

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Everett Phillips
District No. 5 - Scarlet P. Frisina



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

March 10, 2015

Dear Sports Advisory Committee Member:

A meeting of the Sports and Recreation Advisory Council has been scheduled on Tuesday, March 17, 2015 commencing at 6:00 p.m. in the Coach's Building at the Southside Sports Complex, 1114 SW Kuhn Road, Lake City, Florida 32025.

Attached is an agenda relative to the above stated meeting for your review.

By copy of this letter, the Lake City Reporter will be notified of the scheduled meeting.

Sincerely,

Mario A. Coppock

XC: Dale Williams, County Manager
Board of County Commissioners
Marlin Feagle, County Attorney
Patrick Weaver, Web Designer
Todd Manning, Network Specialist
Penny Stanley, Administrative Secretary
Lake City Reporter
Sports and Recreation Advisory Council File
Outgoing Correspondence

BOARD MEETS FIRST THURSDAY AT 5:30 P.M.
AND THIRD THURSDAY AT 5:30 P.M.

**SPORTS AND RECREATION ADVISORY COUNCIL
SOUTHSIDE RECREATION COMPLEX
COACH'S BUILDING
1114 SW KUHN ROAD
LAKE CITY, FLORIDA 32025**

AGENDA

MARCH 17, 2015

6:00 P.M.

INVOCATION

PLEDGE TO U.S. FLAG

BUCKY NASH, CHAIRMAN:

PRESENTATION: TENNIS PRESENTATION- GLENN HUNTER

DISCUSSION AND ACTION ITEMS:

- (1.) APPROVAL OF MINUTES FROM TUESDAY, FEBRUARY 17, 2015 SPORTS ADVISORY COUNCIL MEETING.**
- (2.) CHANGE TO SPORTS ADVISORY COUNCIL BY-LAWS- BEN SCOTT.**
- (3.) TRAVEL TEAM- FIELD USAGE AGREEMENTS- BEN SCOTT.**
- (4.) CHANGES TO FIELD USE AGREEMENTS- PAULA VANN**

NEW BUSINESS

PUBLIC COMMENTS

NEXT MEETING: APRIL 21, 2015.

ADJOURNMENT

Sports Advisory Council
Minutes of February 17, 2015

Committee Members Present:

Stan Batten, Westside Community Center
Jessica Langley, Lake City Columbia County Youth Baseball
Kelly Lowrey, Sports Marketing Director
Cedric May, Ft White Babe Ruth Baseball
Commissioner Buck Nash, Chairman
Commissioner Everett Phillips
Ward Swisher, Girls Softball
Paula Vann, Director Columbia County TDC

Staff Present:

Mario Coppock, Director Columbia County Recreation Department
Mike Kreighauser, Landscape and Parks Department
Clint Pittman, Director Landscape and Parks Department
Ben Scott, Assistant County Manager
Dale Williams, County Manager

Sports Advisory Council Minutes: February

The meeting was called to order at 6:00 p.m. Dale Williams gave the invocation followed by the Pledge of Allegiance. Sports Advisory Committee members introduced themselves to the audience. After the introductions Commissioner Nash asked the members to give their names, titles, and the agency they represent at the next meeting.

1. Approval of Minutes from Tuesday, January 20, 2015 Sports Advisory Council meeting

The motion to approve the minutes was made by Jessica Langley, seconded by Commissioner Phillips. The motioned carried.

2. Update on Southside Sports Complex Construction Budget- Clint Pittman.

Clint Pittman reported the construction at the Girls Softball fields consists of new light poles and the underground conduit is in. The poles at the RC track are up and the lights need adjusting. It's going to take \$15,000.00 to get power back there. There is some underground infrastructure that has to be dealt with.

The Girls Softball panels have been installed. The soccer field lights have been approved. The bulbs and ballast will be repaired. Soccer fencing: the water in the drainage ditch makes it hard to retrieve soccer balls. Some initial money was allocated for this repair. The netting and

fencing behind soccer goals remain an issue. There are six goal areas along the ditch and open side of the main fields that need approximately \$31,600.00 to repair. This was not in the original scope of work. Only \$17,600.00 was allotted. Clint recommends using the fencing money to do the safety netting and the goal areas. The committee asked him to check on some land. The board wants to possibly purchase a piece of property to enhance the entrance. Clint got an appraisal. Owners will sell a portion but would like to sell the entire piece. Clint will proceed as the board wishes.

