

ROAD COUNTY MGR  
27 FEB 18 AM 9:09

# CONTRACT APPROVAL FORM

(Contract Management Use only)  
**CONTRACT TRACKING NO.**  
**CM1538-A1**

### CONTRACTOR INFORMATION

Name: Callahan Athletic Association  
Address: 35104 Horseshoe Pond Callahan FL 32011  
City State Zip

Contractor's Administrator Name: Stephen Driggers Title: President  
Tel#: (904) 370-0740 Fax: \_\_\_\_\_ Email: stephendriggers08@icloud.com

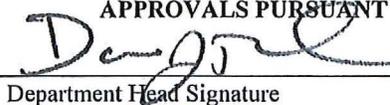
### CONTRACT INFORMATION

Contract Name: Use of Kirsten M. Higginbotham Sports Complex Contract Value: N/A  
Brief Description: Amendment No. 1 to the agreement to amend the dates for use of lights at the complex  
Contract Dates : From: \_\_\_\_\_ to: \_\_\_\_\_ Status: \_\_\_ New \_\_\_ Renew  Amend# \_\_\_ WA/Task Order  
How Procured: \_\_\_ Sole Source \_\_\_ Single Source \_\_\_ ITB \_\_\_ RFP \_\_\_ RFQ \_\_\_ Coop. \_\_\_ Other \_\_\_\_\_

### If Processing an Amendment:

Contract #: \_\_\_\_\_ Increase Amount of Existing Contract: \_\_\_\_\_  
New Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ TOTAL OR AMENDMENT AMOUNT: \_\_\_\_\_

### APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- |    |   |   |                                   |
|----|---|---|-----------------------------------|
| 1. |  | <u>2-22-18</u>                                | <u>Facilities/Parks &amp; Rec</u> |
|    | Department Head Signature   | Date  | Submitting Department             |
| 2. |  | <u>2/26/18</u>                                | <u>N/A</u>                        |
|    | Contract Management   | Date  | Funding Source/Acct #             |
| 3. |  | <u>3/2/18</u> <sup>ms</sup> <sub>3/5/18</sub> |                                   |
|    | Office of Management & Budget   | Date  |                                   |
| 4. |  | <u>2/19/18</u>                                |                                   |
|    | County Attorney (approved as to form only)  | Date  |                                   |

Comments: \_\_\_\_\_

### COUNTY MANAGER – FINAL SIGNATURE APPROVAL

 \_\_\_\_\_ 3-19-18  
Shanea D. Jones Date

### RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
- Office of Management & Budget
- Contract Management
- Clerk Finance

**AMENDMENT NO. 1 TO THE AGREEMENT TO UTILIZE THE  
COUNTY'S SPORTS FIELD**

THIS AMENDMENT entered into this 19th day of March, 2018 by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA**, a political subdivision of the State of Florida, (hereinafter referred to as "County") and the **CALLAHAN ATHLETIC ASSOCIATION**, a Florida not-for-profit corporation, (hereinafter referred to as "Organization").

**WHEREAS**, the parties entered into an Agreement dated December 18, 2009 for the use of the County's sports field located at the Kirsten M. Higginbotham Sports Complex; and

**WHEREAS**, the Parks Commission approved a motion to change the dates in the agreement for daylight savings time (minutes for meeting dated September 21, 2017, attached as Exhibit A); and

**WHEREAS**, the parties desire to amend said Agreement.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. Section 4 shall be amended as follows: The parties agree that lights shall not be used for practices during the period of March ~~15<sup>th</sup>~~ 1<sup>st</sup> through ~~October 15<sup>th</sup>~~ September 15<sup>th</sup>.

2. All other provisions of said Agreement not in conflict with this Amendment shall remain in full force and effect.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA



\_\_\_\_\_  
SHANEA JONES, COUNTY MANAGER  
Its: Designee

CALLAHAN ATHLETIC ASSOCIATION



\_\_\_\_\_  
BY: Stephen Driggers  
(printed name)

Its: President

September 21, 2017

7:00 PM

45195 Musselwhite  
Road, Callahan

# PARKS & RECREATION COMMISSION MEETING MINUTES

Meeting called by: **Billy Stonebreaker**      Type of meeting: **Parks & Recreation Commission Meeting** *MS*

Attendees: Stephen Sloan, Leanne Martinez, Amber Godwin, Ray Albury, Tony Priester, Jody Pickett, Timothy Croxton, Christine Connery, Jennifer Mickey, Catrina Lindamund, David Hood, Billy Stonebreaker, Suzie Fontes, Tammy Conley

Hand out: May 18, 2017 minutes, September 21, 2017 Agenda

Introduction: Everyone introduced themselves.

