



Warrensburg Convention and Visitors Bureau

10 a.m. Thursday, March 10, 2022

Please click the link below to join the webinar:

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+16465588656,,86311132040#,,,,*248625#

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1. Call To Order
Tom Koenigsfeld, President
2. Roll Call
Marcy Barnhart, Tourism Director
3. Adopt Agenda
4. Minutes Of Prior Meeting
Marcy Barnhart, Tourism Director

Documents:

[MINUTES 02102022.PDF](#)

5. Financial Report
Marcy Barnhart, Tourism Director

Documents:

[LODGING TAX ACTUAL.PDF](#)
[FINANCIAL REPORT MAR 2022.PDF](#)

6. Order Of Business: 205 N Holden St Architectural Design Services
Marcy Barnhart, Tourism Director

Documents:

[DAVIDSON ARCHITECTURE AND ENGINEERING 02252022.PDF](#)
[M DESIGN 01262022.PDF](#)
[DIRECTOR NOTES 205 N HOLDEN ARCHITECTURE DESIGN SERVICES .PDF](#)

7. WCVB Strategic Plan And Committee Updates
Marcy Barnhart, Tourism Director

Documents:

[DIRECTORS NOTES STRATEGIC PLAN UPDATE.PDF](#)
[STRATEGIC PLAN APPROVED AUG 2021.PDF](#)

8. Directors Report
Marcy Barnhart, Tourism Director

Documents:

[03032022 WCVB DIRECTORS REPORT BOARD.PDF](#)

9. Appearances By The Public
10. City Of Warrensburg Update
Jim Kushner, City of Warrensburg Council Member

Danielle Dulin, City Manager

11. Board Comments
WCVB Board Members
12. Other Business
Marcy Barnhart, Tourism Director

WCVB Board

13. Adjourn
WCVB Board

Warrensburg Convention & Visitors Bureau Minutes

Via Zoom

10 a.m. Thursday, February 10, 2022

A meeting of the Warrensburg Convention and Visitors Bureau was held via Zoom on Thursday, February 10, 2022, at 10:11 a.m. with President Tom Koenigsfeld presiding.

Roll was called as follows:

Present: Tom Koenigsfeld, Ginny McTighe, Dana Phelps, and Diane Thompson; exofficio Danielle Dulin, Danielle Fesler and Jim Kushner

Absent: Kelly Brooks, Scott Thomason, and Diane Whitworth; exofficio member Danielle Fesler

The adoption of the agenda was considered. McTighe made a motion to adopt the agenda as presented. The motion was seconded by Koenigsfeld. Motion passed.

Minutes of the January 13, 2022, WCVB Board meeting were considered. Two revisions were presented to the Board prior to approval: Deleting *Via Zoom* in the header and revising name: Koenigsfeld made the motion to close part of the meeting not Whitworth as noted. McTighe made a motion to approve the meeting minutes with the revisions noted. The motion was seconded by Phelps. Motion passed.

Financial report was provided by the WCVB director. As of February 4, 2022, 16% of budgeted expenses have been incurred. As of February 4, 2022, the total lodging tax posted for FY 21-22 is \$135,060. Total revenue (lodging tax and grants) posted as of the meeting date is \$151,105. Board was asked to note January transfers had not been posted. The financial report reflects the budget revisions approved October 14, 2021 for FY 21-22.

The director presented an agreement for advertising services from Missouri Life for May 2022-December 2022. The agreement is at a cost of \$15,840. It includes five full-page ads, three digital sponsored content pieces and two dedicated e-newsletters. WCVB has advertised with Missouri Life since 2017. McTighe made a motion to approve the agreement with Missouri Life for a cost of \$15,840. The motion was seconded by Phelps. Motion passed.

The director presented an agreement with Terrain Magazine for 2022 advertising. The agreement is at a cost of \$4,275. The agreement includes one half-page ad, three full-page ads, one website billboard and one enewsletter banners. WCVB has advertised with Terrain Magazine since 2020. McTighe made a motion to approve the agreement with Terrain Magazine for a cost of \$4,275. The motion was seconded by Thompson. Motion passed.

The director updated the board on the WCVB committee's and progress on the WCVB's strategic plan.

The director's report was given. The director discussed upcoming projects-social media, Spirit Trail marketing, and Skyhaven Airport tour and tourism discussion; provided updates on the grants the WCVB offers and receives, and upcoming important dates.

City Manager Danielle Dulin provided the City of Warrensburg update.

No other items were presented.

Thompson made a motion to close part of the meeting pursuant to Section 610.021 of the Revised Statutes of Missouri relating to:

12-Documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.

Yes: Koenigsfeld, McTighe, Phelps and Thompson

Absent: Brooks, Thomason and Whitworth

**CITY OF WARRENSBURG
LODGING TAX TEN YEAR COMPARISON**



	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	CHANGE	%	
OCT					\$ 10,664.28	\$ 14,468.77	\$ 18,136.08	\$ 15,413.84	\$ 25,326.19	\$ 21,376.05	\$ (3,950.14)	-15.60%	OCT
NOV					\$ 11,856.62	\$ 10,528.83	\$ 10,744.89	\$ 40,257.33	\$ 13,459.83	\$ 36,383.86	\$ 22,924.03	170.31%	NOV
DEC					\$ 6,761.43	\$ 7,065.61	\$ 7,629.16	\$ 18,335.22	\$ 18,653.37	\$ 14,828.82	\$ (3,824.55)	-20.50%	DEC
JAN					\$ 7,100.05	\$ 8,711.87	\$ 9,409.07	\$ 14,881.91	\$ 14,549.56	\$ 13,660.80	\$ (888.76)	-6.11%	JAN
FEB					\$ 4,274.36	\$ 8,630.16	\$ 8,230.30	\$ 21,406.86	\$ 23,358.51				FEB
MAR					\$ 12,622.11	\$ 11,598.22	\$ 10,533.92	\$ 19,520.74	\$ 28,082.46				MAR
APR					\$ 9,345.76	\$ 13,836.05	\$ 12,894.11	\$ 14,101.18	\$ 28,468.79				APR
MAY					\$ 9,755.36	\$ 13,793.79	\$ 19,644.72	\$ 13,024.45	\$ 31,892.71				MAY
JUN					\$ 12,252.02	\$ 16,832.61	\$ 22,628.16	\$ 19,296.86	\$ 48,620.74				JUN
JULY					\$ 10,131.03	\$ 11,403.53	\$ 21,351.50	\$ 26,857.44	\$ 21,179.38				JULY
AUG					\$ 11,683.88	\$ 16,616.52	\$ 44,208.66	\$ 26,943.77	\$ 34,370.55				AUG
SEP					\$ 17,223.77	\$ 13,882.14	\$ 20,927.52	\$ 32,315.05	\$ 42,351.10				SEP
TOTAL					\$ 123,670.67	\$ 147,368.10	\$ 206,338.09	\$ 262,354.65	\$ 330,313.19	\$ 86,249.53	\$ 14,260.58	19.81%	TOTAL