The issue came up at the last meeting about the safety netting at the boy's baseball and girls softball fields. The netting is 20 plus years old and rotten in some places. Refurbishment cost more than new purchase. Clint estimates approximately \$86,000.00 to purchase new netting for both complexes. Clint recommends this is done because of the savings. Girl's softball needs to be done first while construction is going on. It should be done now while everything is torn up. Other repairs includes; two restrooms at girl's softball fields, one at baseball, eight vanities, and a number of commodes at the girl's softball fields are from 20 years ago and have a different set of valves. No repair amount is available until we get quotes. Commissioner Nash recommended establishing a repair priority. 1, safety netting 2, safety netting at girls softball and 3, netting at Soccer and boys baseball fields. Clint stated the original budget allocation was for two million dollars. One point one million dollars has been spent. There is approximately \$849,000.00 worth of improvements left. There is money left to improve some of these projects. Of the approximately \$849,000.00 - \$820,000.00, the bathrooms would be a summer project. The safety netting at the Girls softball fields would be the priority because of the time frame. Commissioner Nash asked for a time frame: Clint said it would take approximately 1 to 1.5 months. This would need to go before the BOC for approval. Ben Scott explained how the process would work: This would have to be proposed as a motion allocating \$43,000.00. Commissioner Nash made the motion to recommend to the BOCC to spend the money. Ward Swisher seconded, Question: Jeff Tyre asked, how soon will the project happen? Comment was made by Commissioner Phillips. The motioned carried. The project list will be reviewed by Dale and Ben.

3. Report from Southside Recreation Complex Security System Committee – Lawrence Wilson.

Lawrence reported they are using several vendors for the entire project. The most critical phase should be addressed: the conduit going into the ground. He is waiting on an updated quote which will include fiber. Lawrence suggests running the fiber with the conduit before the sidewalks are paved over and include boring. The conduit should lead from the main buildings out to each concession stand. Second phase, security cameras. There should be four at each concession stand for a total of 32 cameras costing approximately \$25,000.00. This will deter vandalism. The board feels this is a vital part of security. Currently the lowest vendor is in excess of \$300,000.00. This will include the internet, security monitoring surfing the net and the ability to watch games at home. Lawrence said we can cover the security. Commissioner Nash recommended scheduling a meeting at the fields with Lawrence. Lawrence estimates it will take approximately \$348,000.00 to get everything done. Commissioner Nash wanted to know where we will get the money from. He asked Lawrence if he had a schematic of the system. Lawrence

replied. No. Commissioner Nash requested a little more information. Dale Williams stated, annual maintenance cost should be included in the estimate as some of this equipment has inherent costs.

4. Final decision Authority for play or no play on fields due to weather conditions – Ben Scott

Ben Scott asked the committee; during inclement weather the decision to decide if the fields are playable or not. The final call should be left up to the Landscape and Parks Department. A motion was made by Ben Scott recommending the landscape and Parks Director, Clint Pittman make the final call. The motion was seconded by Jeff Tyre. Clint will make call to league officials by 3:00 – 3:30. Cedric May ask the question if this will apply to Ft White? Motion carried.

5. Sports Advisory Council Budget – Mario Coppock

Mario wanted to know if money was available to purchase recording equipment for the Sports Advisory Council Meetings. Commissioner Nash wanted to have available some sort of backup system. Mario will purchase the necessary equipment. Jessica Langley stated, don't getting anything too elaborate.

New Business

Kelly Lowrey wants the community centers to attend the meeting. He would like them to come early to here Glenn Hunters' presentation on tennis at the next meeting. At the April meeting, the skate park people will provide an update. Paula Vann asked, how do you get on the agenda? Commissioner Nash said he wants to generate a list from each organization. That list will go through Clint. A list will be prepared after meeting with Dale Williams and Ben Scott. Then it will be brought before the board for discussion to make a recommendation to the BOCC. You can call me to be placed on the agenda. The Sports Advisory Council is a place for everyone to be at the table, to speak whatever is on your mind. He wants to hear from Baseball, Soccer, Girls Softball, Football etc. Anything that happens there can be discussed here. If travel ball wants to use the fields and Babe Ruth needs a third party interference. Then the SAC will be able to shed a different light on that situation. Dale Williams said the SAC is set up to resolve conflict. Private companies lease. Yes we own the fields but we can't tell the private company what to do. This is the place where you can direct your complaint. We are still working on the bylaws. Ben Scott; we have redlined copies. Those changes need to be adopted. The BOCC has to approve. There are still some conflicts between the resolution and bylaws. If the bylaws are agreeable to this board, make sure the resolution agrees. At the regular March meeting contact Ben Scott to make changes. The license agreements were recently changed. Some organizations have completed and turned in and some are still missing. We need to have them on file. Dale Williams; we have to help them get where they need to be. We will put them on the county website so the citizens can see them.

Jared Albury of the CYSA mentioned that a 7on7 football tournament has been tentatively scheduled on the soccer fields. They may have to move to another location because of a possible conflict. Paula Vann, will meet with Commissioner Nash to discuss an alternate site.

