

Board of Parks Commissioners  
Tuesday, June 1, 2021 12:00 PM  
Council Chambers  
1369 25 Avenue  
Columbus, NE 68601

**1. Statement of compliance with Open Meetings Act.**

**84-1407. Act, how cited.**

Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

**84-1408. Declaration of intent; meetings open to public.**

It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

**84-1409. Terms, defined.**

For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, and (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

**84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.**

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or

for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct;

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury

to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

**84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; videoconferencing or telephone conferencing authorized; emergency meeting without notice; appearance before public body.**

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site; or

(B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority;

(xiii) A natural resources district; and

(xiv) The Judicial Resources Commission.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, the organization may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing. The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by virtual conferencing if the governing body's quarterly meetings are not held by virtual conferencing.

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsections (5) and (6) of section 84-1413.

#### **84-1412. Meetings of public body; rights of public; public body; powers and duties.**

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and

(f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the in-state location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

**84-1413. Meetings; minutes; roll call vote; secret ballot; when.**

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if

the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written, except as provided in subsection (6) of this section, and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing the minutes is absent due to a serious illness or emergency.

(6) Minutes of the meetings of the board of a school district or educational service unit may be kept as an electronic record.

(7) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public web site the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the web site at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the web site at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public web site for at least six months.

**84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.**

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring

an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

**Sec. 15, Legislative Bill 83, One Hundred Seventh Legislature, First Session, 2021. (*The Revisor of Statutes will assign a statute number after the Legislature adjourns sine die.*)** No motion, resolution, rule, regulation, ordinance, or formal action made, adopted, passed, or taken at a meeting as defined in section 84-1409 of a public body as defined in such section shall be invalidated because such motion, resolution, rule, regulation, ordinance, or formal action was made, adopted, passed, or taken at a meeting or meetings on or after March 17, 2020, and on or before April 30, 2021, pursuant to a Governor's Executive Order which waived certain requirements of the Open Meetings Act.

**2. Minutes of May 4, 2021, meeting.**

BOARD OF PARKS COMMISSIONERS  
MAY 4, 2021

A regular meeting of the Board of Parks Commissioners of the City of Columbus, Nebraska, was convened in open and public session on May 4, 2021, at 12:00 p.m. in the Council Chambers, 1369 25 Avenue, Columbus, Nebraska.

Notice of this meeting was given in advance thereof by publication in the Columbus Telegram, with a copy of the proof of publication being on file in the office of the City Clerk. Availability of the agenda was communicated in the advance notice to the members of the Board of Parks Commissioners. All proceedings hereafter shown were taken while the convened meeting was open to the public.

1. **STATEMENT OF COMPLIANCE WITH OPEN MEETINGS ACT.** Chair Hansen announced that a copy of the Open Meetings Act is posted in the meeting room. Present were Members Robbin Cutsor, Jack Gutierrez, Brad Hansen, Sandra Jochens, Gary Puetz, and Bruce Schmidt. Members Chuck Fleeman and John Shadle were absent and excused. Member Nick Larson was absent. City staff members included Public Property Director Doug Moore, Park Superintendent Ron Dush, Park and Recreation Coordinator Betsy Eckhardt, and Account Clerk II/Records Clerk II Linda Nickeson.
2. **MINUTES OF APRIL 6, 2021, MEETING.** The minutes were approved as presented with a motion by Gutierrez and a second by Jochens. Cutsor, Gutierrez, Hansen, Jochens, Puetz, and Schmidt voted "Aye" and none voted "Nay". Fleeman, Larson, and Shadle were absent.
3. **REPORT OF PUBLIC PROPERTY DIRECTOR.** Moore referred to the results of the board's prioritization of requests for city funding pointing out that most of the projects will be on hold due to larger city projects limiting available funds; however, staff plans to complete the fence repairs at Centennial Park and Gerrard Park ballfields and the Sunset Park water and sewer lines prior to October.
  - 3.A. **Park Department.** Dush reported that staff is busy preparing the parks for summer activities and stated that new gutters and downspouts on the Pawnee Park baseball field concession stand should be installed next week. Moore reported that a broken water line was discovered at Centennial Park when the irrigation was turned on for the season and that in order to locate and repair the line the newly installed sidewalks will have to be torn out. He confirmed that multiple bushes and shrubs have been removed from Sock Pond allowing wider access to the water.
  - 3.B. **Park and Recreation.** Eckhardt reported that all city ballfields have been reserved for games and tournaments through the end of July, a variety of summer family activities are being scheduled at Frankfort Square, and sign-ups have begun for newly established programs.
  - 3.C. **Aquatics Department.** Moore reported that opening of Pawnee Plunge will be

delayed until Monday, May 31 due to Columbus High School graduation being held Memorial Day weekend. He stated that despite a shortage of lifeguards, staff will make every effort to keep the facility fully open through early August.