FINANCIAL REPORT*
MARCH 2022

2021-2022 Budget
Approved 8/25/2021
Revised 10/14/2021

EXPENSES

	FY22 BUDGET	DISBURSED	CURRENT BALANCE
SALARIES & PT WAGES	\$ 68,800.00	\$ 25,966.02	\$ 42,833.98
EMPLOYEE TAXES	\$ 5,400.00	\$ 2,193.92	\$ 3,206.08
RETIREMENT	\$ 3,400.00	\$ 1,961.23	\$ 1,438.77
EMPLOYEE INSURANCE	\$ 9,780.00	\$ 3,443.12	\$ 6,336.88
WORKERS COMPENSATION	\$ 100.00	\$ 54.03	\$ 45.97

PROGRAM & OTHER SUPPLIES	\$ 21,400.00	\$ 6,097.63	\$ 15,302.37
UTILITIES	\$ 6,570.00	\$ 1,633.29	\$ 4,936.71
OUTSIDE SERVICES	\$ 66,500.00	\$ 9,360.77	\$ 57,139.23
INSURANCE	\$ 4,500.00	\$ 4,209.00	\$ 291.00
TRAINING & TRAVEL	\$ 2,600.00	\$ 1,079.84	\$ 1,520.16
DUES & MEMBERSHIPS	\$ 2,000.00	\$ 1,032.75	\$ 967.25
MARKETING & COMMUNICATION	\$ 155,000.00	\$ 23,711.47	\$ 131,288.53
OTHER - EMPLOYMENT	\$ 50.00	\$ -	\$ 50.00
CAPITAL - EQUIPMENT	\$ 100,000.00		\$ 100,000.00
GRANT PROGRAM	\$ 15,000.00	\$ 1,000.00	\$ 14,000.00
LEASE AGREEMENT	\$ 16,000.00	\$ 6,945.93	\$ 9,054.07
TOTALS	\$ 477,100.00	\$ 88,689.00	\$ 388,411.00

As of March 2, 2022

18.59%

REVENUE

	FY 22 BUDGET	COLLECTED	CURRENT BALANCE
LODGING TAX	\$ 300,000.00	\$ 128,600.63	\$ 171,399.37
GRANTS-STATE	\$ 70,000.00	\$ 22,346.21	\$ 47,653.79
MERCHANDISE		\$ -	\$ -
INTEREST ON DEPOSITS	\$ 4,000.00	\$ 1,425.18	\$ 2,574.82
EARNINGS CREDIT	\$ 600.00	\$ 192.40	\$ 407.60
RENT	\$ 22,800.00	\$ 8,800.00	\$ 14,000.00
CLAIMS/REIMBURSEMENT		\$ 250.00	\$ (250.00)
TOTALS	\$ 397,400.00	\$ 161,614.42	\$ 235,785.58

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As of March 2, 2022

41%

*Not Audited- Budget Approved 8/25/2021; Revised 10/14/2021

	Spent	Budgeted	Remaining	
Salaries/Wages				
Full-Time	\$ 25,966.02	\$ 55,000.00	\$ 29,033.98	0.472109455
Part-Time	<u>2473.62</u>	<u>13,800.00</u>	\$ 11,326.38	0.179247826
	\$ 25,966.02	\$ 68,800.00	\$ 42,833.98	0.377413081
Employee Insurance				
Dental	\$ 346.30	\$ 840.00	\$ 493.70	0.412261905
Health	\$ 2,907.82	\$ 8,500.00	\$ 5,592.18	0.342096471
Life	\$ 57.56	\$ 130.00	\$ 72.44	0.442769231
Short Term	\$ 73.37	\$ 180.00	\$ 106.63	0.407611111
Long Term	\$ 58.07	\$ 130.00	\$ 71.93	0.446692308
	\$ 3,443.12	\$ 9,780.00	\$ 6,336.88	0.35205726
Program & Other Supplies				
Clothing	\$ 45.00	\$ 500.00	\$ 455.00	0
Computer Supplies	\$ 29.88	\$ 2,000.00	\$ 1,970.12	0.01494
Meeting Supplies		\$ 500.00	\$ 500.00	0
Maintenance Repairs & Supplies	\$ 2,127.33	\$ 1,500.00	\$ (627.33)	1.41822
Office Supplies	\$ 24.49	\$ 1,500.00	\$ 1,475.51	0.016326667
Software	\$ 966.00	\$ 4,200.00	\$ 3,234.00	0.23
Food	\$ 371.01	\$ 700.00	\$ 328.99	0.530014286
Supplies-Non Categorized	\$ 2,533.92	\$ 10,500.00	\$ 7,966.08	0.241325714
	\$ 6,097.63	\$ 21,400.00	\$ 15,302.37	0.284935981
Utilities				
Sewer	\$ 65.13	\$ 300.00	\$ 234.87	0.2171
Electric	\$ 582.36	\$ 2,250.00	\$ 1,667.64	0.258826667
Gas	\$ 146.20	\$ 1,500.00	\$ 1,353.80	0
Water	\$ 39.68	\$ 300.00	\$ 260.32	0.132266667
Data Access-Internet	\$ 499.92	\$ 1,500.00	\$ 1,000.08	0.33328
Cell Phone Reimbursement	\$ 300.00	\$ 720.00	\$ 420.00	0.416666667
	\$ 1,633.29	\$ 6,570.00	\$ 4,936.71	0.248598174
Outside Services				
Consulting Services		\$ 5,000.00	\$ 5,000.00	0
Financial Services	\$ 433.34	\$ 1,200.00	\$ 766.66	0.361116667
Legal Services	\$ 350.00	\$ 500.00	\$ 150.00	0.7
Services Non-Categorized	\$ 3,638.75	\$ 51,000.00	\$ 47,361.25	0.071348039
Contractual Services	\$ 4,938.68	\$ 8,800.00	\$ 3,861.32	0.561213636
	\$ 9,360.77	\$ 66,500.00	\$ 57,139.23	0.140763459
Training & Travel				
Mileage	\$ 596.86	\$ 850.00	\$ 253.14	0.702188235
Travel Meals	\$ 28.15	\$ 200.00		0.14075
Travel Room	\$ 129.83	\$ 800.00		0.1622875
Schools & Seminars	\$ 325.00	\$ 750.00	\$ 425.00	0.433333333
	\$ 1,079.84	\$ 2,600.00	\$ 1,520.16	0.415323077
Capital Outlay				
		\$ 100,000.00	\$ 100,000.00	0
Marketing & Communication				
Advertising	\$ 21,534.44	\$ 147,850.00	\$ 126,315.56	0.145650592
Postage	\$ 89.50	\$ 500.00	\$ 410.50	0.179
Printing & Binding	\$ 929.38	\$ 4,500.00	\$ 3,570.62	0.206528889
Shows/Expos/Event Expense		\$ 650.00	\$ 650.00	0
Communication-Non-Categorized	\$ 1,158.15	\$ 1,500.00	\$ 341.85	0.7721
	\$ 23,711.47	\$ 155,000.00	\$ 131,288.53	0.152977226
LEASE (407A East Russell Ave, ST. 2)	\$ 6,945.93	\$ 16,000.00	\$ 9,054.07	0.434120625
Community Agreements	\$ 1,000.00	\$ 15,000.00	\$ 14,000.00	0.066666667

