



# Downtown Lee's Summit Main Street Program Agreement

Please return original\* signed agreement to:

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

\*No faxes or photocopies will be accepted.



# Main Street Missouri – Program Agreement

## Accredited Main Street Communities & Associate Tier Communities

Agreement must be completed & returned to MMSC by June 15, 2017 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 Lee’s Summit and Downtown Lee’s Summit 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 Community desire to continue to implement the Main Street Approach® in the City of Lee’s Summit, Missouri, to promote the revitalization of the designated Downtown Main Street area of the community; and

WHEREAS, the Local Main Street Community understands that the Tier Placement has been established by MMSC based upon the Community’s 2016 Assessment and the Local Main Street Community 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 do as follows:**

1. Annually, MMSC will provide to the Nationally Accredited Local Main Street Program a Technical Assistance Visit, upon request, at no cost. 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. Annually, MMSC will provide the Accredited Programs 1 (one) scholarship for the National Main Street Conference.
3. Annually, MMSC will provide the National Accredited and Associate Main Street Programs with 1 (one) scholarship for the Annual Missouri Downtown Revitalization Conference.
4. Designate a MMSC staff member to act as liaison with the Local Main Street Program and the National Main Street Center.
5. Arrange, coordinate, and participate in all National Main Street Center visits and other specialist visits as requested and mutually agreed upon.
6. Conduct statewide Directors’ Training.
7. Conduct regional meetings and workshops to further develop and refine the skills of local executive directors, board members and volunteers.
8. Conduct a two-day statewide Main Street Refresh in the National Main Street Four-Point Approach® to Revitalization. In 2018, this training will be held at the national Main Street Now conference in Kansas City.
9. Conduct a 2017 annual statewide conference for all persons interested in downtown revitalization. Due to hosting the national Main Street Now conference in Kansas City in 2018 there will be no 2018 statewide conference.
10. Provide training advice and information by telephone, e-mail and other appropriate ways to the local executive director and board.
11. Staff can be available for selection and hiring of a new executive director.
12. Provide, arrange and participate in an annual assessment visit with the National Main Street Center.
13. Provide an on-site Organizational visit by request, at no cost to the Accredited and Associate programs.
14. Provide and conduct at no cost a goal-setting, visioning, and/or development workshop with the local program board, by request (1 per year allotted by contract).
15. Provide access to the MMSC Resource Library area of the MMSC web-site.
16. Facilitate on-going media coverage of the Main Street Missouri Programs.
17. Collect and publish economic development statistics both statewide and by community.

18. Continue to educate Missouri Legislators and Missouri Departments of the value of the Missouri Main Street Program.

**The Local Main Street Program Agrees to:**

1. Maintain the focus of Accredited/Associate Main Street Program by following the Main Street Four-Point Approach® to downtown 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 10 criteria to maintain or receive the National Accreditation:
  - i. Broad-based public and private support
  - ii. Vision and mission statements
  - iii. Comprehensive work plan
  - iv. Historic preservation ethic
  - v. Active board and committees
  - vi. Adequate operating budget
  - vii. Professional Management
  - viii. Program of on-going Training
  - ix. Reporting of key statistics
  - x. Current member of the National Main Street Network and Missouri Main Street Connection.
3. Maintain broad-based community support for the program from public and private sectors through financial contributions and in-kind volunteer support.
4. Receives financial and/or 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 work 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 work 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, 2017, July 15, 2017, October 15, 2017, and January 15, 2018. (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, 2017, July 15, 2017, October 15, 2017, and January 15, 2018. (Local Main Street Programs that have not submitted reports and minutes are not eligible for services or scholarships until reports are completed and delivered to MMSC.)
9. Promote and encourage board member attendance at the local, state, and national training opportunities, as identified by MMSC. Four members of the board and/or committees are required to attend the majority of trainings provided by MMSC and National Main Street. Director is required to attend the National Main Street Conference and the 2017 MMSC State Conference. There will be no 2018 MMSC State Conference.
10. Director is required to attend all Directors' Meetings and Training Sessions held several times per year.
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. Nationally/State Accredited programs are required to 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. It is highly recommended that the director and/or representatives from the community attend the annual legislative event in Jefferson City.
16. Be a current member of MMSC and National Main Street Center by paying the annual dues.
17. Uses the MMSC and Main Street America logo properly on website and appropriate documents.
18. Signs and adheres to the National Main Street sublicense agreement on logo usage.

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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 the annual letter of agreement, the Missouri Main Street State Director may choose to send that program a written initial warning. At this time, the local 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 the MMSC State Director 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 letter of 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 Community withdraws from Missouri Main Street Connection or if this agreement is terminated by MMSC. Once the letter of agreement is terminated, the local 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 15, 2017, 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