part 3:  
   1. $450 for development of the template concept, billable upon commencement of work.
   2. $2,000 for layout of the five fact sheets: $400 per fact sheet. Billable upon commencement of work.
   3. $65/hour for edits after the initial layout. Billable upon completion of final layout.
2. Renewing the Countryside agrees to submit invoices for work described above to the attention of Kate Seager. Invoices can be emailed to [misamail@umn.edu](mailto:misamail@umn.edu), or mailed to:

MISA

411 Borlaug Hall

1991 Buford Circle

St. Paul, MN 55108

**Part 5: Timeline and Severability**

The parties agree that the following timeline is an appropriate target for their Scope of Work. Each party agrees to work to the best of their ability to meet the timeline. If it is not possible to meet the timeline stated, each party will communicate with all parties to reach a new agreement as to the timeline.

June 2016: Complete initial template design, and initial layout work on fact sheets

July-August 2016: Review of fact sheets as part of the larger review of Marketing Local Food

September 2016: Revise and finalize the five fact sheets and the template.

Final version of materials completed by 12/31/16 and ready for use in 2017 winter conferences.

**Part 6: Other**

This MOU may be amended. We agree that an email exchange where all parties read and respond in the affirmative qualifies as a valid, binding, written amendment to this MOU.

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Brett Olson  
Renewing the Countryside Date

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Kathy Zeman  
Minnesota Farmers’ Market Association Date



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Jane Grimsbo Jewett   
Program Associate, Information Exchange Date  
Minnesota Institute for Sustainable Agriculture