*Cleaning Services & Printer/Copier Agreement

2021-2022 Budget-approved Aug 25,2021
Revised 10/14/2021

Program & Other Supplies	Expenditures Commodities: Clothing, Computer, Meeting, Office, Software, Food, Supplies Non-Categorized
Utilities	Cell-Phone/Telephone
Outside Service	Financial Services/Legal Services
Insurance	
Training & Travel	Travel Meals, Mileage, Travel-Rooms, Schools & Seminars
Dues & Membership	
Marketing & Communication	Advertising, Printing & Binding, Postage, Shows & Expos, C
Other	Employment/Services-Non-Categorized
Grant Program	

ARCHITECTURAL & ENGINEERING FEES PROPOSAL

Date: February 25, 2022

Client: City of Warrensburg Missouri
102A South Holden,
Warrensburg, Missouri 64093

Project: Warrensburg Business Welcome Center
205 Holden Street, Warrensburg, Missouri 64093

Project Description:

This project will consist of the renovation of the ground level commercial space in the existing building located at 205 Holden Street, Warrensburg, Missouri for a new Business Welcome Center for The City of Warrensburg. The existing tenant fit-out of the spaces shall be demolished to the floor slab, perimeter bearing walls / furred framing and utility entrances. The new tenant fit-out shall include a secure and controlled entry, office near the entry, men's and women's ADA compliant restrooms, multipurpose / storage room, and modifications of the rear exit with a new stair and ramp for accessible egress. No work is anticipated on the second level of the existing building at this time. Exterior façade scope shall be limited to controlled access at the front entrance and the new rear entrance opening requirements.

One pre-design site visit is included for architecture, structural and MEP engineers to verify and document existing building conditions.

Design Scope of Project:

The project will require architecture, structural, mechanical, plumbing, and electrical engineering services. Civil engineering, landscape architecture and historic preservation are not currently anticipated but can be added later as an additional fee. DA&E will provide Architecture in-house and utilize consultants for structural engineering, mechanical, plumbing, and electrical engineering.

This proposal assumes DA&E will be responsible for plan submittals to the City of Warrensburg, Missouri for scope portions associated with work as described. This will include Building Permit Application and coordination of Final Occupancy Certificate.

This proposal assumes DA&E and its Consultants will create design documents for pricing, permitting and construction for said scope of work.

This proposal assumes no extraordinary site features that would require additional engineering of retaining walls, site grading, Best Management Practices, Hazardous Waste Clean-up, etc.

Scope of Services:

Information Gathering:

1. Identify Owner's objective for Project.
2. Identify physical parameters and constraints, which may impact the design of the project.
3. Identify Owner's program.
4. Determine with Owner the financial parameters the project will be constructed under.
5. Determine time parameters.
6. Establish procurement and delivery method.
7. Establish specific design team.

8. DA&E shall include (1) initial site visit for architecture and MEP engineering information gathering and verification.

Schematic Design:

1. DA&E shall provide initial sketches based upon mutually agreed upon program schedule and budgets.
2. Basic material applications and selections.
3. At the Architect's option, or the owner's direction, DA&E shall provide perspectives; renderings or models to further convey design intent. (Additional costs may be incurred for these exhibits, but will be fully discussed for their value to the project and actual cost prior to any work being done).

Design Development:

1. Utilizing approved Schematic Design documents, DA&E shall further define the project, establishing shapes, sizes, relationships, and appearance.
2. Establish quality levels.
3. Provide specific scope of work.

Construction Documents:

1. Based upon approved Design Development Drawings, DA&E and its Consultants shall prepare record documents for construction and permitting of project.
2. Construction Documents prepared by DA&E shall include Architectural, Structural, Mechanical, Plumbing and Electrical Engineering.
3. DA&E will assist Owner & General Contractor with bidding phase to define costs.
4. DA&E will assist Owner in permit submission and address any comments which pertain to DA&E's scope of work.

Contract Administration Services:

1. DA&E shall maintain an open dialogue with Owner and General Contractor throughout construction process.
2. DA&E shall assist in any question with which arise from Construction Documents during construction.
3. DA&E shall promptly provide additional information as requested by General Contractor during construction.
4. DA&E will re-evaluate work and provide the Owner and General Contractor with a comprehensive "Punch List" outlining items to be corrected or fixed for work to be considered complete.
5. Review appropriate submittals of materials submitted by the General Contractor's subs.
6. Provide Substantial Completion certificate.
7. Review and certify Pay Applications.
8. Assist Owner and General Contractor with any change orders to original scope of work.
9. DA&E shall include (2) site visits during project construction in addition of the initial information gathering visit. Additional visits can be included as additional services.

The following services are not included, but may be added as additional services:

1. Title Report. Easement drafting and/or reporting.
2. Site Survey.
3. Soils Report.
4. Environmental Studies.
5. LEED Certification.
6. Public Street improvements if required, by city or state.



7. Reproduction of Contract Documents.
8. Public Utility Extensions (gas, water, electric, fiber, sanitary etc.).
9. Fire Suppression and Fire Alarm drawings if required (by chosen sub-contractor).
10. Civil Engineering, Landscape Architecture, or Historic Preservation.
11. Full time construction site services.
12. Special Inspections as required by the city.
13. Signage (coordination only).
14. Site Visits (3 site visits are included in proposal for information gathering and Construction Administration).
15. Travel Expenses (Billed at actual cost).

Fees for Services:

As-Built Documentation	\$3,000.00
Architectural	\$9,000.00
Structural Engineering (allowance)	\$2,500.00
MEP Engineering	\$6,050.00
Total Fee:	\$20,550.00

A breakdown of fees would be as follows:

Schematic Design:	10%
Design Development:	25%
Construction Documents:	55%
Construction Administration:	<u>10%</u>
	100%

These fees are based on our understanding of the project. Actual time/materials may be modified due to scope changes, information provided by the Owner, etc. Billings will occur monthly in accordance with percentage of work completed. Additional costs, if any, will be billed hourly per attached schedule. Travel Expenses, Reproduction of documents (printing) and delivery services will be billed at actual cost.

If the project is canceled or plans are significantly changed after sign-off, the Owner will be responsible for time and material costs incurred to that point in the project.

The terms and conditions set forth in this Agreement and Attachment A shall govern the performance of such design and documentation services. The City of Warrensburg and Davidson Architecture & Engineering, LLC agree to the terms of this proposal and The City of Warrensburg hereby authorizes Davidson Architecture & Engineering, LLC to commence with the project, based upon this proposal for work.

