



## Board of Aldermen Request for Action

**MEETING DATE:** 8/5/2025

**DEPARTMENT:** Parks and Recreation

**AGENDA ITEM:** Resolution 1493, Award of RFQ 25-13 Camp Host Services

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### REQUESTED BOARD ACTION

A motion to approve Resolution 1493, authorizing and directing the Mayor to execute an agreement with Janet Terry and Chris Dunkin for Camp Host Services.

### SUMMARY

The City's current camp host contract expires at the end of the 2025 camping season. RFQ #25-13 was posted on June 17, 2025, to establish a contract for Camp Host Services at Smith's Fork Campground for the period from April 1, 2026, to October 31, 2026, with the option of renewal for up to two years. The committee, composed of Parks and Recreation Director Matt Denton, Parks Maintenance Worker II Chase Stewart, and Recreation Manager Alex Threlkeld, reviewed one submission. That submission was invited for an interview, and Janet Terry and Chris Dunkin were selected as the most qualified bidders. Janet and Chris are our current camp hosts, and we continue to receive excellent reviews about them. They keep the campground clean and create a welcoming environment.

The selected bidder submitted a cost of \$18,000 for a seven-month season, which is \$500 more than the current contract. Staff found the annual rate to be reasonable and appropriate for camp host services.

Staff recommends the awarding RFQ #25-13 Camp Host Services to Janet Terry and Chris Dunkin.

### PREVIOUS ACTION

The last RFP for Camp Host Services was awarded in 2022.

### POLICY OBJECTIVE

NA

### FINANCIAL CONSIDERATIONS

The FY2026 Budget includes \$18,000 for camp host services.

### ATTACHMENTS

- |  |  |
|--|--|
| <input type="checkbox"/> Ordinance             | <input checked="" type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans               |
| <input type="checkbox"/> Staff Report          | <input type="checkbox"/> Minutes             |
| <input type="checkbox"/> Other:                |  |

## **RESOLUTION 1493**

### **A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT WITH JANET TERRY AND CHRIS DUNKIN FOR CAMP HOST SERVICES**

**WHEREAS**, the Board of Aldermen of the City of Smithville, Missouri, desires to provide the citizens of Smithville and campground patrons with a full-time camp host at Smith's Fork Campground;

**WHEREAS**, staff has conducted a Request for Qualifications (RFQ) process for Camp Host Services as outlined in the City Purchasing Policy; and

**WHEREAS**, after a review process, the selection committee has made the recommendation to award the proposal submitted by Janet Terry and Chris Dunkin.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF  
THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:**

**THAT** RFQ No. 25-13 is hereby awarded to Janet Terry and Chris Dunkin, and the Mayor is hereby authorized to execute an agreement for services in an annual amount of \$18,000.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 5<sup>th</sup> day of August 2025.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk

# **SMITH'S FORK CAMP HOST AGREEMENT**

**THIS AGREEMENT** entered into this 5<sup>th</sup> day of August, 2025, by and between the **CITY OF SMITHVILLE, MISSOURI**, a Missouri Municipal Corporation ("City") and Janet Terry and Chris Dunkin, ("Camp Host"), as follows:

**WHEREAS**, the City desires to use retain the services of the Camp Host to provide certain services concerning camp hosting duties for the City's Smith's Fork Park, and

**WHEREAS**, the Camp Host desires to perform such services for the City at Smith's Fork Park; and,

**WHEREAS**, the City and let the contract for bids and Camp Host was the selected provider, and

**WHEREAS**, the Parties desire to enter into an agreement that contains the rights and responsibilities of each party for the services listed herein, and

**NOW, THEREFORE**, it is agreed as follows:

## **Term:**

The initial term of the contract shall be for the 2026 season, which runs from March 31st to October 31st. This agreement may be renewed for additional seasons at the option of the City for up to two (2) years.

## **City's Responsibilities:**

The City shall be responsible for providing the Camp Host with certain materials and supplies in accordance with the attached Scope of Services for the 2026 Smith's Fork Park Camp Host.

## **Camp Host's Responsibilities:**

The Camp Host shall be responsible for providing Camp Hosting services in accordance with the attached Scope of Services for the 2026 Smith's Fork Park Camp Host.

## **General Contractual Terms:**

1. The parties agree that this agreement shall constitute the sole agreement between the parties, subject to the attached Scope of Services.
2. The parties agree that in the event of a dispute, Missouri Law shall govern the resolution of such dispute, and that Venue for any court resolution is solely held in Clay County Missouri.
3. The parties agree that any amendments to this agreement must be in writing and signed by both parties in accordance with Missouri law (including Board of Aldermen approval) before such amendment is valid. If the parties agree to amend the Scope of Services, such amendment may be amended by a written change to such document, signed by both the Camp Host and the City's Administrator.
4. Both this agreement, and the Scope of Services are deemed by the parties to be jointly drafted, and no other presumptions shall be made concerning how the agreement and Scope of Services are to be construed by a Court of Law.

**Termination of Contract:**

1. The Camp Host may terminate this contract with 30 days' notice to City, but only in the event that the City has defaulted in the payment of sums due under this contract for a period of thirty days or more.
2. The City may terminate this contract with two-weeks' notice to the Camp Host for failure to comply with the contract and scope of services requirements. The City shall afford the Camp Host the opportunity correct deficiencies by providing notice indicating the specifications that are not being met and the opportunity to correct such deficiencies within one week. If the City has provided the one-week opportunity to correct, and the Camp Host fails to do so, or if the Camp Host has previously been provided notice on any other matter which requires correction and again fails to meet the specifications, the City may then terminate this agreement.

**IN WITNESS WHEREOF**, the parties have entered this Agreement the day and year first above written.

**CITY OF SMITHVILLE, MISSOURI**

**ATTEST:**

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**Mayor Damien Boley**

By \_\_\_\_\_  
Linda Drummond, City Clerk

**CAMP HOST**

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