**3.D. Golf Department.** Moore mentioned that discussions have begun regarding an extended agreement with Doug Dunbar for professional golf services. He reviewed the reconstruction progress at Quail Run and confirmed that the project is on track to be complete in July allowing the course to be fully opened next spring.

**4. ADJOURNMENT.** The meeting adjourned at 12:30 p.m.

OFFICE OF THE CITY CLERK

: Linda Nickeson

**3. Proposed fees and programs.**



## CITY OF COLUMBUS PARKS & RECREATION DEPARTMENT

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# ATHLETIC FIELD PRICING

With the addition of the Parks and Recreation Coordinator position with the City of Columbus we have the opportunity to offer programs through the Parks and Recreation department. Below is a proposed list of programs and pricing. Please note that we were careful to not overlap with activities already established in the community. All pricing is set up to be comparable to other parks and recreation departments in the state as well as locally.

\*\*\*Note-this is for staff, internal, pricing only. This is not the pricing for if an organization were to rent a space to run a league/clinic on our fields or in our parks. \*\*\*

<b>Proposed Program</b>	<b>Pricing</b>
Adult Coed Kickball	\$200/Team
Adult Coed Flag Football	\$200/Team
Men's Doubles Pickleball League	\$40/Team



## Park Board June 2021 Summary

With the addition of the Parks and Recreation department, the 2021/22 fiscal year will bring some changes to the Parks Department.

In this document you will find the Parks and Recreation Departments cost analysis for running all of baseball in the City, a proposed pricing structure for field use (excluding Soccer at this time) and a price proposal for 3 Leagues I would like to host during the fall season.

The Attached Cost Analysis will show you what it cost for each organization to run their club, city and adult baseball and softball leagues. I used the data provided in the 2019 season, as that is the most realistic analysis of earnings pre-covid. In the analysis you will see all their earnings, cost of maintenance and other miscellaneous items. I did not, however, show their earnings with concessions as most organizations will still be running those in the future as money generators through the season. Based on the actual cost that CSA used in personnel costs, I made projected costs for personnel for each organization. The analysis shows that the Outlaws and CYBL undercharge their participants for their operating costs. A general rule in recreation is that you charge for the 80% that can afford the program and help fundraise/raffle for the 20% that cannot. In the 2019 year CYBL had 250 participants, which means they only charged \$60/participant. This left them with a deficit (I am assuming is equipment and uniforms) of \$3,000 right out of the gate. If they were to charge \$90 they would have broken even. In similar communities our size, they are charging anywhere from \$150/participant to \$450 depending on competition level and age group. Through this analysis I based my price proposals on what the organizations should be charging and not on what they are charging. I also based it on the projected cost to hire field maintenance staff during the baseball season.

This then leads into the discussion of the price proposal. When coming up with this proposal I reviewed the cost analysis, contacted other comparable communities Parks and Recreation departments and looked at comparable prices in our own community. One point that came up when talking with other communities is that you cannot give your facilities away for free to the school systems. The reason being is that the schools would charge us to use their facilities and "old, handshake" agreements do not work anymore. Charging the schools and club sports appropriately for their use helps to fund renovations and general upkeep of the facilities. Also, the volunteer force is now slowly coming into extinction, so we must be prepared for that in personnel costs. Overall, the general consensus was that the tax payers no longer wanted their fields given away for free and it was not conducive fiscally for the cities to give them away either.

Finally, you will see the proposed pricing for two leagues we are hoping to run this late summer/early fall. I have done some polls and general interest digs and have had great feedback on these proposed leagues. I have priced these comparatively to other leagues in our own community and surrounding communities.