Name (Print)

Company Name

By (Signature)

Date:

Johnathon Phillips, AIA

Davidson Architecture & Engineering, LLC

By (Signature)

Date:



ATTACHMENT A

TERMS AND CONDITIONS
dauidson architecture & engineering, LLC

BILLING AND PAYMENT. Invoices submitted by dauidson architecture & engineering, LLC. ("dae") are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the invoice date. If payment is not received by dae within thirty (30) calendar days of the invoice date, invoices shall bear interest at one-and-one-half (1.5) percent (or the maximum allowable by law, whichever is less) of the past due amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal. If the Client fails to make payments when due and dae incurs any costs in order to collect overdue sums from the Client, the Client agrees that all such collection costs incurred shall immediately become due and payable to dae. Collection costs shall include, without limitation, legal fees, collection agency fees and expenses, court costs, collection bonds and reasonable dae staff costs at standard billing rates for dae's time spent in efforts to collect. This obligation of the Client to pay collection costs shall survive the term of this Agreement or any earlier termination by either party.

If the Client fails to make payments when due or otherwise is in breach of this Agreement, dae may suspend performance of services upon seven (7) calendar days' written notice to the Client. dae shall have no liability whatsoever to the Client for any costs or damages as a result of suspension caused by any breach of this Agreement by the Client.

DELIVERY OF CADD/ELECTRONIC FILES. In requesting and utilizing any drawings or other data on any form of electronic media generated and provided by dae as part of this project, the Client covenants and agrees that all such drawings and data are instruments of services of dae, who shall be deemed the author of the drawings and data, and shall retain all common law, statutory law and other rights, including copyrights. Any electronic files provided by dae to the Client are submitted for an acceptance period of 30 days. Delivery of the electronic file will be accompanied by a hard copy print, which reflects the information contained in the electronic format. The client is asked to carefully verify that the electronic information, when utilized within the client's computer of CADD environment, corresponds to the hard copy print. Any inconsistencies the Client discovers should immediately be reported to dae so that the source of the inconsistency may be investigated. Because data stored on electronic media can deteriorate undetected or be modified without dae's knowledge, if, at any time, a difference exists between the files on the electronic media and the provided hard copy print, the hard copy print will govern.

The Client further agrees not to use these drawings and data, in whole or in part, for any purpose or project other than the project which is the subject of this Agreement. The Client agrees to waive all claims against dae resulting any was from any unauthorized changes or reuse of the drawings and data for any other project by anyone other than dae. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold dae harmless from any damage, liability or cost, including reasonable attorneys' fees and costs of defense, arising from any changes made by anyone other than dae or from any reuse of the drawings and data without the prior written consent of dae.

Under no circumstances shall transfer of the drawings and other instruments of service on electronic media for use by the Client be deemed a sale by dae, and dae makes no warranties, either express or implied, or merchantability and fitness for any particular purpose.

CERTIFICATIONS, GUARANTEES AND WARRANTIES. dae will, as a matter of professional practice, affix a professional seal to the final copy of all completed plans, surveys or reports. Should the Client's project needs require dae to sign specific certifications or other documents, either for the Client or for second parties (such as lenders or potential buyers), the Client shall provide dae with copies of all such documents submitted by the Client to determine whether complete and sufficient information is being collected or generated as part of the proposed scope of work to allow dae, as licensed professionals, to sign the documents and, if not, dae may propose a modified c\scope of work and cost. Any certifications or document language that dae has reviewed and agreed to sign as part of the scope of work shall be attached and made part of this agreement. dae shall not be required to sign any certifications or documents, no matter by whom required, that have not been provide prior to entering the contract or that would result in dae's having to certify, guarantee or warrant the existence of conditions whose existence cannot be ascertained. The client also agrees not to make resolution of any dispute with dae or payment of any amount due to dae in any way contingent upon dae's signing any such certification.

CONSEQUENTIAL DAMAGES. Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any special, indirect or consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or dae, their employees, agents, subconsultants or subcontractors. Consequential damages, include, but are not limited to, loss of use, loss of income, loss of profit, loss of business, and/or loss of reputation.

DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the project or following the completion of the project, the Client and dae agree that all disputes between them arising out of or relating to the Agreement shall first be submitted to nonbonding mediation unless the parties mutually agree otherwise. Costs of the mediator's services will be shared equally between the Client and dae.

HAZARDOUS MATERIALS. It is acknowledged by both parties that dae's scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event dae or any other party encounters asbestos or hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent



areas that may affect the performance of dae's services, dae may, at its option and without liability for consequential or any other damages, suspend performance of services on the project until the Client retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrant that the jobsite is in full compliance with applicable laws and regulations.

GOVERNING LAW. The laws of the state in which dae's office is located where is contract originates will govern the validity of this Agreement, its interpretation and performance. Any litigation arising from this Agreement shall be brought in the courts of that State.

INSURANCE. During the term of this Agreement, dae agrees to maintain insurance coverage for general and professional liability. Upon request of the client, dae will provide a certification of coverage, which documents the existence of insurance.

LIMITATION OF LIABILITY. In recognition of the relative risks and benefits of the project to both the Client and dae, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of dae to the client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of dae to the Client shall not exceed \$50,000 or dae's total fee for services rendered on this project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law. Should the Client desire greater liability limits for the Project, the Client shall request such additional insurance prior to entering into this Agreement and dae will provide a cost quote for the additional insurance, based on the Client's requirements.

OWNERSHIP OF INSTRUMENTS OF SERVICE. All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the dae, as instruments of service shall remain the property of dae. dae shall retain all common law, statutory and other reserved rights, including the copyright thereto.

STANDARD OF CARE. In providing services under this Agreement, dae will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to dae and by mutual agreement between the parties, dae will, without additional compensation, correct those services not meeting such a standard.

TERMINATION. Either the Client or dae may terminate this Agreement at any time with or without cause upon giving the other party seven (7) calendar day's prior written notice. The Client shall, within thirty (30) calendar days of termination, pay dae for all services rendered and all costs incurred up to the date of termination plus reasonable termination expenses, in accordance with the provisions of this contract.

WORK IN PROGRESS. It is agreed and understood that any work performed by dae shall not be deemed complete, nor may it be relied upon as complete, until deliver of the written, sealed and signed product. Prior to final completion, any information generated by dae in the performance of their service, whether in the form of survey stakes and monuments in the field; or plans, plats, reports or other work items (whether provided in written, electronic, or other format) shall all be considered as preliminary work in progress and subject to revision. dae cannot guarantee that suitability of this information for any party's purposes and shall have no liability or responsibility whatsoever for the use of such preliminary information by the Client or others.

CHANGES. In the event of that the Client changes the scope of the work, an error in Client provided information, change in law, differing site conditions or an event of force majeure, dae shall be entitled to an equitable adjustment in the contract price and schedule.

ASSIGNMENT. Neither party of this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent to the other party. Subcontracting to subconsultants normally contemplated by DAE shall not be considered an assignment for purposes of this Agreement.

BETTERMENT. If a required item or component of the project should be omitted from construction documents, dae shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will dae be responsible for and cost or expense that provides betterment or upgrades or enhances the value of the project.