1. May 18, 2017 minutes approved 1<sup>st</sup> motion Jennifer Mickey, 2<sup>nd</sup> Stephen Sloan, All in Favor
2. Old Business- proposed changes to the Parks agreement from the May 18<sup>th</sup> meeting have been pulled from the table. No further discussion.
3. Welcome back Hilliard Football ☺
4. Callahan Ball Park – 16/17 Projects at Callahan Ball Park have been completed. A drainage engineering study is approved for next budget year 17/18, Billy will write up the specs as soon as the storm damage is cleaned up. Taco Pope in the planning department is working on a purchase for additional land adjunct to the current Ball Park property. We were not sure at the time if it is 20 or 40 acres. Stephen asked about lighting for the new pavilion, and also says that they can provide the ballast. Billy says if they can provide them, then the County can install them. CLL asked status of fields being mowed. The County advised that all staff has been tied up with storm preparation and that the regular mowing schedule should start back up this week. Leanne reported that they have a net that is tangled up, Suzie advised that we have a work order to untangle. Leanne advised that they still want lights, the Parks Department did ask for this in the budget but it was not approved, we will submit it again at mid-year. Leanne was advised to look into renting lights until a permanent resolution can be done and was encouraged to attend board meetings and make their need for lights known to the Board.
5. Yulee Ball Park – Welcome to the new Little League President, Jennifer Mickey. The Gym project is approved for CIP, the lighting has already began, the doors/jambes, back boards and hoops are to be replaced, and the restrooms will be updated with new tile half-way up the walls, Billy discussed expenses for this. Catrina asked if the toilets will be replaced also, Billy advised that yes, if funding is available. Tony advised that the Gym front porch roof may be sagging, Billy advised that he checked on this, and that it is built that way, and not sagging. Timothy advised that he is looking to expand into the Spring Season under a different Liability/Organization. Tammy to provide him with a list of the documents that must be provided to the County, and that it would then have to be Board approved. Timothy also asked if it is in writing somewhere that they are allowed or not allowed to charge admission for games. Tammy will look into this and advise. Catrina with LL reports that the upstairs door to press box does not line up correctly and will not lock. Catrina also reported that the fencing on the major softball field is leaning. Billy says this is from the storm, and that the County will add to the County "emergency plan" to remove wind screening prior to a storm. Yulee asked if the County is going to paint the board room, they were advised that yes the County will paint the board room, as soon as storm damage repair is completed.
6. Hilliard Ball Park – Jody reported that they need lights in the Park in the area closest to Bay Road, says that he has requested this several times, and a long time ago, and nothing has been done. Billy advised that we will check the status of this as soon as possible. Jody also advised that they need irrigation, need heads replaced and/or repaired and that this has also been requested several times. Jody also says that dollar weed is taking over the new sodding on the football field, Billy advised that we have the weed and feed in the shed and will treat the new sodding after a (3) month period per the manufactures instructions. Jody asked if the County can move the bleachers by the football field so that they face the football field instead of the baseball field, Suzie to generate a work order for this. Jody asked if the County can leave the grass on the football field a little bit high until it gets rolled, Billy to advise the mowing crew.

# PARKS & RECREATION COMMISSION MEETING MINUTES

September 21, 2017

7:00 PM

45195 Musselwhite  
Road, Callahan

7. Everyone asked about Clay, when they should expect to receive it for next spring season, the County will get started on getting these quotes. Callahan did advise that they would like, (1) Clay & (1) Conditioner.
8. Jody with Hilliard asked about getting lights for practices, says it is getting darker earlier. We reminded everyone that in the agreement, lights are for games only, during daylight savings time. The Parks Commission made a motion to change the dates in the agreement from March 15<sup>th</sup> through October 15<sup>th</sup>, To March 1<sup>st</sup> through September 15<sup>th</sup>. Jody made the 1<sup>st</sup> motion, Timothy made the 2<sup>nd</sup> motion, and all were in favor.
9. Billy "Thanked" the Yulee Sports members for their communications with each other, and for working together, this has not always been so in the past.

Meeting ended at 8:30 pm, minutes by Tammy Conley, next meeting scheduled for December 14, 2017