

# City of Columbia

701 East Broadway, Columbia, Missouri 65201



**Agenda Item Number:** R 221-14

**Department Source:** Parks and Recreation

**To:** City Council

**From:** City Manager & Staff

**Council Meeting Date:** December 1, 2014

**Re:** Boone County Historical Society - Caretaker Agreement

## Documents Included With This Agenda Item

Council memo, Resolution/Ordinance, Exhibit to Resolution/Ordinance

**Supporting documentation includes:** Correspondence

## Executive Summary

This resolution will authorize the City Manager to sign an agreement with the Boone County Historical Society (BCHS). This agreement will authorize the City to pay BCHS \$14,000 as the City's partial support of a resident caretaker for Nifong Park, the historic Maplewood Home and other buildings. Funding is in the General Fund portion of the Parks and Recreation Department's operating budget and represents the same level of funding as last year.

## Discussion

In the Parks and Recreation Department's FY2015 budget, the City Council approved spending \$14,000 as the City's partial funding support for a resident caretaker at Nifong Park. The caretaker resides at the Walters Boone County Historical Museum and under dual direction of the City and Historical Society, assumes duties related to maintenance and care of the park, historic buildings, and farm animals (if any). This is the same level of funding support as in Fiscal Year 2014. Attached is a letter from BCHS outlining the caretaker's role and request for funding for Fiscal Year 2015.

## Fiscal Impact

**Short-Term Impact:** Funds for this project are included in the General Fund portion of the P&R Department's annual operating budget. The amount budgeted for FY2015 is \$14,000.

**Long-Term Impact:** This is an annual agreement.

## Vision, Strategic & Comprehensive Plan Impact

Vision Impact: Parks, Recreation and Greenways

Strategic Plan Impact: Health, Safety and Wellbeing

Comprehensive Plan Impact: Infrastructure

## Suggested Council Action

Approve the resolution authorizing the City Manager to execute the agreement.

# City of Columbia

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## Legislative History

Boone County Historical Society Agreement - Caretaker FY2014

<http://www.gocolumbiamo.com/Council/Commissions/downloadfile.php?id=11844>

  
\_\_\_\_\_

Department Approved

  
\_\_\_\_\_

City Manager Approved

Introduced by \_\_\_\_\_ Council Bill No. R 221-14

**A RESOLUTION**

authorizing an agreement with the Boone County Historical Society for caretaking services at Nifong Park.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute an agreement with the Boone County Historical Society for caretaking services at Nifong Park. The form and content of the agreement shall be substantially as set forth in "Exhibit A" attached hereto and made a part hereof as fully as if set forth herein verbatim.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor and Presiding Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counselor

## AGREEMENT

THIS AGREEMENT dated this \_\_\_\_ day of \_\_\_\_\_, 2014, by and between the City of Columbia, Missouri, a municipal corporation (hereinafter "City") and the Boone County Historical Society, a Missouri not-for-profit corporation (hereinafter "Historical Society").

WHEREAS, Historical Society intends to employ a resident caretaker to look after its facilities located within the City's Nifong Park; and

WHEREAS, City is willing to pay Historical Society to provide City with certain caretaking services for City's park facilities located in Nifong Park.

NOW, THEREFORE, City and Historical Society agree as follows:

1. Historical Society agrees to employ a resident caretaker who will reside in Historical Society facilities located at Nifong Park.
2. Historical Society agrees to provide City the following services to be performed by its resident caretaker:
  - a. Check on the farm animals (if any) on a daily basis, feeding and watering them when necessary.
  - b. Keep inventory of animal feed (if applicable), ordering necessary supplies in advance of need.
  - c. Occasionally assist the City with projects dealing with the farm animals.
  - d. Open and close the main gate to Maplewood Home for special events.
  - e. Respond to security alarms when called by the police, 24 hours on call.
  - f. Monitor park use and conditions, notifying appropriate individuals when action is necessary. May require daily inspections of park at various times of the year.
  - g. Handle occasional inquiries from park users in a friendly and understanding manner.

