
DATE: 08/25/2025

COUNCIL ACTION FORM

AGENDA ITEM: Senior Community Center rentals and discussion regarding Chapter 28, Nevada Senior Community Center Board

HISTORY:

The Nevada Senior Community Center (Center) was built in 2010 with the help of various fundraising efforts. At that time it was decided to create a Board that would oversee the building, events and make recommendations to the council regarding rates. The Nevada Senior Community Center Board (NSCCB) was formed by Chapter 28 in July 2010. Rates were set upon opening and have not increased since. The Financial History for the Center is attached.

The Center was built to allow Seniors a place to gather, have meals and events. The Nevada Senior Citizen Board was formed early on to organize activities and oversee the Center. The Seniors use it on a daily basis, Monday-Friday, from 9:00 a.m. to 4:00 p.m. Other times if events are planned in advance. Recently, there have been a few issues with other outside rentals that have occurred on the weekends.

The NSCCB met on August 13, 2025, to discuss rental forms, agreements and various issues concerning the building. The Nevada Senior Citizens Executive Board was invited to attend. Discussion was held regarding the lack of clean up after weekend rentals, using supplies that belong to the Senior Group, leaving food/ice/condiments in the fridge, tables not left how they are supposed to be, adhering things to the walls and ceilings, among other things. The two boards and city staff reviewed all rental documents and rates to see how to make it clear for renters what the expectations are of them when using the facility. City Staff will plan to check the facility and provide the janitorial supplies necessary. It was also discussed to put a lock on a cabinet where the Seniors can put their supplies to avoid being used.

Attached are the following forms and the recommended changes:

Nevada Senior Community Center Rental Agreement/Rates: Only a couple changes were made to this form besides the rate increase. 1) Senior Discounts will not be applied once reservation has been made. The other changes were cleaning up language to make it clear. As previously mentioned, the rates have not been increased since 2010. The NSCCB voted to recommend to the council the rates be increased to be more in line with the rent at the pavilion and have only one rental a day to alleviate some of the issues with cleaning.

Rules and Regulations and Inspection Form: Reservations are now made through RecDesk like all other facility rentals (besides the library meeting room). Recommend the Rental Inspection form be signed and returned by the renter that they have checked everything on the list. Added a few reminders to the list of what is expected. Cleaned up other language that is not used. Added a box for renters where they could list any issues they encountered during their rental.

One of the items on the NSCCB was the Board itself. With the Nevada Senior Citizen group having their own board and funds they have been planning events and relaying any issues with the building through city hall and it has been taken care of. After discussion between both

boards the NSCCB is recommending dissolving the NSCCB (City) Board and adding verbiage in the Nevada Senior Citizens Agreement that a meeting at a minimum annually will be held with the Nevada Senior Citizens Executive Board and the City Administrator and/or City Clerk or their designee. More requests can be made at any time and any issues should be brought to City Hall Administration to take care of. Enclosed is Chapter 28 which details the "City" Board.

The NSCC Board also discussed the Nevada Senior Citizens Agreement with the Senior Board and the proposed changes are included in the attached agreement along with the current agreement in place. They recommended having the agreement for 3 years instead of yearly.

STAFF'S RECOMMENDED ACTION:

Staff recommends approving the new forms and rates. It is also recommended Chapter 28, Nevada Senior Community Center Board be dissolved. The duties from this chapter would be handled by the Senior Citizens and City Staff for recommendations for the Council.

See the agenda for each separate item to be voted on.

