



Board of Aldermen Request for Action

MEETING DATE: 3/5/2024

DEPARTMENT: Administration

AGENDA ITEM: Resolution 1320, Farmer's and Maker's Market MOU

REQUESTED BOARD ACTION:

A motion to approve Resolution 1320, authorizing the Mayor to enter into a Memorandum of Understanding (MOU) with the Smithville Lion's Club for the Farmer's and Maker's Market.

SUMMARY:

The public facility use policy allows the City to sponsor events if a written agreement is executed that describes the obligations between the parties.

The Smithville Lion's Club wishes to continue to host a Farmer's and Maker's Market on Wednesdays.

In discussing changes to the MOU for the coming season, both parties expressed a desire to lengthen the term of the MOU so that annual approvals are not necessary. The attached MOU outlines a three-year agreement for 2024, 2025 and 2026. The MOU outlines use beginning in May and continuing through October. Also included in the agreement is the closing of Commercial Street from Main Street to Church Street to allow for food trucks and community activities. The Lion's Club and Farmer's and Marker's Market will continue to work to identify food trucks and activities in an effort to expand the offerings of the Farmer's Market and, in turn, increase attendance.

Staff and representatives of Lion's Club have reviewed and agreed to the terms and responsibilities outlined in the MOU.

PREVIOUS ACTION:

MOUs have been approved by the Board for use of the Courtyard beginning with the 2018 season.

POLICY ISSUE:

Economic Development Policy.

FINANCIAL CONSIDERATIONS:

None.

ATTACHMENTS:

- Ordinance
- Resolution

- Contract
- Plans

- Staff Report
- Other: MOU

Minutes

RESOLUTION 1320

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE LION'S CLUB FOR SPONSORSHIP OF THEIR FARMER'S AND MAKER'S MARKET

WHEREAS, the Lion's Club organized and operates a Farmer's and Maker's Market at the Downtown Courtyard Park on Wednesdays from May through October; and

WHEREAS, the Public Facility Use Policy authorizes the City to sponsor such events, but **ONLY** if there is a written agreement; and

WHEREAS, an initial Memorandum of Understanding (MOU) was approved with the 2018 season.

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

THAT THE MAYOR BE AUTHORIZED TO EXECUTE THE ATTACHED MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE LION'S CLUB FOR THE FARMER'S AND MAKER'S MARKET FOR 2024, 2025 AND 2026.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 5th day of March 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

Memorandum of Understanding
Between the City of Smithville, Missouri
And the
Smithville Lion's Club
For the
Smithville Farmers and Makers Market

This agreement is entered into between the City of Smithville, Missouri, a Municipal Corporation, and the Smithville Lion's Club, a Missouri Not for Profit Organization for the express purpose of complying with the Joint Use agreement requirement in the City's Public Facility Use Policy, and for the following stated purposes:

Whereas, the Smithville Lion's Club members have created and hosted the Smithville Farmers and Makers Market since 2015 in the downtown Courtyard Park; and,

Whereas, the market provides opportunity for local vendors to set up booth spaces in the park and to bring customers and citizens to the center of downtown; and,

Whereas, an integral part of any community's economic development is the sense of community created with programming activities to foster community pride; and,

Whereas, the City and the Lions Club desire to enter into an agreement for the coming three seasons (2024, 2025 and 2026) that creates a partnership between them.

Now, therefore, the parties do hereby agree to the following terms:

The City of Smithville shall:

1. Reserve the Courtyard Park each Wednesday from 3:00 pm until 8:00 pm from the first Wednesday in May until the final Wednesday in October on behalf of the Lion's Club.
2. Waive the fees and costs associated with the cost of Courtyard rental.
3. Clean and stock the restrooms (when open), empty trashcans and generally clean the park of trash each Wednesday prior to the event.
4. Authorize the placement of a banner along the back of the stage, except with prior notice to the Club if a different entity has reserved the Courtyard on any day during the months of May – October.
5. Authorize placement of a temporary sign on City property at 169 Highway and Main Street from May through August advertising the Market.
6. Provide promotional assistance on its' social media presence.

7. Allow for the closure of Commercial Street from Main Street to Church Street to provide access for food trucks and children's activities.

The Lion's Club shall:

1. Identify a person who will be the Lion's Club's official Market Manager for each evening's event. The responsible party must:
 - a. Check out keys for water and electrical connections at the beginning of the season and be responsible for their safekeeping and return at the end of the season.
 - b. Be responsible for opening and closing all locks to the electric and water services at the beginning and end of each market.
 - c. Agree to be present during the entire time the event is operating that evening and provide a cell phone number where they can be reached in the event of an issue at the park. In the event that the Market Manager is unable to be at a Market, provide to the City the name and contact information of a responsible party for that date.
 - d. Pick up and place all trash in the bins provided at the end of the evening.
2. Ensure the Farmers and Makers Market participants are complying with Clay County Public Health Center guidelines.
3. Inform and Enforce the Park Rules, along with any additional reasonable rules set by the Club, on all its' vendors and patrons each evening. If the Responsible Party cannot resolve any such rules violation, they should contact the Smithville Police Department for assistance.
4. Coordinate weekly food truck and community activities to compliment the market with a goal of expanded participation.
5. Allow non-profit participation in Farmer's Market free of charge with completed application and verification of non-profit status.

The City of Smithville and the Lion's Club recognize and agree that this agreement is for the 2024, 2025 and 2026 seasons, and it shall expire following the end of the last event in October 2026.

Smithville Lion's Club Representative/Market Manager Date

City of Smithville Date