



Board of Aldermen Request for Action

MEETING DATE: 1/7/2025

DEPARTMENT: Parks and Recreation

AGENDA ITEM: Approving Resolution 1433 – Smithville Senior Center Memorandum of Understanding (MOU)

REQUESTED BOARD ACTION:

Motion to approve Resolution 1433, authorizing and directing the Mayor to enter into an agreement with the Smithville Senior Board for Senior Services at the Smithville Senior Center.

SUMMARY:

City staff met with representatives from the Smithville Senior Board and agreed on terms for the new Memorandum of Understanding (MOU) that clearly outlines the duties and responsibilities of both parties. The MOU contract period is from Jan 1, 2025, to December 31, 2025.

The Smithville Senior Center was renovated in conjunction with Clay County Senior Services to provide the Smithville Senior Center to improve the health, nutrition, and quality of life of Clay County residents sixty years or older. The City signed a 10-year lease agreement with the Smithville Senior Board on August 6, 2013, which 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 for the use of the Senior Center Building. Following the City Attorney's recommendations, a Cooperative Agreement was established for annual review, rather than a long-term lease with an annual rent cost.

In 2024, the Cooperative Agreement was renewed with minor changes reflecting the City's hiring of a Senior Services Coordinator. The position is supervised by Parks and Recreation and is officed out of the Smithville Senior Center. The renewed agreement showed the change moving "the office" from the exclusive portion to the non-exclusive portion of the building. This was the only change in the agreement.

Prior to the 2025 season, the Senior Center Board has decided not to renew their 501(c)(3) status. The financial management of the Senior Center 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 Center Board before the

position was hired. The Senior Center has evolved into a program managed by the Parks & Recreation Department. The Senior Center Board provides guidance on volunteers, operations, and activities they wish to see implemented.

Staff recommends transitioning from a Cooperative Agreement to a Memorandum of Understanding (MOU) that clearly outlines the duties and responsibilities of both parties.

PREVIOUS ACTION:

Resolution 1335, Renewal Agreement with the Smithville Senior Center for the use of the building at 113 West Main Street was approved on March 19, 2024.

POLICY ISSUE:

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FINANCIAL CONSIDERATIONS:

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ATTACHMENTS:

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

RESOLUTION 1433

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE SMITHVILLE SENIOR BOARD FOR SENIOR SERVICES AT THE SMITHVILLE SENIOR CENTER

WHEREAS, the City owns the building at 113 West Main Street (hereinafter "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 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 City and Board desire to enter into an agreement, and;

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

**THAT THE MAYOR IS HEREBY AUTHORIZED AND DIRECTED TO EXECUTE
THE ATTACHED AGREEMENT WITH THE SMITHVILLE SENIOR BOARD FOR
SENIOR SERVICES AT THE SMITHVILLE SENIOR CENTER**

PASSED AND ADOPTED by the Mayor and Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, on the 7th day of January 2025.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

AGREEMENT

THIS AGREEMENT was entered into this ____ of January 2025, by and between the **CITY OF SMITHVILLE, MISSOURI**, a Missouri Municipal Corporation ("City"), and **SMITHVILLE SENIOR CENTER BOARD**, an advisory committee ("Board"), as follows:

WHEREAS, the City owns the building at 113 W. Main Street, Smithville, MO (hereinafter "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 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 City and Board desire to enter into an agreement, and

NOW, THEREFORE, it is agreed as follows:

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

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 Senior Center 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.

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 Smithville Senior Center.
 - a. The board shall include the following officers: president, vice-president, secretary, treasurer, and two additional board members.
2. Maintain a dedicated bank account to manage and safeguard donation funds received for the center.
3. Recruit and coordinate volunteers to assist with morning and lunch service operations.
4. Serve as a support resource to ensure continuity of operations in the absence of the Senior Services Coordinator.

CITY OF SMITHVILLE, MISSOURI

By _____
Mayor Damien Boley

ATTEST:

Linda Drummond, City Clerk

SMITHVILLE SENIOR CENTER BOARD

By _____
Smithville Senior Center Board President