201 L Street
Lake Lotawana, MO 64086

Mobile: (816) 516 - 4861
Web: www.mdesignllc.net
E-mail: mmoores@mdesignllc.net

January 26, 2022

City of Warrensburg
102 S. Holden Street
Warrensburg, MO 64093
Attn: William Graves, Public Works Senior Project Manager

Re: Proposal for Professional Services:
Architectural, Mechanical, Plumbing, and Electrical Design for the
**Warrensburg Convention & Visitors Bureau Remodel Project located at
205 N. Holden Street** in Warrensburg, MO (Johnson County)

I am pleased to provide this proposal to you for Professional Services on the project referenced above. The project includes the interior remodel of the main floor (approximately 2,150 sf). The new space will include a front lobby, one office, meeting space, storage/workspace, two ADA unisex restrooms, and a break area. A rear exit will need to be reconfigured, and the storefront glass units may need to be replaced.

The following is my understanding of the scope of work:

Scope of Work:

- Documentation of Existing Conditions
- Schematic Floor Plan layout(s)
- Design Development drawings based on client feedback
- Code Research (document on drawings for city's plan review)
- Construction Documents (stamped plan review drawings)
- Coordination with the city's Permits Division for design review comments
- Mechanical, Electrical, Plumbing Design
- Coordination with the City's Building Department for Plan Review Comments
- Attend a maximum of (2) site meetings during construction

Specific Exclusions:

- Structural Design
- Civil / Site Utility Design
- Landscape Design
- Signage Design
- Color Elevations / Renderings
- Security System, IT System, and Tel/Data System Design/Specifications
- Final Interior Finishes Selection
- Construction Cost Estimates
- Front End Specifications
- Specification Booklet
- Contract Administration

CONTRACT TERMS AND CONDITIONS

ARTICLE I - SERVICES TO BE PROVIDED

M Design, LLC, through and by its members, officers, employees and subconsultants, (hereinafter called M Design) is an independent consultant and agrees to provide Client, for its sole benefit and exclusive use, consulting services set forth in the proposal. No third party beneficiaries are intended by this Agreement.

ARTICLE II - PAYMENT TERMS

M Design's payment terms are as follows:

- A. Client agrees to pay M Design's invoice upon receipt. Client receipt of invoice will be presumed three days after mailing by M Design first class, with adequate postage attached or, if sent by email, the following day. Time is of the essence for this provision.
- B. Late Fee Charges - If payment is not received within 30 days from the Client's receipt of M Design's invoice, Client agrees to pay a service charge on the past due amount at the greater of 1% per month or the allowable legal rate, including reasonable attorney's fees and expenses if collected through an attorney. No deduction shall be made from M Design's invoice on account of liquidated damages unless expressly included in the Agreement. After five days prior notice to Client, M Design may suspend services until paid on any project where payment of invoiced amounts not reasonably in dispute is not received by M Design within 60 days of Client's receipt of M Design's invoice.

ARTICLE III - TERMINATION

Either party may terminate this Agreement without cause upon 30 days prior written notice. This Agreement will terminate automatically upon the insolvency of Client. In the event Client requests termination prior to completion of the proposed services, Client agrees to pay M Design for all reasonable charges incurred to date and associated with termination of the work.

ARTICLE IV - STANDARD OF CARE

M Design will perform its services using that degree of care and skill ordinarily exercised under similar conditions by reputable members of M Design's profession practicing in the same or similar locality at the time of service. NO OTHER WARRANTY, EXPRESS OR IMPLIED, IS MADE OR INTENDED BY THE PROPOSAL OR BY ANY ORAL OR WRITTEN REPORTS.

ARTICLE V - INSURANCE

M Design maintains insurance coverage as follows: PROFESSIONAL LIABILITY: \$1,000,000 occurrence

ARTICLE VI - PROFESSIONAL LIABILITY

CLIENT AGREES THAT M DESIGN'S LIABILITY, AND THAT OF ITS OFFICERS, DIRECTORS, MEMBERS, EMPLOYEES, AGENTS AND SUBCONSULTANTS, TO CLIENT OR ANY THIRD PARTY DUE TO ANY NEGLIGENT PROFESSIONAL ACTS, ERRORS OR OMISSIONS OR BREACH OF CONTRACT BY M DESIGN WILL BE LIMITED TO M DESIGN'S TOTAL CHARGES. IF CLIENT PREFERS TO HAVE HIGHER LIMITS OF PROFESSIONAL LIABILITY, M DESIGN AGREES TO INCREASE THE AGGREGATE LIMIT, UP TO A MAXIMUM OF \$1,000,000, UPON CLIENT'S WRITTEN REQUEST AT THE TIME OF ACCEPTING THE PROPOSAL, PROVIDED CLIENT AGREES TO PAY AN ADDITIONAL CONSIDERATION OF TEN PERCENT OF M DESIGN'S TOTAL CHARGES, OR \$500, WHICHEVER IS GREATER. THE ADDITIONAL CHARGE FOR THE HIGHER LIABILITY LIMIT IS BECAUSE OF THE GREATER RISK ASSUMED BY M DESIGN AND IS NOT A CHARGE FOR ADDITIONAL PROFESSIONAL LIABILITY INSURANCE. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT PROHIBITED BY LAW:

ARTICLE VII - SITE OPERATIONS

Client will arrange for right-of-entry to the property for the purpose of performing project management, documentation of existing conditions and evaluations pursuant to the agreed services. Client represents that it possesses necessary permits and licenses required for its activities at the site. M Design will take reasonable precautions to minimize damage to the property caused by M Design's operations. Unless otherwise stated in M Design's proposal, M Design charges do not include cost of restoration due to any related damage that may result. If Client requests M Design to repair such damage, M Design will do so at an appropriate additional cost. Such dimensions, depths or elevations should be considered as approximations unless otherwise stated in our proposal or report.

ARTICLE VIII - FIELD REPRESENTATIVE

The presence of M Design's or its subconsultant's field personnel, either full-time or part-time, may be for the purpose of providing project administration, assessment, observation and/or field testing of specific aspects of the project as authorized by Client. Should a subconsultant(s) not retained by M Design be involved in the project, Client will advise such subconsultant(s) that M Design's services do not include supervision or direction of the means, methods or actual work of the subconsultant(s), his employees or agents. Client will also inform subconsultant(s) that the presence of M Design's field representative for project administration, assessment, observation or testing will not relieve the subconsultant(s) of its responsibilities for performing the work in accordance with the plans and specifications. If a contractor (not a subconsultant of M Design) is involved in the project, Client agrees, in accordance with generally accepted construction practices, that the contractor will be solely and completely responsible for working conditions on the job site, including security and safety of all persons and property during performance of the work, and compliance with all Client safety requirements and OSHA regulations. These requirements will apply continuously and will not be limited to normal working hours. It is agreed that M Design will not be responsible for job or site safety or security on the project, other than for M Design's employees and subconsultants, and that M Design does not have the duty or right to stop the work of the contractor.

