



December 30, 2025

To: Sam Anselm, City Administrator
Kellie Mayers, City Clerk

From: Kristopher Bates, Purchasing Agent
Mike Davis, Parks Director

Re: 2026 Concession Services at West Plains City Parks

Executive Summary

We are requesting that Council accept the proposal submitted by **Mandy's Mobile Foods LLC** for the 2026 Concession Services at West Plains City Parks. The proposal was submitted by Amanda Roberts, owner of Mandy's Mobile Foods LLC, a local business with three years of experience operating food trucks and hot dog carts at public and private events in the West Plains area.

Discussion

Mandy's Mobile Foods LLC has a strong reputation for dependable service, fast and friendly customer interactions, and maintaining a clean and sanitary environment. The proposed concession services will provide patrons attending City events with quality food and beverage experience. The initial menu includes candy, chips, bottled drinks, water, and nachos, with plans to expand offerings throughout the year. The vendor has provided proof of general liability insurance, a recent Howell County Health Department inspection, and compliance with Missouri sales tax regulations. References include City of West Plains staff and local organizations, demonstrating a history of successful partnerships.

Fiscal Impact

The financial proposal includes an annual payment of **\$1,200** for concession facility usage and exclusive rights to sell concessions at City Parks facilities. Additionally, if other food or drink vendors operate during the same event, Mandy's Mobile Foods LLC will receive **10% of their gross sales**. This arrangement provides a modest revenue stream for the City while ensuring reliable concession services for park events.

BILL No. 2026-01

RESOLUTION No. _____

A RESOLUTION OF THE CITY OF WEST PLAINS, MISSOURI, AUTHORIZING THE MAYOR OR CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF WEST PLAINS AND MANDY'S MOBILE FOODS, LLC FOR CONCESSION RIGHTS.

NOW, THEREFORE, BE IT RESOLVED, by the city council of the city of West Plains, Missouri as follows:

Section 1. That the city council of the City of West Plains, Missouri does authorize the mayor or city administrator of the City of West Plains, Missouri to execute the attached agreement (exhibit A) between the City of West Plains and Mandy's Mobile Foods, LLC.

Section 2. That this resolution shall be in full force and effect from and after the date of its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 20____.

MICHAEL TOPLIFF, MAYOR

ATTEST:

KELLIE MAYERS, CITY CLERK

Lease Agreement

Between Mandy's Mobile Foods LLC and City of West Plains / West Plains Parks Department

Effective Term:

This Lease Agreement ("Agreement") is valid for one (1) year beginning on January 1, 2026, and ending on December 31, 2026, with the option for both parties to renegotiate terms at the end of the term based on performance and mutual consent.

1. Lease Amount

Mandy's Mobile Foods LLC ("Lessee") will pay a total lease amount of \$1,200 for concession rights at designated West Plains Parks Department ("Lessor") facilities, which include the Jimmie Carroll Sports Complex, Hilburn Complex, Evans and Watkins Softball Fields, and West Plains City Pool, Carmical Field, throughout the duration of this Agreement.

2. Scope of Services

The Lessee will provide high-quality concession services at all events organized by the West Plains Parks Department during the term of this Agreement. Services will be offered at the following locations, which may be adjusted upon mutual agreement:

- Jimmie Carroll Sports Complex
- Hilburn Complex
- Evans Complex (Optional)
- West Plains City Pool
- Carmical Field

The Lessee will operate fully staffed and self-sufficient concession stands, supporting the Parks Department's goal of enhancing customer satisfaction and providing an exceptional experience for event attendees.

3. Product Standards and Compliance

- **Product Offerings:** The Lessee will procure all concession products from reputable distributors and comply with all regulations for the parks (such as hours of operation) and location-specific standards set by the Parks Department. This includes but is not limited to:
 - Offering only bottled drinks at certain locations.
 - Prohibiting the sale of specific items, such as popcorn, at the Jimmie Carroll Sports Complex.

- **Health and Safety Compliance:** The Lessee must adhere to all city health and safety standards, ensuring proper staff training, food handling procedures, and obtaining necessary licenses for concession operations.
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4. Equipment and Cleanliness Standards

- **Cleanliness and Maintenance:** The Lessee is responsible for maintaining the cleanliness and hygiene of concession areas, ensuring these spaces reflect positively on the West Plains Parks Department.
 - **Health and Safety Compliance:** The Lessee must ensure all concession operations comply with local health and safety regulations to provide quality service.
 - Upon evidence that Lessee has failed to maintain sanitary standards and compliance with applicable regulations, the City may terminate this Lease upon five (5) days written notice.
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5. Vending Machines

The Parks Department retains the right to operate one (1) drink vending machine and one (1) snack vending machine at the Jimmie Carroll Sports Complex. These machines will be operational and distinct from Mandy's Mobile Foods LLC concession services.

6. Facility Modifications

Any modifications needed to support the Lessee's concession operations (e.g., installing sinks, counters, or specialized equipment) require prior approval from the Parks Department. All costs associated with these modifications will be the responsibility of the Lessee. Once installed, all permanent modifications will be considered fixtures and will become the property of the Parks Department.

7. Community and Operational Support

The Lessee acknowledges the Parks Department's role in the community and commits to providing services that benefit both patrons and Parks Department staff, reducing operational burdens. The concession services aim to enhance the overall experience for families attending Parks Department events.

8. Renewal and Renegotiation Clause

This Agreement is subject to renegotiation upon expiration. Both parties will review terms, including lease amounts and other provisions based on the previous year's performance and any

operational challenges. Renegotiation discussions will commence at least 60 days prior to the Agreement's expiration.

9. Lessee shall indemnify, protect and hold harmless the City of West Plains, its officials and employees from and against the loss, cost, claims, demands, damage and/or expense arising out of any demand, claim, suit or judgment for damages to property and illness, injury or death of persons which may arise out of or be caused in whole or in part by the fault, failure, negligence or alleged negligence of the Lessee and its employees and contractors. Lessee's indemnity obligations shall survive expiration and termination of the Lease.

Mandy's Mobile Foods LLC

CITY OF WEST PLAINS

Owner

City Administrator

ATTEST:

City Clerk