- 1) Nevada Senior Community Center Rental Agreement and proposed Rates
- 2) Rules and Regulations and Inspection Form
- 3) Dissolve Chapter 28, Nevada Senior Community Center Board
(Direct Staff to bring back the ordinance at the next meeting)
- 4) Proposed Nevada Seniors Citizens Agreement

NEVADA SENIOR CENTER - FINANCIAL HISTORY

ACCT #	ACCOUNT TITLE	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
001-461-4311	SENIOR CENTER RENT	5,958.50	6,279.00	7,307.00	6,639.00	5,616.00	6,763.00	6,777.00	6,862.00	5,443.00	4,121.00	9,014.00	10,696.00	11,887.00	8,198.00
001-461-6020	SNR CNTR=SALARIES-PERM PT	881.33	665.93	666.40	839.21	883.43	1,077.39	1,503.84	1,919.63	1,563.88	113.36	737.91	812.61	843.66	952.50
001-461-6110	FICA-CITY CONTRIBUTION	54.60	41.23	43.51	64.17	67.51	82.43	115.04	146.86	119.62	8.69	56.42	62.02	64.57	72.77
001-461-6120	MEDICARE-CITY	12.84	9.68	7.45	-	-	-	-	-	-	-	-	-	-	-
001-461-6130	IPERS (REGULAR)	71.08	57.68	59.52	74.51	78.91	96.25	134.29	181.28	147.65	10.42	69.69	76.69	79.58	89.99
001-461-6150	GROUP INSURANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
001-461-6160	WORKERS COMPENSATION	-	72.20	(72.20)	40.34	12.82	15.62	13.00	19.06	10.00	7.00	3.53	7.00	6.58	8.00
001-461-6310	BUILDING MAINT & REPAIR	475.56	207.84	246.00	259.99	341.74	230.41	191.01	7.98	-	-	-	-	40.05	742.73
001-461-6341	MISC EQUIPMENT REPAIR	-	-	-	-	-	-	165.28	6.54	38.18	-	-	-	-	-
001-461-6371	ELECTRIC/GAS	2,236.42	2,737.91	3,136.72	2,766.38	2,594.82	2,910.92	3,538.76	3,164.80	2,821.90	3,074.21	3,010.95	3,520.95	2,466.04	3,397.48
001-461-6373	TELEPHONE/FAX	686.48	704.76	666.59	649.47	657.63	274.30	673.43	676.82	676.82	453.94	568.17	720.75	686.98	517.26
001-461-6408	GENERAL/TORT INSURANCE	315.34	333.14	344.05	546.59	539.87	525.52	576.61	450.31	720.00	730.00	911.00	1,119.00	1,935.00	1,791.00
001-461-6483	SANITATION	-	-	-	250.00	300.00	300.00	300.00	300.00	300.00	300.00	316.22	353.86	342.19	384.34
001-461-6499	MISC CONT SERVICES	18.30	18.45	123.50	28.22	28.79	27.66	133.41	25.91	25.91	26.66	26.85	1,295.16	158.67	55.35
001-461-6508	POSTAGE/SHIPPING	2.24	2.25	0.96	281.50	83.90	0.46	0.68	-	-	-	-	-	0.63	126.23
001-461-6581	JANITORIAL/CLEANING SUP	149.25	149.56	-	41.56	132.66	-	131.71	150.00	-	-	-	-	46.85	16.58
001-461-6599	MISC OPERATING SUPPLIES	-	-	-	37.90	114.12	154.12	259.89	-	-	-	-	-	-	-
	DIFFERENCE (PROFIT/LOSS)	1,055.06	1,278.37	2,084.50	759.16	(220.20)	1,067.92	(286.52)	(183.80)	(980.96)	(603.28)	3,313.26	3,000.96	5,216.20	43.77
	Overall														15,544.44

175FUND	SENIOR CENTER TRUST FUND BAL	6,213.12	5,989.96	5,735.12	4,547.80	4,875.15	5,472.97	6,284.10	7,094.79	7,991.87	8,928.25	9,804.00	10,836.13	10,295.95	18,201.49
	Story County Comm Foundation Deposits to the 175 Fund														787.10
	Nevada Senior Citizens Group Donation														6,900.00
	Interest														218.44
	Expenses from 175F														

**Story County Comm Foundation has a trust for the Senior building and they provide a check each year for the facility and it must be used for the facility. It is deposited into the 175 Fund until needed.