



Board of Aldermen Request for Action

MEETING DATE: 9/29/2026

DEPARTMENT: Parks and Recreation

AGENDA ITEM: Resolution 1623, Camp Host Agreement Renewal

REQUESTED BOARD ACTION

Motion to approve Resolution 1623, authorizing renewal of an agreement with Janet Terry and Chris Dunkin for camp host services at Smith's Fork Campground.

SUMMARY

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 more 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 were our current camp hosts, and we continue to receive excellent reviews about them. They keep the campground clean and create a welcoming environment.

Once selected, the submitted bid of \$18,000 for the season, with a \$500 increase per season, was found to be reasonable and appropriate for camp host services.

Resolution 1493 awarded the bid for the camp host to Janet Terry and Chris Dunkin on July 30, 2025, for the April 1 to October 31, 2026, season, with the option to renew for two additional seasons at the option of the City. On August 20, 2024, the BOA approved the option to renew the contract for its second season. The 2027 season will be their second year of the contract.

Janet Terry and Chris Dunkin have completed their fourth year of Camp Host Services for the City of Smithville. Staff and patrons alike have noticed consistently improved appearance and cleanliness of the campground and the restroom facilities. Customer satisfaction has been great. We have received multiple compliments, letters, and emails stating how great both are and how well they keep the shower house clean.

Staff recommend renewing the agreement for the 2027 camping season for a total of \$18,500.

POLICY OBJECTIVE

This contract extension supports the Enhanced Recreation and Connecting Pillar of the Strategic Plan, specifically the action step of building recreation as an economic driver.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

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

- ☒ Contract - Original
- ☐ Plans
- ☐ Minutes

RESOLUTION 1623

A RESOLUTION AUTHORIZING RENEWAL OF AN AGREEMENT WITH JANET TERRY AND CHRIS DUNKIN FOR CAMP HOST SERVICES AT SMITH'S FORK CAMPGROUND

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; and

WHEREAS, the City of Smithville contracted with Janet Terry and Chris Dunkin for such services on July 30, 2025, for the April 1 to October 31, 2026 season and the contract may be renewed for two additional seasons at the option of the City; and

WHEREAS, both parties wish to renew the agreement; and

WHEREAS, the contract provides annual renewal at the City's option for such services.

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

THAT the renewal of the agreement with Janet Terry and Chris Dunkin for Camp Host Services at Smith's Fork Park beginning April 1, 2027, and ending October 31, 2027 is hereby approved, and the Mayor is authorized to execute the same on behalf of the City of Smithville.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, on the 29th day of September 2026.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

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:

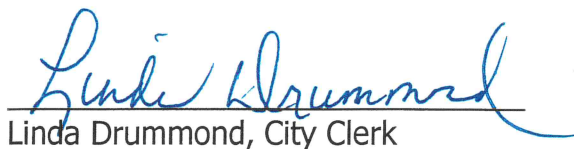
THAT RFQ No. 25-13 is hereby awarded to Janet Terry and Chris Dunkin, and the Mayor is hereby authorized to execute an agreement for services in an annual amount of \$18,000.

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



Damien Boley, Mayor

ATTEST:



Linda Drummond, City Clerk

SMITH'S FORK CAMP HOST AGREEMENT

THIS AGREEMENT entered into this 5th 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.

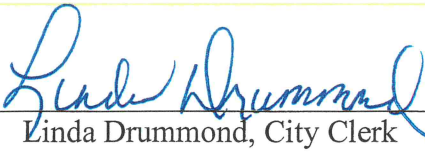
IN WITNESS WHEREOF, the parties have entered this Agreement the day and year first above written.

CITY OF SMITHVILLE, MISSOURI

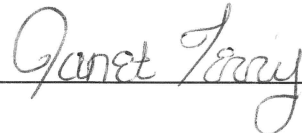


Mayor Damien Boley

ATTEST:

By _____
Linda Drummond, City Clerk

CAMP HOST

_____
Janet Terry