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.
Legislative History

Boone County Historical Society Agreement - Caretaker FY2014

[Signature]
Department Approved

[Signature]
City Manager Approved
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: ____________________________
SUPPORTING DOCUMENTS INCLUDED WITH THIS AGENDA ITEM ARE AS FOLLOWS:

Correspondence
September 30, 2014

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

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.

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.

Sincerely,

Dick Otto
BCHS President