Public Comment:

Mr. Tim Murray provided a quick update on the RC track and events. Kelly Lowrey is waiting on copies of the user agreements so they can move forward on some issues. Mr. Lowrey provided an update on a 59 team girl's softball tournament. The promoters and parents were very appreciative of the community's efforts. Approximately 1500 people were in attendance. Dale Williams made a recommendation for an amended by law to the board, regarding the license agreement. You can use the field. The county has the right to schedule as long as it doesn't interfere. Kelly, Paula Dale, Ben and Clint will discuss this issue.

Adee Farmer wanted to know why the baseball fields were off limits to the general public. Commissioner Nash stated, I think we will have that discussion and address that matter later on. The intent is for those fields to be designated. Jessica Langley, we are letting them use them if they call because of the theft and vandalism. We thought the easiest solution was to have people call and reserve them. Dale Williams, the role of the Sport Advisory Council from my perspective is that budgeting is very problematic. There is always more need than there is money. What I would like to see is an allocation for recreation. The SAC would then determine what is the best use of those funds. Bring them here to where they can better be vetted. You then have a fixed amount of money and can use a schedule to plan. This way you can make sure your needs are met. I don't know what Ben's plans are, but mine was to see this committee handle those concerns. Ben Scott; I agree.

Ward Swisher asked if there was a long range master plan for the Complex. What's going to happen twenty years down the road? Commissioner Nash explained we need to develop a strategic long range plan. But we need to finish what we set out to do. And then take a look at soccer, football, softball etc. the challenge is going to be "us". We are all fighting for a piece of the pie. We need to learn how to deal with conflict and create a balance. This is what the Sports Advisory Council will do. We need to finish what we started, establish priorities. Then project out. We are not trying to build an "O Dome". But over time it can be what you want it to be and everyone can benefit.

Commissioner Nash again emphasized if you have a concern to get with Mario to be placed on the agenda. The motion to adjourn was made by Jessica Langley seconded by Jeff Tyre. The next meeting is scheduled for March 17, 2015, Meeting ended at 7:37 pm.



COLUMBIA COUNTY, FLORIDA
SOUTHSIDE RECREATION COMPLEX FACILITY USE AGREEMENT

****Tournament Play****

COLUMBIA COUNTY, FLORIDA of Post Office Box 1529, Lake City, Florida 32056-1529, telephone 386/754-7095, (herein "Columbia County"), upon the terms and conditions herein agrees that the Organization named herein ("Organization") may use certain portions of the Southside Recreational Facility in Columbia County, Florida, subject to the terms and conditions of this agreement.

Name of Organization: _____
Contact Person: _____
Address: _____
Telephone No.: _____
Tax ID No.: _____

Date(s): _____
Time: _____
Field(s): _____
Other Facilities: _____

Nonprofit/501(c) 3 approved: _____ Yes _____ No

Organization agrees to all Terms and Conditions and Insurance Requirements set forth in Schedule "A" & "B" attached hereto and by reference made a part of this agreement.

Organization acknowledges Columbia County will have agreements with other organizations for the use of the recreational facilities, and Organization will cooperate with Columbia County in scheduling the times and dates of events to be held at the recreational facilities to avoid scheduling conflicts. All scheduling and use of the recreational facilities shall ultimately be at the sole discretion of Columbia County.

The undersigned representative of Organization agrees to all of the terms and conditions of this Facility Use Agreement.

A \$500.00 deposit will also be made payable for each tournament to the Board of County Commissioners. This deposit will be used to cover any costs incurred by the County or concession provider. Any unused portion of the deposit may be applied to rental fees. This deposit may only be refunded when:

- 1) The applicant cancels the event within 30 days of the reservation;
- 2) The applicant cancels the event and Columbia County rents the facility to another event or tournament for the time period in question; or
- 3) The County is responsible for the cancellation,

If the County is responsible for the cancellation, notice will be given as far in advance as possible and a full refund of rental fees and deposits will be issued. If the applicant is responsible for the cancellation, any refund of fees and deposit will be made less the administration fee of \$25.00. No refund will be issued if the applicant cancels the event and the County is unable to rent the facility.

Signature of Organization or
Authorized Representative: _____ Date: _____

APPROVED BY:

Columbia County
Authorized Representative: _____ Date: _____

INSURANCE AND INDEMNIFICATION:

Organization shall supply a "Certificate of Insurance" reflecting minimum coverage of \$1,000,000.00 bodily injury and \$100,000.00 property damage. Columbia County shall be named as additional insured which shall be noted on the Certificate. The Certificate shall indicate Organization's policy shall not be canceled without 30 days prior written notice to Columbia County. Organization must provide the Certificate of Insurance to Columbia County no later than 5 working days prior to the event or on an annual basis.

