2023 Contract for Services

The City of Calico Rock, Arkansas (City) and the Calico Rock Community Foundation, Inc. (Foundation) hereby agree as follows:

Foundation agrees to provide a staffed welcome and information center to be operated at the Calico Rock Museum & Visitor Center located at a building owned by Foundation at 105 Main Street in Calico Rock, Arkansas with same to be open to the public. Foundation shall provide a community event space available for free public use (The Nook). Foundation further agrees to provide services including visitor services, marketing and promotion, city website, community announcements and relations, and economic development services.

Foundation shall be responsible for providing third party liability insurance. The City shall bear no responsibility regarding accident or injury and shall be held harmless.

Foundation shall provide appropriate staffing, facilities, utilities, and services to fulfill the requirements of the contract. City will pay the Foundation the sum of eight thousand seven hundred fifty dollars ($8,750) quarterly for services rendered. Foundation shall provide periodic reports to the city council no less often than quarterly.

City will pay the Foundation the additional sum of five thousand dollars ($5,000) on or about July 1, 2023 for auxiliary services rendered in the promotion of the community.

The contract shall commence on January 1, 2023 for the term of one year and shall terminate on December 31, 2023. The contract may be terminated by mutual consent at any time or by either party giving sixty (60) days written notice to the other party of their intention to terminate same. Failure to perform or the dissolution of the Foundation shall be considered default in which event the City may declare the contract immediately terminated.

Greg Hanley — 12-19-2022

Mayor, City of Calico Rock, Arkansas — Date

12-6-22

Chairman, Board of Trustees
Calico Rock Community Foundation, Inc. — Date

Calico Rock Community Foundation
Services Provided to the City of Calico Rock

Executive Director shall be responsible for the operation and the general management of Foundation's activities and services. Her specific duties and responsibilities shall include:

A. Give direction and leadership to the formulation and achievement of the Foundation's philosophy, mission, and its annual goals and objectives;

B. Execute board approved policies, budget, and long-range strategic plans;

C. Oversee administrative, financial, personnel and program operations;

D. Manage the overall operation of Foundation's facilities and equipment;

E. Pursue additional revenue sources consistent with the Foundation mission;

F. Develop and maintain a close relationship with community groups and leaders;

G. Keep informed of trends, issues, and developments within the museum and tourism field through professional peer contacts, conference attendance, etc;

H. Develop and coordinate an active volunteer program;

I. Make guest experiences pleasant by greeting visitors, answering phone calls, responding to inquiries, providing information, and making entrance to the museum and visitor center;

J. Oversee the operations in the Artisan Gift Shop and The Marketplace gift shop; collect, report and submit sales tax for all sales;

K. Manage the Main Street Calico Rock program, coordinate services for local businesses, and be a liaison between the Foundation and government entities;

L. Oversee all staff and volunteers, coordinate necessary training, and provide for regular performance review;

M. Develop and execute a comprehensive marketing and promotion plan for the community;

N. Develop and execute an economic development plan and serve as a point of contact for economic development for the community;

O. Host community gatherings and public events in The Nook;

P. Plan, coordinate and execute museum programs and events; and

Q. Perform other duties as assigned by the Chairman of the Board of Trustees or the Board of Trustees.