

MEETING DATE: 2/3/2026**DEPARTMENT:** Parks and Recreation**AGENDA ITEM:** Approving Resolution 1545 – Recognizing Senior Services Duties and Obligations

REQUESTED BOARD ACTION

Motion to approve Resolution 1545, setting forth the duties and obligations of the City of Smithville, Missouri and the Smithville Senior Center Board in regard to the administration and operation of City facilities and services for seniors.

SUMMARY

City staff met with representatives from the Smithville Senior Board and agreed on duties and obligations for senior services at Smithville Center for the period from Jan 1, 2026, to December 31, 2026.

The City owns the building at 113 W. Main Street, Smithville, MO (hereinafter "Building"). The City desires to offer Senior Services to provide an opportunity for local seniors, a place for affordable and nutritious meals, and a welcoming atmosphere for educational and social opportunities. To continue the desired services at the building, certain duties and obligations need to be met by the City and the Senior Board. Those agreed-upon responsibilities and duties are as follows:

The City of Smithville shall:

1. Reserve the facility for Senior Services programming from 8:00 AM to 2:00 PM, Monday through Friday, beginning January 1 and continuing through December 31.
 - a. The City of Smithville reserves the right to use the building for staff events periodically throughout the year and will coordinate such use with the Senior Services Coordinator in the development of the activities calendar.
2. Ensure the proper maintenance of the facility, including responsibility for all utilities, internet access, telephone services, cleaning, and pest control.
3. Secure and maintain appropriate insurance coverage for both the facility and its programs.
4. Coordinate and oversee the scheduling of monthly programs and the provision of daily lunches.
5. Administer and manage all grant funds and reporting requirements associated with funding received from Clay County Senior Services.
6. Administer and manage all donations of physical goods or funds.

The Smithville Senior Center Board shall:

1. Establish an advisory board to provide recommendations to the Parks and Recreation Department regarding proposed improvements or additions to the building.
 - a. The board shall include the following officers: president, vice-president, secretary, and two additional board members.
2. Recruit and coordinate volunteers to assist with morning and lunch service operations.
3. The Senior Board provides guidance on use of donation funds and activities they wish to see implemented.
4. Serve as a support resource to ensure continuity of operations in the absence of the Senior Services Coordinator and Senior Services Assistant.

Timeline Background:

The City collaborated with Clay County Senior Services to enhance the health, nutrition, and overall quality of life for residents aged sixty and older in Clay County. On August 6, 2013, the Smithville Senior Board signed a 10-year use agreement with the City, allowing them to utilize the City building for Senior Services. This agreement was effective until August 5, 2023.

In 2021, Clay County Senior Services requested assistance from the city to manage and process the senior grant on behalf of the Senior Board. The Parks and Recreation Department has been providing this assistance since that request.

In 2022/2023, staff met with representatives from the Smithville Senior Board and the City Attorney to update the agreement between the Senior Board and the City. Following the City Attorney's recommendations, a Cooperative Agreement was established for annual review, rather than a long-term agreement with an annual rent cost.

In 2024, the Cooperative Agreement was renewed with minor changes that reflected the City's hiring of a Senior Services Coordinator. This position is supervised by the Parks and Recreation Department. The renewed agreement included a change that moved "the office" from the exclusive portion of the building to the non-exclusive portion. This was the only modification made to the agreement.

Prior to the 2025 season, the Senior Board decided not to renew its 501(c)(3) status. The financial management of senior services is now overseen by City staff, and other daily responsibilities have been transferred to the Senior Services Coordinator. These changes were all approved by the Senior Board before the position was hired.

Going into the 2026 season, the City's new attorney has recommended that the best way to outline the duties and obligations of everyone is through a board-adopted resolution since the Senior Board is not a 501(c)(3) or a separate entity for the City.

Senior services have evolved into a program offered and managed by the Parks & Recreation Department. The Senior Board provides guidance on donation funds, volunteers, operations, and activities they wish to see implemented. Staff would like to clarify that there is no plan or discussion about removing senior services from the building or our program offerings. Our goal is to continue increasing attendance and providing more opportunities for the 60+ community.

PREVIOUS ACTION

Resolution 1433, Approval of the Smithville Senior Board Memorandum of Understanding (MOU) in January 2025.

POLICY ISSUE

N/A

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

- ☐ Ordinance
- ☒ Resolution
- ☐ Staff Report
- ☐ Other:

- ☐ Contract:
- ☐ Plans
- ☐ Minutes

RESOLUTION 1545

A RESOLUTION SETTING FORTH THE DUTIES AND OBLIGATIONS OF THE CITY OF SMITHVILLE, MISSOURI AND THE SMITHVILLE SENIOR CENTER BOARD IN REGARD TO THE ADMINISTRATION AND OPERATION OF CITY FACILITIES AND SERVICES FOR SENIORS

WHEREAS, the City of Smithville (the "City") owns the building at 113 West Main Street, Smithville, Missouri (the "Building"), and

WHEREAS, the City desires to offer Senior Services out of the building to provide an opportunity for local seniors, a place for affordable and nutritious meals, and a welcoming atmosphere for educational and social opportunities, and

WHEREAS, the Smithville Senior Center Board (the "Board") desires that the City provide certain services in connection with the Board's use of the building, subject to the City's supervision and review, and

WHEREAS, the Board of Aldermen desires to adopt this Resolution to set forth the duties and obligations of the City and Board in regard to the use of the Building and services provided at the same.

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

THAT, the City, to ensure the effective operation of the building and services to be provided therein, shall

1. Reserve the facility for Senior Services programming from 8:00 AM to 2:00 PM, Monday through Friday, beginning January 1 and continuing through December 31.
 - a. The City of Smithville reserves the right to use the building for staff events periodically throughout the year and will coordinate such use with the Senior Services Coordinator in the development of the activities calendar.
2. Ensure the proper maintenance of the facility, including responsibility for all utilities, internet access, telephone services, cleaning, and pest control.
3. Secure and maintain appropriate insurance coverage for both the facility and its programs.
4. Coordinate and oversee the scheduling of monthly programs and the provision of daily lunches.
5. Administer and manage all grant funds and reporting requirements associated with funding received from Clay County Senior Services.
6. Administer and manage all donations of physical goods or funds.

FURTHER, THAT the Smithville Senior Center Board shall

1. Establish an advisory board to provide recommendations to the Parks and Recreation Department regarding proposed improvements or additions to the building.
 - a. The board shall include the following officers: president, vice-president, secretary, and two additional board members.
2. Recruit and coordinate volunteers to assist with morning and lunch service operations.
3. The Senior Board provides guidance on use of donation funds and activities they wish to see implemented.
4. Serve as a support resource to ensure continuity of operations in the absence of the Senior Services Coordinator and Senior Services Assistant.

BE IT FURTHER RESOLVED THAT the City Administrator, Director of Parks and Recreation, and other appropriate officials of the City are hereby authorized to take such additional actions as they deem necessary to carry out the intent of this Resolution.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, on the 3RD day of 2026.

Marvin Atkins, Mayor Pro-Tem

ATTEST:

Linda Drummond, City Clerk