ARTICLE IX - UNFORESEEN CONDITIONS OR OCCURRENCES

It is possible that unforeseen conditions or occurrences may be encountered at the site that could substantially alter the necessary services or the risks involved in completing M Design's services. If this occurs, M Design will promptly notify and consult with Client, but will act based on M Design's sole judgment where risk to M Design personnel is involved. Possible actions could include:

- A. Complete the original Scope of Services in accordance with the procedures originally intended in the Proposal, if practicable in M Design's judgment;
- B. Agree with Client to modify the Scope of Services and the estimate of charges to include study of the unforeseen conditions or occurrences, with such revision agreed to in writing;
- C. Terminate the services effective on the date specified by M Design in writing.

ARTICLE X CONTRACTOR RESPONSIBILITIES

Neither the professional activities of M Design, nor the presence of M Design or M Design's employees and subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques, or procedures necessary for performing, superintending, or coordinating all portions of the work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. M Design and M Design's personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The CLIENT agrees that the General Contractor is solely responsible for jobsite safety and warrants that this intent shall be made evident in the CLIENT's agreement with the General Contractor. M Design and M Design's consultants shall be indemnified and shall be made additional insured under the General Contractor's general liability insurance policy.

ARTICLE XI - DOCUMENTS

M Design will furnish Client design documents. These instruments of services are furnished for Client's exclusive internal use and reliance, use of Client's counsel, use of Client's qualified bidders (design services only) and for regulatory submittal in connection with the project or services provided for in this Agreement, but not for advertising or other type of distribution, and are subject to the following:

- A. All documents generated by M Design under this Agreement shall remain the sole property of M Design. Any unauthorized use or distribution of M Design's work shall be at Client's and recipient's sole risk and without liability of M Design. M Design may retain a confidential file copy of its work product and related documents.

- B. If Client desires to release, or for M Design to provide, our document(s) to a third party not described above for that party's reliance, M Design will agree to such release provided that such third party shall be bound by acceptable terms and conditions similar to this Agreement. Documents provided for disclosure of information only will not require separate agreement. Client acknowledges and agrees to inform such third party that M Design's documents reflects conditions only at the time the documents were produced and may not reflect conditions at a later time. Client further acknowledges that such request for release creates a potential conflict of interest for M Design and by this request Client waives any such claim if M Design complies with the request.
- C. Client agrees that all documents furnished to Client or Client's agents or designees, if not paid for, will be returned upon demand and will not be used by Client or any other entity for any purpose whatsoever. Client further agrees that documents produced by M Design pursuant to this Agreement will not be used for any project not expressly provided for in this Agreement without M Design's prior written approval.
- D. Client shall furnish documents or information reasonably within Client's control and deemed necessary by M Design for proper performance of M Design's services. M Design may rely upon Client-provided documents in performing the services required under this Agreement; however, M Design assumes no responsibility or liability for their accuracy. Client-provided documents will remain the property of Client, but M Design may retain one confidential file copy as needed.
- E. Upon Client's request, M Design's work product may be provided on magnetic media. By such request, Client agrees that the written copy retained by M Design in its files, with at least one conformed written copy provided to Client, shall be the official base document. M Design makes no warranty or representation to Client that the magnetic copy is accurate or complete, but will correct in good faith any omissions or errors brought to M Design's attention by Client. Any modifications of such magnetic copy by Client shall be at Client's risk and without liability to M Design. Such magnetic copy is subject to all other conditions of this Agreement.

ARTICLE XII - CLAIMS

The parties agree to attempt to resolve any dispute without resorting to litigation, including use of mediation, prior to filing of any suit. However, in the event a claim results in litigation, and the claimant does not prevail at trial, then the claimant shall pay all costs incurred in pursuing and defending the claim, including reasonable attorney's fees.

ARTICLE XIII - OPINIONS OF COST

If requested, M Design will use its best efforts and experience on similar projects to provide realistic opinions or estimates of costs for construction as appropriate based on reasonably available data. However, such opinions are intended primarily to provide information on the order of magnitude or scale of such costs, and are not intended for use in firm budgeting or negotiation unless specifically agreed otherwise in writing with M Design. Client understands actual costs of such work depend heavily on regional economics, local construction practices, material availability, site conditions, weather conditions, contractor skills, and many other factors beyond M Design's control.

ARTICLE XIV - TESTIMONY

Should M Design or any M Design employee be compelled by law to provide testimony or other evidence by any party, whether at deposition, hearing or trial, in relation to services provided under this Agreement, and M Design is not a party in the dispute, then M Design shall be compensated by Client for the associated reasonable expenses and labor for M Design's preparations and testimony at appropriate unit rates. To the extent the party compelling the testimony ultimately provides M Design such compensation, Client will receive a credit or refund on any related double payments to M Design.

ARTICLE XV - CONFIDENTIALITY

M Design will maintain as confidential any documents or information provided by Client and will not release, distribute or publish same to any third party without prior permission from Client, unless compelled by law or order of a court or regulatory body of competent jurisdiction. Such release will occur only after prior notice to Client.

ARTICLE XVI - GOVERNING LAW

This Agreement shall be governed in all respects by the laws of the state of the project site.

ARTICLE XVII - PRIORITY OVER FORM AGREEMENTS/PURCHASE ORDERS

The Parties agree that the provisions of these Terms and Conditions shall control over and govern as to any form writings signed by the Parties, such as Client Purchase Orders, Work Orders, etc., and that such forms may be issued by Client to M Design as a matter of convenience to the Parties without altering any of the terms or provisions hereof.

ARTICLE XVIII - SURVIVAL

All provisions of this Agreement for indemnity or allocation of responsibility or liability between Client and M Design shall survive the completion of the services and the termination of this Agreement.

ARTICLE XIX - SEVERABILITY

In the event that any provision of this Agreement is found to be unenforceable under law, the remaining provisions shall continue to full force and effect.

ARTICLE XX - ASSIGNMENT

This Agreement may not be assigned by either party without the prior permission of the other.

ARTICLE XXI - INTEGRATION

This Agreement, the attached documents and those incorporated herein constitute the entire Agreement between the parties and cannot be changed except by a written instrument signed by both parties.

END OF DOCUMENT

WCVB Board Meeting

Meeting: March 10, 2022

Item: Professional Design Services – 205 N Holden

Overview:

A request for proposals for architectural design support was conducted by City of Warrensburg Public Works Senior Project Manager William Graves. Two proposals were submitted. Both did a walkthrough of the property with Graves and me.

The WCVB will secure this service under the terms and conditions of the City of Warrensburg's consultant contract agreement. As per the WCVB and City of Warrensburg's Contract for Services, the WCVB has agreed to operate under the City's procurement and bidding policies in the expenditure of the lodging tax.

Staff Recommendation:

Staff recommends the board approve the director to sign into a contract for services with M Design LLC.

Graves will be attending the meeting to answer any questions.

Additional Resources:

Proposals submitted are attached.

M Design LLC

Davidson Architecture & Engineering

WCVB Board Meeting

Meeting: March 10, 2022

Item: Strategic Plan Update/Committee Updates

***Exofficio to all Committees as per WCVB Bylaws: Tom Koenigsfeld, WCVB President*

Overview:

Goal: 1-Visitor Center

Visitor Center Committee: Dana Phelps, Diane Whitworth, Danielle Dulin and Jim Kushner

The Committee meets the first Wednesday of the month at 9 a.m. via Zoom.