Organization, including its contractor, agents and employees, hereby agree to indemnify and hold harmless Columbia County, and its officers, agents and staff, from and against any and all liability claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions, copyright violations, and other causes, including reasonable attorney fees of any kind and nature arising or growing out of and in any way connected with the Organization's use of the facilities in accordance with this agreement.

Signature of Organization or
Authorized Representative: _____ Date: _____

APPROVED BY:

Columbia County
Authorized Representative: _____ Date: _____

Payment Date: _____ Amount: _____ Check No.: _____

All checks shall be made payable to:

Columbia County Board of County Commissioners

Remit: Landscape & Parks

341 S.E. Charmont Lane
Lake City, FL 32025

CONTACT INFORMATION:

Columbia County ~~Landscape and Parks Department~~ Sports Marketing Director

~~Clint Pittman or Jan Smitley~~ Kelly Lowrey

Phone: ~~386.719.7545~~ Fax: ~~386.719.7544~~ 386.719.1453 or 386.361.0323 Fax: 386.758.1311

Post Office Box ~~4529~~ 1847

Lake City, Florida 32056-~~4529~~ 1847

Email: ~~Clint.Pittman@columbiacountyfla.com~~ klowrey@columbiacountyfla.com

SCHEDULE "A"

Terms and Conditions:

1. Organization has agreed to carefully supervise all activities, and will be responsible for its own equipment, supplies, employees and personnel.
2. **Vendors on site during tournaments must provide background check to the Sports Marketing Director 30 days prior to the event.**
3. **Vendors must provide proof of insurance to the Sports Marketing Director 30 days prior to the event.**
4. Vehicles shall be allowed in designated parking areas only.
5. Supervision and control of parents, players, coaches, and other participants is responsibility of Organization.
6. Utility usage must be coordinated and approved through Columbia County Landscaping and Parks Department. Organization is required to use County Landscaping and Parks Department staff for the preparation and maintenance of the fields and associated facilities.
7. Concessions will be provided at all events and games with the appropriate local youth sports licensee having first right of refusal to provide concessions. If the local youth sports licensee waives this right, then concessions will be offered to the other youth sports groups licensed to operate at the recreation facility. If all licensed youth sports groups decline to operate the concessions, concessions may be provided by either the Organization or a County sponsored youth sports group, at the discretion of the Organization.
8. Columbia County reserves the right to reschedule, cancel or change times or dates for Organization's use of the facility due to inclement weather, acts of God or other unforeseeable events which affect the health, safety or welfare of those using the facility.
9. Organization agrees to comply with all terms, conditions, regulations, and restrictions of Columbia County for use of the facilities.
10. Organization is an independent party and not an agent of Columbia County.
11. Organization will inspect the fields and facilities and accepts them in their "as is" condition. Columbia County makes no implied or express warranties as to the condition of the facilities or fitness for Organization's use.
12. Organization shall require all participants (parent/legal guardian for minor) to sign a waiver and release of liability form on behalf of Columbia County. The form will be provided to Organization by Columbia County or Organization's waiver and release form approved by Columbia County.
13. Organization may not assign any interest in this agreement to any other party.
14. Sole and exclusive venue for any dispute regarding this agreement shall be Columbia County, Florida. The prevailing party shall recover reasonable attorney's fees and costs from the defaulting party.
15. Organization will not allow pets to be admitted to the recreation facility except for service animals.
16. All payments for the use of the County recreation facilities shall be submitted to the County's Landscaping and Parks Department, shall be payable by check and shall be made out to Columbia County Board of County Commissioners

Initial by Columbia County Representative

Initial by Organization Representative

Board of County Commissioners

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SCHEDULE "B"- STANDARD FEES

Terms and Conditions:

The terms and conditions to rent the facilities for tournament play or events are negotiable depending on the size and scope of the tournament. Typically, fees are based upon ~~a lump sum of~~ a standard \$25.00 per field per game.

When reserving fields and facilities, the organization will have ~~24~~ **72** hours to execute the Facilities Use Agreement and pay the deposit. After ~~24~~ **72** hours, unless the Facilities Use Agreement has been executed and all deposits paid in full, the facilities will not be considered reserved and will remain as available dates on the master usage calendar.

A \$500.00 deposit will also be made payable for each tournament to the Columbia County Board of County Commissioners. This deposit will be used to cover any costs incurred by the County or concession provider. Any unused portion of the deposit may be applied to rental fees. Deposits are due within 24 hours of reserving the facility.

Organization or Authorized Representative agrees to pay:

for the use of the facility.

Facility	<hr/>
Deposit	<hr/>
No. of Teams	<hr/>
Total Fees Paid	<hr/>

Initial by Columbia County Representative

Initial by Organization Representative