



Warrensburg Main Street Program Agreement

Please return original* signed agreement to:

Missouri Main Street Connection
P.O. Box 1066
Branson, MO 65615-1066

*No faxes, scans, or photocopies will be accepted.



Missouri Main Street – Program Agreement

Accredited Main Street Communities & Associate Tier Communities

Agreement must be completed & returned to MMSC by June 30, 2020 to receive services.

THIS AGREEMENT is entered into and executed by the Missouri Main Street Connection herein referred to as the “MMSC”, the City of Warrensburg and Warrensburg Main Street herein after referred to as the “Local Main Street Program.”

THIS AGREEMENT is an annual document that is revised and reviewed each year by MMSC in cooperation with the Local Main Street Program.

WHEREAS, MMSC and the Local Main Street Program desire to continue to implement the Main Street Approach® in the City of Warrensburg, Missouri, to promote the revitalization of the designated Main Street area of the community; and

WHEREAS, the Local Main Street Program understands that the Tier Placement has been established by MMSC based upon the Community’s 2019 Assessment and the Local Main Street Program is in the **Accredited** Tier Level.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein, the parties agree as follows:

Missouri Main Street Connection agrees to:

1. Provide to the Nationally Accredited Local Main Street Program a technical assistance visit at the request of the Local Main Street Program annually, at no cost to the Accredited program. The topic will be agreed upon by the Local Main Street Program and MMSC by contract. This annual service is available when MMSC is fully funded by the state legislature.
2. Designate a MMSC staff member to act as liaison with the Local Main Street Program and the National Main Street Center.
3. Arrange, coordinate, and participate in all National Main Street Center visits and other specialist visits as requested and mutually agreed upon.
4. Conduct statewide Directors’ Training opportunities.
5. Conduct regional meetings and workshops to further develop and refine the skills of local Executive Directors, Board members and volunteers.
6. Conduct a statewide Main Street Refresh and/or Main Street 101 training covering the Main Street Four-Point Approach to Revitalization. In 2020, this training will be conducted virtually.
7. Provide training advice and information by telephone, e-mail, and other appropriate ways to the local Executive Director and Board.
8. Make staff available for selection and hiring of a new Executive Director.
9. Provide, arrange, and participate in an annual assessment visit with the National Main Street Center.
10. Provide one on-site organizational visit by request of the Local Main Street Program annually, at no cost to the Accredited and Associate programs.
11. Provide and conduct, at no cost, a goal-setting, visioning, and/or development workshop with the local program board, by request annually.
12. Provide access to the MMSC Resource Library area of the MMSC website.
13. Facilitate on-going media coverage of the Missouri Main Street Programs.
14. Collect and publish economic development statistics both statewide and by community.
15. Continue to educate Missouri Legislators and Missouri departments of the value of the Missouri Main Street Program.
16. Provide research into potential grant opportunities for the Local Main Street Program to utilize on a monthly basis through the Grant Resource Directory. MMSC will provide specialized research for a Local Main Street Programs upon request as time allows.

The Local Main Street Program agrees to:

