

RESOLUTION 2026-03

**A RESOLUTION APPROVING A CONTRACT WITH JAMIE TUCKER
FOR CUBBY PARK CONCESSION SALES AND MANAGEMENT FOR
2026**

WHEREAS, the City of West Branch, Iowa is interested in outsourcing the concession sales at Cubby Park, 301 Scott Drive, West Branch, Iowa for the 2026 spring, summer and fall season; and

WHEREAS, the City Council has a desire to enter into an agreement to Jamie Tucker, independent contractor to perform concession sales (see Exhibit A); and

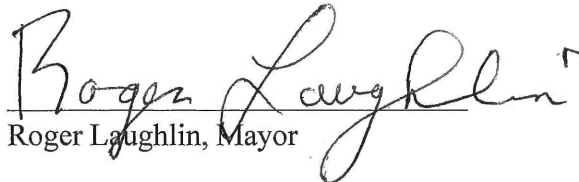
WHEREAS, Tucker will provide the necessary staff, food and drink products for event sales, maintain a neat and clean concession area, post and maintain established prices and log total gross sales for each day, report sales to the Parks and Rec Department within seven days of each concession date and have accounting books available for inspection every 30 days.

WHEREAS, Tucker will remit ten percent of the total gross sales of concessions on Mondays through Thursdays, and five percent of the total gross sales of concessions on Fridays through Sundays, to the City of West Branch within seven business days of each event; and


WHEREAS, Tucker will carry her own liability insurance and list the City as an additional insured.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, hereby approves a service contract with Jamie Tucker for concession sales at Cubby Park for the 2026 season.

Passed and approved this 5th day of January, 2026.


Roger Laughlin, Mayor

ATTEST:


Alycia A. Friis, City Clerk

West Branch Concession Stand Contract

LOCATION: Cubby Park

ADDRESS: 301 Scott Dr,

CITY/ZIP: West Branch, IA

TOURNAMENT/EVENT NAME: Varies

DATES: Varies 2026 spring, summer, fall

Contact:

Jamie Tucker ("Concessionaire")

(319) 331-9362

PLEASE READ AND UNDERSTAND THE RULES AND RESPONSIBILITIES ASSOCIATED WITH THE USAGE OF THE CONCESSION STAND.

Terms:

The length of this contract is for one baseball/softball season from March 2026 through October 2026. The City must give a 30-day notice of termination.

The City of West Branch will supply the following:

- Concession building, electricity, water, garbage cans.
- Paper towels, hand soap, and trash bags.
- Communication of pick up and drop off of concession keys/door code.
- Communication of facility schedule.
- (two) refrigerators, (one) two-door sliding display drink cooler, (one) hotdog roller, (one) pizza warmer, (one) popcorn machine, and (one) George Foreman grill.
- Maintain a Food Establishment License.

Duties of Concessionaire:

- Supply all food products and supplies as needed.
- Maintain a neat and clean concession area.
- Empty concession stand garbage in the outside dumpster.
- Post and maintain established prices.
- At least one adult must be present at all times the concession stand is open.
- No alcohol is allowed to be sold at the concession stand.
- Complete cleaning for the concession building before leaving.
- Log total gross sales for each day and report to Parks and Rec Department within seven days of each concession date. Accounting books must be available for inspection every 30 days.

- Have and maintain a ServSafe or other appropriate safe food serving certification.
- Provide their own point of sale system.
- Be open for sales at the start of tournaments and remain open at least through the 3rd inning of the last game.
- Be open for sales at least 75% of the week nights there are games, opening at the start of any City league games and remaining open at least through the 3rd inning of the last scheduled game.

Rental Agreement

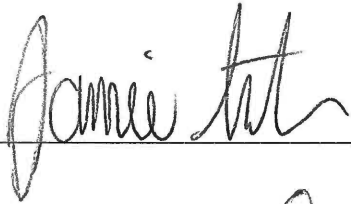
Concessionaire agrees to pay the following rate/fees:

- Damage/cleaning fee of \$100 if not clean, including facilities and appliances.
- 10% of concessions gross sales on Mondays through Thursdays will be paid by the concessionaire to the City. 5% of concessions gross sales on Fridays through Sundays will be paid by the concessionaire to the City. Concessionaire shall keep appropriate books and records to justify it's payment to the City, which it shall provide to the City upon request.

The City of West Branch agrees to pay the following rate/fees:

- Stocking fee of \$40 for cancellation of a tournament by the field renter less than 14 days prior to the event

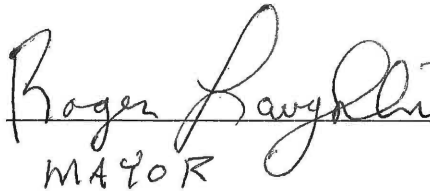
I Jamie Tucker agrees to terms above



Date:

1-29-20

City of West Branch agrees to terms above


MAYOR

Date:

1-5-20