3. Historical Society and City agree that the services to be provided herein (hereinafter "the services") shall be provided by an employee of the Historical Society who shall be under the sole direction of the Historical Society. If the services are not being carried out to City's satisfaction, City agrees to notify Historical Society in writing at the Historical Society's official address. Historical Society agrees to correct the deficiencies in service within five (5) days of receipt of notice.
4. City agrees to provide access to the Nifong Park buildings for which the services are to be provided.
5. City and Historical Society agree that if the caretaker who will perform the services is absent for more than 48 hours, the Historical Society will notify the City so that arrangements can be made to ensure that the services are carried out by the City. If the City assumes responsibility for the services for more than two (2) weeks, the Historical Society will make a pro-rata refund of the annual fee.
6. City will provide Historical Society with all information necessary to carry out the services.
7. The services will commence upon execution of this agreement.
8. The term of this agreement shall begin upon execution of this agreement and shall end on September 30, 2015.
9. City agrees to pay Historical Society the sum of fourteen thousand dollars (\$14,000.00) for provision of the services.
10. Notices. All notices required herein shall be given in writing to the parties by mailing to the following persons:

**City:**

c/o Mike Griggs, Director of Parks and Recreation  
P.O. Box 6015  
Columbia, MO 65205-6015

**Historical Society:**

c/o Dick Otto, President  
3801 Ponderosa Ave.  
Columbia, MO 65201

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

**CITY OF COLUMBIA, MISSOURI**

By: \_\_\_\_\_  
Michael E. Matthes, City Manager

ATTEST:

\_\_\_\_\_  
Sheela Amin, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Nancy Thompson, City Counselor

CERTIFICATION: I hereby certify there are funds available in Account No. 110-5440-541.49-60 to cover the above expenditure.

\_\_\_\_\_  
John Blattel, Finance Director

**BOONE COUNTY HISTORICAL SOCIETY**

By: \_\_\_\_\_

Title: \_\_\_\_\_

City of Columbia

701 East Broadway, Columbia, Missouri 65201



SUPPORTING DOCUMENTS INCLUDED WITH  
THIS AGENDA ITEM ARE AS FOLLOWS:

**Correspondence**



# Boone County Museum & Galleries

The Walters History Museum    The Montminy Art Gallery  
The Village at Boone Junction    The Historic Maplewood House  
3801 Ponderosa Street, Columbia, Missouri 65201    573.443.8936

## BOARD of DIRECTORS

- President**  
Dick Otto
- Vice President**  
Wilson Beckett
- Secretary**  
Carolyn Doyle
- Treasurer**  
Kay Murray
- Past President**  
Ray Beck

September 30, 2014

Mike Griggs, Director  
Parks and Recreation Dept.  
1 South 7<sup>th</sup> Street  
Columbia, MO 65201

## BOARD MEMBERS

- Gene Baumann ~ Joan Bay
- Mike Hood ~ Owen Jackson
- Sterling Kelly ~ Joyce Kemner
- Charlie Lee ~ Louise Martin
- Karen Moore ~ Marjorie Motley
- Vicki Pauley

Dear Mr. Griggs,

The Boone County Historical Society is formally requesting funding support for Fiscal Year 2015 in the amount of \$5,000 toward the operation of the Walters History Museum and the upkeep and promotion of the Maplewood Home and grounds. We are also requesting \$14,000 in funding support for the caretaker's salary.

## BCHS ENDOWMENT TRUST BOARD of TRUSTEES

- President**  
Karen M. Miller
- Vice-President**  
Ann Cleek
- Treasurer**  
Lynn Behms
- Secretary**  
Betsy Odle

We appreciate the support of the City of Columbia and the working relationship that exists between the Parks and Recreation Department and the Society and are hopeful that the level of support for the Maplewood Home will be increased in the future to reflect a more appropriate level of investment in this city-owned historic building. We look forward to working with you during another successful year of serving the community.

## TRUSTEES

- Tim Dollens ~ Jim Marberry
- Kay Murray ~ Dick Otto
- Phil Prather ~ Marvin Sapp  
~ Wilson Beckett

Sincerely,

Dick Otto  
BCHS President

## MUSEUM AND GALLERY ADMINISTRATIVE STAFF

- Executive Director & Curator**  
Chris Campbell
- Office Manager**  
Mary Lee Gentry
- Finance**  
David Sapp
- Property Manager**  
John Fetters
- Associate Curators**  
Liz Kennedy  
Deborah Thompson  
Sue Viola  
Laurel Wilson