Committee met Wednesday, March 2.

Next Meeting: 9 a.m. Wednesday, April 6 via Zoom

A location has been secured for the future home of the Warrensburg Visitor Center, 205 N Holden.

Early Release Option: The office tenant emailed they have may have secured a location to relocate to. Their goal is to vacate the space in April but will confirm as soon as possible. As soon as I know I will forward the confirmation to the Board.

Two proposals for professional design services for the renovations at 205 N Holden have been submitted. They will be presented to the Board for review and approval at the March Board Meeting. City Project Manager Bill Graves will be attending to answer any questions the Board may have.

The option to lease per month or as needed at 407A East Russell Ave, Ste. 2 is no longer as the suite has a new tenant as of the end of our lease, May 31, 2022. The Warrensburg Visitor Center will relocate to the Warrensburg Municipal Center until the renovation at 205 N Holden is completed. Local moving companies will be contacted for pricing and availability information. The goal is to move items not needed immediately to the apartment space at 205 N Holden. This will eliminate the need to secure interim storage space.

Goal 2-Visitor Profile and Goal 3-Marketing Plan

****No Update**

Marketing Committee: Diane Thompson, Kelly Brooks and Dana Phelps

Committee's last meeting was January 28.

WCVB will work to apply for Missouri Division of Tourism Marketing Platform Grant to offset the cost of the Visitor Profile Study. WCVB will work with MDT staff throughout this project.

The Visitor Profile Study will be completed in 2023. After discussing with MDT research staff, we feel it would be best to wait until the impact of Covid has lessened on the tourism industry. It's recommended a visitor profile study be completed every 5-7 years. We will work with Johnson County Economic Development to ensure the research being obtained will assist them as well.

We plan to apply for the MDT Marketing Platform Grant in 2023 to assist with the cost of the study. Currently the reimbursement grant will cover up to \$5,000 of the project's cost.

Parts of Goal 4: Foster Relationships (Grant Program)

Grant: Ginny McTighe and Kelly Brooks

Committee's last meeting was Wednesday, December 1.

First grant application deadline was Friday, January 28, 2022. The next upcoming deadline is Friday, April 29, 2022.

Tourism Marketing Grant were awarded to the John William Boone Heritage Foundation-Blind Boone Symposium. Sports Grant was awarded to the Johnson County Cancer Foundation Golf Tournament and the Blaine Whitworth Foundation-Golf Tournament.

Provided community information bags to all first-grade students in the Warrensburg School District. Provided community information to the Warrensburg Chamber of Commerce to distribute to incoming personnel at WAFB.

Restocked community information for distribution at City Hall.

Ongoing:

Working with Skyhaven Airport Manager Benjamin West to promote the airport along with our lodging options to area employers.

A meeting is being scheduled with a representative with the Warrensburg Arts Commission.

WCVB was recently invited to join the Love What's Local Committee! The committee consists of Warrensburg Chamber of Commerce, Warrensburg Main Street and the City of Warrensburg.

Goal 5-Financial Stability/Sustainability

Finance: Ginny McTighe and Diane Whitworth

Committee's last meeting Wednesday, December 1.

Staff will work with the Committee and City Finance Department to draft financial goals for the organization and a financial procedure manual. The goals will be presented to the Board for approval.

Work on the FY 22-23 Budget will begin April/early May.

Warrensburg Convention and Visitors Bureau

MISSION: As storytellers we encourage visitors to discover the soul of our community by sharing memorable and vibrant experiences.

VALUES: Collaboration, Creativity, Authenticity, Integrity and Knowledge

G O A L 1: VISITOR CENTER (LOCATION) VISIBLE-WELCOMING-ACCESSIBLE

OJECTIVE: Secure Interim Visitor Center

Strategy: Work with the WCVB Visitor Center Committee to secure a location that fits the WCVB's purpose and budget by March 1, 2022

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	PRIORITY HH-High M-Medium Low	L-	TERM SST-1-2 years MT-3-5 years LT 5-10 years	RESOURCES REQUIRED (Staff, tech, etc.)	OUTCOME
Create a priority list for the facility	Staff Visitor Center Committee	H		ST-Oct 2021	Staff and Board	
Create a budget for the facility	Staff Visitor Center Committee Executive Committee	H		ST-Oct 2021	Staff and Board	
Identify potential locations that fit within the budget created	Staff Visitor Center Committee	H		ST-Oct 2021-Feb 2022	Staff and Board	

Strategy: Work to secure a permanent location

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	PRIORITY HH-High M-Medium Low	L-	TERM SST-1-2 years MT-3-5 years LT 5-10 years	RESOURCES REQUIRED (Staff, tech, etc.)	OUTCOME
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Continue conversation with City of Warrensburg regarding location, funding, etc.	Staff Visitor Center Committee City Administration	H	Ongoing		
Have a conceptual visitors center created	Staff Visitor Center Committee City Administration	H	Ongoing (6-18 months)	Staff, Board, Contractor and Funding	
Build a new Visitor Center	Staff Visitor Center Committee City Administration	H	MT (3-5 years)	Staff, Board, City Administration, Contractors, Funding and Location	

G O A L 2: VISITOR PROFILE CREATED (RESEARCH)

Objective: Receive proposals from agencies of record to conduct a visitor profile

Strategy: Work Session with Executive Committee to develop RFP

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	PRIORITY HH-High M-Medium Low	TERM SST-1-2 years MT-3-5 years LT 5-10 years	RESOURCES REQUIRED (Staff, tech, etc.)	OUTCOME
Review colleagues recently utilized RFPs for a Visitor Profile Creation	Staff	H	ST	Funding and Fellow MO CVBs	
Identify funding sources to pay for the service	Staff	H	ST		

Objective: Enter into an agreement with an agency of record for the creation of the Visitor Profile

Strategy: Present Submissions to WCVB Board for approval

Conduct work session with WCVB Executive Committee to review and evaluate submissions	Staff WCVB Executive Committee	H	ST		
Contact agency's submitted prior client list	Staff	H	ST		

G O A L 3: MARKETING PLAN

OJECTIVE: Utilizing Visitor Profile and Brand to create a marketing plan

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	PRIORITY HH-High M-Medium Low	L- TERM ST-1-2 years MT-3-5 years LT 5-10 years	RESOURCES REQUIRED (Staff, tech, etc.)	OUTCOME
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Strategy: Secure an agreement with an agency of record for services following the Visitor Profile study

Create and distribute RFP for services	Staff	H	ST-following Visitor Profile	Staff and Input from MO CVBs	
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OJECTIVE: Implement the marketing plan

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	PRIORITY HH-High M-Medium Low	L- TERM SST-1-2 years MT-3-5 years LT 5-10 years	RESOURCES REQUIRED (Staff, tech, etc.)	OUTCOME
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Strategy: Work within the budget to implement the plan

Evaluate current budget following the plans creation for needed amendments and future budget marketing needs	Staff	M	ST/MT	Staff and Funding	
Incorporate items identified in the plan on futre budgets	Staff	H	Ongoing	Staff and Funding	

