



Chisenhall Purchase Authorization

CITY COUNCIL-DECEMBER 15, 2025

STAFF CONTACT: JEN BASHAM, DIRECTOR OF PARKS AND RECREATION

Background

Council provided direction to pursue the possibility of third-party management of Chisenhall Sports Complex

The RFP was issued January 31, 2025

The RFP closed March 26, 2025

The City received 3 respondents for management services and interviewed 2 companies the week of April 7, 2025

Staff is recommended proceeding with Sports Facilities Companies as our firm

The SFC model allows for the City to retain control of the complex

The City entered into a due diligence contract in the amount of \$45,000 to determine the feasibility of the project that will be included in the mid-year budget adjustments

Over the past month staff has worked with SFC and BYA to determine the feasibility of entering into an agreement

Staff presented the proposal to City Council on August 18 and received a recommendation to proceed with SFC

Council approved the contract with SFM to manage Chisenhall on October 6.

Maintenance equipment purchase is part of the required start-up support from the City.

Scope of Services

- Day-to-day operation and management of the complex.
- Staffing, scheduling, marketing, promotion, concessions, food & beverage, maintenance, custodial services, landscaping, pest control, and safety compliance.
- Booking of tournaments, rentals, and events to maximize community use and economic impact.
- Financial administration, including collection and deposit of revenues, paying operating expenses, and maintaining point-of-sale systems.
- Maintenance of equipment, grounds, and infrastructure to city standards.
- Compliance with City policies, including city's purchasing policies.

Equipment Purchase Breakdown



Professional Turf Products – BuyBoard Contract #706-23
Total Purchase: \$266,315.49

Toro Reelmaster 3100-D (2 Units + Attachments) — \$104,777.07

High-precision reel mowers for sports turf; Provides a smooth, professional-grade playing surface
Includes reels, lift kits, blade adjustment kits, weights, sunshades, and verticutting attachments

Toro Topdresser 2500 — \$18,088.57

Spreads sand/soil evenly across fields; Levels playing surfaces and supports long-term turf health

Toro Multi Pro 1750 Sprayer (with Accessories) — \$55,230.61

Applies fertilizers, nutrients, and weed control products; Foam markers and specialized nozzles ensure accurate coverage; Electric hose reel assists with edges and hard-to-reach areas

Toro 72" HDX Pro XL Mower (with Tweels & Recycler Kit) — \$15,058.04

Large-area turf mower for routine field maintenance; Airless Tweel tires eliminate flats; Recycler kit mulches grass for a clean finish

Ventrac Tractor + Attachment Package — \$73,161.20

Multi-purpose maintenance tractor for slopes and tight areas
Attachments include: Mower decks, Aerator tools, Seeder attachments, Loader attachments
Supports mowing, soil aeration, seeding, hauling, and field renovation

Approved One-Time Expense Budget: \$389,400

- Operational Setup Costs: \$127,000
- Concession Equipment: \$25,000
- Equipment Costs: \$237,400

Note: SFC has been approved to use these one-time funds interchangeably, provided total expenditures remain within the overall \$389,400 budget.

Authorization

Maintenance Equipment – \$266,315.49

For the purchase of one-time start-up maintenance and equipment needs to support operations at the Chisenhall Sports Complex under SFC's third-party management.

Staff has reviewed the equipment listing and collaborated with Purchasing to ensure alignment with City standards and best-value practices.

Equipment will be purchased directly by the City from Professional Turf Products through the BuyBoard Cooperative Purchasing Program, Contract #706-23.

The equipment will be placed on city inventory and equipment replacement fund schedule.

This authorization applies to this fiscal year.

Questions