1. Maintain the focus of Accredited Main Street Program by following the Main Street Four-Point Approach® to Revitalization following the methodology established by the National Main Street Center.
2. Maintain National Main Street Accreditation Standards. The Local Main Street Program must continue to strive for and/or operate within the 6 criteria to maintain or receive State and National Accreditation:
 - a. Broad-based Community Commitment
 - b. Inclusive Leadership and Organizational Capacity
 - c. Diverse Funding and Sustainable Operations
 - d. Strategy-Driven Programming
 - e. Preservation-Based Economic Development
 - f. Demonstrated Impact and Results
3. Maintain broad-based community support for the program from public and private sectors through financial contributions and in-kind volunteer support.
4. Receive financial and in-kind support from City government.
5. Maintain a historic preservation ethic, specifically:
 - a. The Local Main Street Program must have an active, effective design management program;
 - b. The Local Main Street Program encourages appropriate building renovations, restoration, and rehabilitation;
 - c. The Local Main Street Program works to find creative adaptive use, financing, and physical rehabilitation solutions to preserve buildings;
 - d. The Local Main Street Program recognizes the importance of planning and policies which make it as easy to develop property within the commercial district as it is outside the commercial district;
 - e. The Local Main Street Program ensures that financial and technical incentives are in place to help facilitate the process of attracting investments in the historic commercial district;
 - f. The Local Main Street Program builds public awareness for the commercial historic district's buildings.
6. Develop a written action plan that is based on the Vision and Mission statements of the Local Main Street Program, with an adequate operating budget to carry out the action plan.
7. Collect current Economic Data to monitor the progress of the Main Street Program and submit the reports quarterly to MMSC. Quarterly reports are due April 15, 2020, July 15, 2020, October 15, 2020, and January 15, 2021. (Local Main Street Programs that have not submitted reports are not eligible for services until reports are completed and delivered to MMSC.)
8. Provide MMSC with a copy of the minutes of each Board and committee meeting when reporting Main Street Economic Data each quarter, due on April 15, 2020, July 15, 2020, October 15, 2020, and January 15, 2021.
9. Promote and encourage Board member attendance at the state and national training opportunities, as identified by MMSC. At least four different members of the Board and/or committees are required to attend the trainings provided by MMSC outside of the Local Main Street Program's community. Board and/or committee member attendance is required at the majority of trainings offered by MMSC. Majority of training is defined as attending one more than half of the trainings offered by MMSC outside of the Local Main Street Program's community. **In 2020, MMSC trainings will be hosted in-person when possible with options for virtual attendance to satisfy training requirements.**
10. Oblige and provide financial support for the Executive Director to attend all required trainings, events, and workshops throughout the term of this agreement. The Executive Director is required to attend all of the Directors' Meetings and educational trainings offered by MMSC outside of the Local Main Street Program's community. **In 2020, MMSC trainings will be hosted in-person when possible with options for virtual attendance to satisfy training requirements.** Classification of extenuating circumstances will be determined by MMSC on a case by case basis. In such a case, the Executive Director must notify the MMSC State Director of the reason for their inability to attend thirty (30) days prior to the training, as reasoning allows. MMSC will work with the Executive Director to determine appropriate trainings to replace the missed workshop or event.
11. Provide all required documents to MMSC by stated deadline, *e.g.* self-assessment materials, economic data, and Board/committee meeting minutes.
12. Assist, as requested by MMSC, in arrangements for technical assistance and public relations visits to the community.
13. Host as least one Board training, orientation, or planning retreat per calendar year.

14. Provide and/or conduct training for the local Main Street program including Main Street 101 training, annual orientation for Board members, and annual committee training.
15. Be a current member of MMSC and National Main Street Center by paying the annual dues.
16. Use the MMSC and Main Street America logo properly on website and appropriate documents.
17. Sign and adhere to the National Main Street sublicense agreement on logo usage.

The Local Main Street Program agrees to fulfill all of the requirements listed above. If the Local Main Street Program is not in compliance with any one of these requirements, they are not eligible for services or scholarships provided by MMSC as detailed above. MMSC reserves the right to withhold services and scholarships until compliance is restored.

Notwithstanding any other provisions of this Agreement to the contrary, if funds anticipated for continued fulfillment, at the time of the Agreement, or at any time throughout the period of the Agreement are not forthcoming or are insufficient, either through the failure of the State of Missouri to appropriate funds for continuation of the contractual agreement with the National Trust Main Street Center, or discontinuance or material alteration of the program for which the funds are provided, then MMSC shall have the right to amend this Agreement without penalty by giving the Community not less than sixty (60) days written notice.

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Missouri Main Street and the Local Main Street Program jointly agree that:

1. If a Local Main Street Program fails to comply with the provisions of this program agreement, the Missouri Main Street State Director may choose to send that program a written initial warning. At this time, the Local Main Street Program will be put on probationary status and ineligible for any services from MMSC. The warning will include a summary of deficiencies and provide guidance on how to correct the problem. The Local Main Street Program will be reevaluated by MMSC 90 days following the first warning. If the Local Main Street Program is not in compliance within 90 days after the warning is sent, the State Director will terminate the program agreement with the Local Main Street Program and notify the Missouri Department of Economic Development, the National Main Street Center, and the listed parties in the agreement. The Local Main Street Program will cease using the trademarked brand "Main Street" and/or "Main Street Program" in its name or as part of its name if the Local Main Street Program withdraws from Missouri Main Street Connection or if this agreement is terminated by MMSC. Once the program agreement is terminated, the Local Main Street Program must reapply to MMSC before it can receive MMSC services.
2. This agreement may be modified only by written amendment executed by all parties hereto and approved by the Missouri Main Street State Director;
3. This agreement may be terminated by either party by giving written notice to the other, at least 60 days before the effective date of termination;
4. This agreement shall not be binding upon the parties until it is approved by the Missouri Main Street State Director;
5. The term of this agreement shall be for one year, beginning June 30, 2020, through the signature of the next agreement.

IN WITNESS WHEREOF, the parties have executed this agreement.

BY: _____
 President/Chair of Local Main Street Program Date

 Title of Local Main Street Program

 Executive Director of Local Main Street Program Date

While not bound by this Letter of Agreement, we acknowledge the requirements set forth by the Missouri Main Street Program with the Local Main Street Program.

BY: _____
 Mayor Date

BY: _____
 Gayla L. Roten - Missouri Main Street State Director Date