G O A L 4: FOSTER RELATIONSHIPS

OJECTIVE A: Secure community members to serve as ambassadors (storytellers)

Strategy: Identify missing partnerships and potential groups/organizations to assist with telling our story

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	PRIORITY HH-High M-Medium Low L-	TERM SST-1-2 years MT-3-5 years LT 5-10 years	RESOURCES REQUIRED (Staff, tech, etc.)	OUTCOME
Identify 5-7 community partners	Staff Board	H	Ongoing	Staff and Board	

OJECTIVE : Actively work to strengten relationship with UCM Community and provide quarterly updates to WCVB Board

Strategy: Create, build, and sustain relationships to bring awareness of the WCVB's mission with UCM stakeholders

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	PRIORITY HH-High M-Medium Low L-	TERM SST-1-2 years MT-3-5 years LT 5-10 years	RESOURCES REQUIRED (Staff, tech, etc.)	OUTCOME
Meet with UCM Administration a minimum of twice a year to discuss partnership opportunities	Staff UCM Administration	H	LT-Ongoing	Staff and Board	
Identify and support UCM stakeholders who organize events/programs that bring visitors to community	Staff	H	LT-Ongoing	Staff and Funding	
Partner with UCM classes and organizations on projects/programs and provide event support when applicable	Staff	M	LT-Ongoing	Staff and Funding	

OJECTIVE : Actively work to strengten relationship with WAFB Community

Strategy: Create, build, and sustain relationships to bring awareness of the WCVB's mission with WAFB stakeholders

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	PRIORITY HH-High M-Medium Low L-	TERM SST-1-2 years MT-3-5 years LT 5-10 years	RESOURCES REQUIRED (Staff, tech, etc.)	OUTCOME
Attend Military Affairs Committee meetings and continue membership	Staff	M	ST-Ongoing	Staff and Funding	
Attend Base Community Council Luncheon meetings and continue membership	Staff	M	ST-Ongoing	Staff and funding	
Meet with WAFB Public Affairs office to discuss beneficial ways the WCVB can assist the base community	Staff	H	ST	Staff and funding	
Implement ways identified through meeting attendance	Staff	H	MT (3-5 years)	Staff, Board and Funding	
Work with the Warrensburg Chamber to get promotional material on base and in the hands of those coming into the community	Staff	H	ST-Ongoing	Staff, Funding and Promotional Materials	

G O A L 5: MAINTAIN FINANCAIL STABILITY/SUSTAINABILITY

OBJECTIVE: Create the WCVB a financial plan (3 & 5 years)

Strategy: Staff and Finance Committee to develop a financial plan identifying short-term and long-term goals

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	PRIORITY HH-High M-Medium Low	TERM SST-1-2 years MT-3-5 years LT 5-10 years	RESOURCES REQUIRED (Staff, tech, etc.)	OUTCOME
Utilize marketing plan to determine marketing opportunities	Staff and Marketing Committee	H	ST	Staff and Research	
Develop a contingency plan for revenue (funding opportunities)	Staff and Finance Committee	H	ST	Staff and Research	
Create spreadsheet with financial details	Staff and Finance Committee	H	ST	Staff	
Identify day-to-day financial procedures and budget procedures and create written document for Board review and approval	Staff and Finance Committee	H	ST	Staff	
Continue to evaluate and assess financial document to stay current on the City's financial policies and procedures	Staff and Finance Committee	H	Ongoing	Staff, Board and City Finance Department/Administration	

Approved 8/25/2021

WCVB DIRECTOR'S REPORT
Marcy Barnhart, Director of Tourism
March 4, 2022

Blind Boone Symposium

The WCVB will be working on a self-guided Blind Boone Tour in our area for attendees to take during the symposium the first weekend of October. We will reach out to several organizations to assist. We will get feedback from those who participated in the tour and make any needed revisions before promoting generally on the Visit Warrensburg website and social media platforms.

The symposium has been awarded the WCVB grant for \$2,000.

Spirit Trail

I met with Spirit Trail Coalition representatives David Peerbolte and Sallie Ashe on Thursday, February 24 regarding promotion of the Spirit Trail and the various loops they have created to get those in Warrensburg to the three Rock Island Trail spearheads in Johnson County (Chilhowee, Leeton and Medford). The WCVB will assist the Coalition as much as possible with their marketing efforts.

Skyhaven Airport

I met with Benjamin West, Skyhaven Airport manager, on March 3, 2022 at the airport for a tour of the facility and to discuss our area's tourism. He is interested in attending an upcoming WCVB Board meeting to discuss the airport and the role it can play in our area's tourism.

Warrensburg Arts Commission

I was contacted by Allison Robbins on projects the WCVB and Warrensburg Arts Commission could potentially work on together. I'm very excited about this opportunity. We are working to get a meeting scheduled the week of March 14.

Financial Institution Services

The Warrensburg Convention and Visitors Bureau is included in the City of Warrensburg's request for financial institution services. Being included in the proposals submitted to the City, gives the WCVB advantages such as increased interest rates, better fee schedules and more. The RFP for the financial services will be released this spring with the award being made by City Council in June. Using the same financial institution as the City of Warrensburg, also allows seamless communication as the City's Finance Department processes the WCVB reconciliation and accounts payable. The WCVB Board will be kept updated on the process.

Grant Update

MDT Grant Program:

The MDT Second Quarter MMG Reimbursement request was received and deposited (\$15,717) on March 1, 2022.

The MDT MMG 2022-2023 application deadline is May 27, 2022. The WCVB is eligible to apply for up to \$25,000. Staff is reviewing and will present the application to the Board at the May WCVB Board meeting. The WCVB received \$70,000 from the MDT MMG Program in 2021-2022.

WCVB 2022 Grant Program:

The WCVB Board reviewed applications at the February Board meeting in closed session. Three applications were received for the January review period. Grants were awarded to the John William Boone Heritage Foundation-Boone Symposium, Johnson County Cancer

Foundation Golf Tournament, and the Whitworth Foundation's Blaine Whitworth Golf Tournament.

The next application deadline is Friday, April

Training/Meetings-Out of Office

I will be out of the office Thursday, March 24 for the Missouri Division of Tourism Road Show Meeting in St. Joseph. City Manager Danielle Dulin will be attending as well.

2022 WCVB Board Meetings

In 2022, the WCVB Board Meetings will be held in-person quarterly and by Zoom in-between. Information regarding the meetings can be found on the City's and WCVB's websites. The in-person meetings will be held at the Municipal Building in the Council Chambers. The Board meets the second Thursday of the month at 10 a.m.

2022 Meeting Schedule:

In-Person	Zoom
January	February
April	March
July	May
October	June
	August
	September
	November
	December

April Meeting

We will be meeting in-person for the April Board Meeting. The meeting will start with housecleaning items (minutes, financial reports, etc.) and then we will take a tour of 205 N Holden Street-the future home of the Warrensburg Visitor Center! I have invited the City Council to join us on the tour as well.