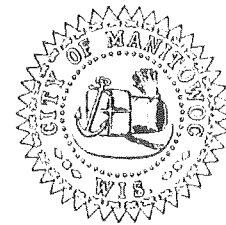


Parks - Rec
3-16-15

CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



15-336

TO: Mayor Nickels and Common Council Members

FROM: Dan Koski, Director of Public Infrastructure
Kathleen McDaniel, City Attorney *KMM*

DATE: March 12, 2015

RE: Baseball Field Use Agreements

The City of Manitowoc has entered into a usage agreement with the Manitowoc Public School District and Manitowoc Amateur Baseball in past years to govern field usage and maintenance. The City also allows other organizations to use the fields for a rental fee. In an effort to standardize the usage agreements and maintenance requirements, we are requesting your permission to draft and enter into field use and maintenance agreements with the Manitowoc Public School District, Manitowoc Amateur Baseball, the Manitowoc Bandits, Manitowoc Lutheran High School, and other consistent users of the City's baseball and softball fields. By granting us this authority, we can have the documents signed and completed prior to the start of the spring baseball and softball seasons.

Our plan is to have a standard agreement similar to the one used in previous years with Manitowoc Amateur Baseball and Manitowoc Public School District. That agreement will have an appendix attached detailing the rental costs, if any, and the expected maintenance requirements by the field user. Depending on the rent paid and the amount of field usage, there may be daily maintenance requirements and seasonal requirements. The requirements of each user are attached to this memo and were prepared by Chad Scheinoha, Parks Division Manager.

Our intention is to protect the City from liability, standardize the agreements we enter into with regular users of the baseball and softball facilities, and have all parties agree on a scheduling protocol. The proposed scheduling protocol is also attached to this memo and was prepared by Chad Scheinoha in conjunction with the schools. Varsity games will take priority over junior varsity games, which will take priority over freshman games, which will take priority over practice. Our hope is to maximize field usage while maintaining the fields in a usable condition for outside groups and municipal leagues.

Once the agreements with the various field users have been drafted and executed, we will send a memo to Council so that there is proper record-keeping of the agreements. Our intention is to have the agreements renew annually unless the field users fail to comply with their maintenance requirements.

If you are in agreement with the plan proposed in this memo, we ask that you approve the recommendations of this memo and then place it on file. Please contact us with any questions you may have.

City Attorney Kathleen M. McDaniel – Phone (920) 686-6990
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543 • Fax (920) 686-6999



MANITOWOC PUBLIC SCHOOL DISTRICT
Manitowoc, WI

February 10, 2015

Manitowoc Parks & Recreation Department

The Manitowoc Public School District and the City of Manitowoc Parks & Recreation departments have worked cooperatively/ collaboratively over a number of years to share facilities and equipment. The following proposal would be another example of this effort to effectively maintain the softball and baseball fields in Manitowoc during the MPSD 2015 season. MPSD commits an estimated 300+ work hours each spring on city fields which represents about \$10,000.00 in labor if our crews were to have to do this. This labor offsets any and all fees.

Baseball & Softball
MPSD Proposal

March thru end of May 2015

- Practice start date: March 16, 2015

Weather Permitting –

MPSD Responsibilities

- Open Municipal Field - March 2015
 - Batting cages/ player development
 - Prepare field as much as possible
 - Check systems- p.a., lights, buildings
 - Prepare equipment for maintaining field- drag, lining machine, lime, paint, rakes, pumps, hoses, etc. Coordinate with City Parks Supervisor
- CP1 – March 2015
 - Batting cages
 - Equipment in storage building
 - Prepare fields as much as possible
 - Prepare equipment for maintaining field- drag, lining machine, lime, paint, rakes, pumps, hoses, etc. Coordinate with City Parks Supervisor
- CP2 & 3- March 2015
 - Equipment in storage building
 - Check all outfield fence inserts and temporary fencing
 - Prepare fields as much as possible
 - Prepare equipment for maintaining field- drag, lining machine, lime, paint, rakes, pumps, hoses, etc. Coordinate with City Parks Supervisor

- Red Arrow- March 2015
 - Equipment in storage building
 - Check all outfield fence inserts and temporary fencing
 - Prepare fields as much as possible
 - Prepare equipment for maintaining field- drag, lining machine, lime, paint, rakes, pumps, hoses, etc. Coordinate with City Parks Supervisor

Maintenance during Season

MPSD

- Daily check
- Grooming of fields
- Remove water as needed
- Prepare for games – lining, fences, bases, etc.
- Daily restroom & concession stand maintenance & supplies

Parks & Rec Department

- Cut grass – 1 time per week at all sites. If additional cuttings are needed MPSD Director of Buildings & Grounds and City Parks Supervisor will coordinate.

Commitments from Parks & Rec

- Every effort will be made, through scheduling, not to bump Baseball & Softball teams from fields for practice & games – Manitowoc Lutheran High would play their Varsity games at CP1 if there are conflicts at Municipal Field.
- - Baseball – Varsity @ Municipal Field
JV & Freshman @ CP1
 - Softball- Practice Varsity, JV & Freshman @ Red Arrow
Games Varsity, JV & Freshman @ CP2 & 3
- Material to maintain fields – diamond mix, sod, dirt, etc.
- Use of Concession stands & restrooms- no cost to district
- Equipment to maintain fields – aerator, rakes, lining machines, drags, pulverizer, lime, etc. Coordinated with City Parks Supervisor
- Repairs to equipment or buildings by City Parks Department
 - lights at Municipal, CP, etc
 - fences
 - Concession stands
 - Restrooms
 - Other

Jeff Schulz
 Manitowoc Public School District
 Director of Buildings and Grounds

SCHEDULING PROTOCOL

The Manitowoc Parks and Recreation Department shall make all final decisions on scheduling and priority. We will use the following procedure on field priorities:

1. Games take precedence over practices at any field; other than March through May at CP 1, 2 & 3, Red Arrow 1 & 2, and Municipal Field. The MPSD practices and games will take precedence over everything other than Lutheran or Roncalli Varsity games. These two teams will coordinate with MPSD.
2. Lincoln varsity baseball games will take precedence at Municipal Baseball Field during the school year.
3. Lincoln varsity baseball practice will take precedence at CP1 when there is not a game scheduled.
4. Roncalli and Lutheran varsity baseball games will be played on CP1 baseball field and Municipal Baseball Field when available.
5. Lincoln varsity softball games will take precedence at CP2 and CP3.
6. Lutheran varsity softball games will take precedence at CP2 and CP3 if Lincoln is not scheduled there.
7. The order of precedence for Municipal Baseball Field in the summer shall be the Manitowoc Bandits, the American Legion Varsity, the American Legion JV team, and the Manitowoc Heat Baseball Team.
8. The order of precedence at CP1 baseball field in the summer shall be the American Legion JV, the American Legion 9th grade, and the American Legion 8th grade.
9. Call the Recreation Department at 686-3060 should any concerns arise.