

May 31, 2024

LaTonya Williams
Executive Director
Bartlett Center
Horace Mann Community Center
409 S. 18th Street
St. Joseph, Missouri 64506

Dear LaTonya:

As we discussed over the phone, my office has been informed that you have obtained a business license and health permit to operate a private business (Boujee Boards) out of the Horace Mann Community Center. The steps that you took to obtain the business license and health permit are appreciated; however, based on the information that I have been provided, we have determined that the Lease Agreement for the Horace Mann Community Center restricts the operation of another business entity. The terms of the lease agreement between the City and the Bartlett Center, which was approved on September 5, 2023, via Special Ordinance 10354, include Section 5(b), which states:

The Leased Premises shall be used by the LESSEE to provide services that will benefit low-to-moderate income residents of St. Joseph, Missouri, and such other related and similar uses as the LESSEE may deem necessary. *However, no other services shall be provided without the prior written consent and approval of the CITY and*, absent such written consent and approval, this Lease Agreement may be immediately terminated by the CITY without further notice. (emphasis added)

Based on our conversation, I understand that the Bartlett Center has a long-standing practice of renting the gym and the kitchen for others' use. As you noted, that practice was based on the lack of any prohibition in the lease agreement; however, rather than determining if the use falls within the parameters described in Section 5(b), you have requested that the agreement be amended to specifically state that rentals are allowed at the discretion of the Lessee. That request will be submitted to the City Council for consideration. In the meantime, please provide copies of the rental agreements and rental event list, which will enable the City Council to better analyze what they would be authorizing if the lease agreement is amended.

Additionally, as I have shared with you, I am not requesting that you immediately stop renting the facility. Instead, normal rentals may continue, provided they are income-producing, meaningful to the Bartlett Center operations, consistent with the past rental practice, and we continue to work toward clarifying the contract language. As a matter of prudence, we are, however, requesting that the Boujee Boards operations on the premises be suspended until the lease agreement is amended, except for operations during the Juneteenth weekend when you anticipate several vendors on site.

LaTonya Williams

May 31, 2024

Page 2

The City values the service that you and the Bartlett Center provide to the community and appreciates your willingness to better define the use parameters for the Horace Mann Community Center building.

Sincerely,

A handwritten signature in black ink, appearing to read "Bryan Carter". The signature is fluid and cursive, with the first name "Bryan" being more prominent than the last name "Carter".

Bryan Carter
City Manager

cc: Mayor Josendale and Members of the City Council
Chuck Kempf, Parks, Recreation, & Civic Facilities Director
Debra Bradley, Health Director
Lisa Robertson, City Attorney
Clint Thompson, Planning & Community Development Director