# Baseball Cost Analysis

## Association

Outlaws	Revenue	Expenses	Difference
Fee			
Tournaments		23304	
Special Events			
Special Fundraiser	1987		
Entry Fees			
Registration Fees	12025	13878	
Other-Sponsorship	31892	14768	
Tournament Revenues			
Field Maint.			
Personnel		2565	
kawasaki mule gas			
kawasaki service			
Agrilime			
field chalk			
sprinkler system maint			
Misc. Expense			
State Umps			
Totals	45904	54515	-8611

## Association

CYBL	Revenue	Expenses	Difference
Fee			0
Tournaments			0
Special Events			0
Special Fundraiser	5000	2000	3000
Entry Fees			0
Registration Fees	15000	18000	-3000
Other-Sponsorship			0
Tournament Revenues			0
Field Maint.			0
Personnel		2565	-2565
kawasaki mule gas			0
kawasaki service			0
Agrilime			0
field chalk		3000	-3000
Fertilizer		1500	-1500
sprinkler system maint		2550	-2550
Misc. Expense			0
State Umps			0

concession repairs		350	-350
<b>Totals</b>	20000	29965	-9965

## Association

<b>Legion</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Difference</b>
Fee	12700	12000	700
Tournaments	450	2670	-2220
Special Events	9470	3491	5979
Special Fundraiser			0
Entry Fees			0
Registration Fees			0
Other-Sponsorship	6772	679	6093
Tournament Revenues			0
Field Maint.			0
Personnel		2565	-2565
kawasaki mule gas			0
kawasaki service			0
Agrilime			0
field chalk			0
Fertilizer			0
sprinkler system maint			0
Misc. Expense			0
State Umps		2010	-2010
Misc. Expense		3893	-3893
concession repairs			0
<b>Totals</b>	29392	27308	2084

## Association

<b>CSA</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Difference</b>
Fee	19850	2476	17374
Tournaments			0
Special Events			0
Special Fundraiser			0
Entry Fees			0
Registration Fees			0
Other-Sponsorship			0
Tournament Revenues	19813	450	19363
Field Maint.			0
Personnel		10260	-10260
kawasaki mule gas		400	-400
kawasaki service		900	-900
Agrilime			0
field chalk		1700	-1700
Fertilizer			0
sprinkler system maint		250	-250

Misc. Expense			0
State Umps	19700		-19700
Misc. Expense			0
concession repairs			0
<b>Totals</b>	39663	36136	3527

## Association

### CYSA

	Revenue	Expenses	Difference
Fee			0
Tournaments	3180		3180
Special Events			0
Special Fundraiser	50		50
Entry Fees	1243		1243
Registration Fees	42160	40950	1210
Other-Sponsorship	16		16
Tournament Revenues			0
Field Maint.			0
Personnel		2565	-2565
kawasaki mule gas			0
kawasaki service			0
Agrilime			0
field chalk		3435	-3435
Fertilizer			0
sprinkler system maint			0
Misc. Expense			0
State Umps			0
Misc. Expense		544	-544
concession repairs			0
<b>Totals</b>	46649	47494	-845

## Association

### Mariners

	Revenue	Expenses	Difference
Fee	24750	13927.85	10822.15
Tournaments	75431	75431	0
Special Events	2214	1435.36	778.64
Special Fundraiser	33627.37	22778	10849.37
Entry Fees		6075	-6075
Registration Fees			0
Other-Sponsorship		1393.57	-1393.57
Tournament Revenues			0
Field Maint.			0
Personnel		2565	-2565
kawasaki mule gas			0
kawasaki service			0
Agrilime			0

field chalk			0
Fertilizer			0
sprinkler system maint			0
Misc. Expense			0
State Umps			0
Misc. Expense			0
concession repairs			0
<b>Totals</b>	136022.4	123605.8	12416.59

<u>Total Operating Costs for 2019</u>	317630.4	319023.8	-1393.41
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## Proposed Pricing for 2022 Field Use

### Football

	Pawnee and Bradshaw	
Scotus & Columbus High JV, Jr. High, Freshman, Middle School and Soap Scrimmage (under lights)		\$800/ Varsity Game \$400/Game
JV, Jr. High including Freshman and Middle School		\$200/Game
Playoffs: Scotus & Columbus High Schools		\$1000/Game
All other games must be approved by the Park Board		\$1,000/Game

### Tennis

High School		\$500/Season
Six Courts-All Reservations & Tournaments having Park Board approval		\$31 for 6 Courts/2 Hours/ Day \$98 for 6 Courts /Day
Pre Court-Park Board Approval		\$26 per court/day
Tennis Association Electricity Fee		\$26/Court/Day
<i>**Must Pre-register all tennis games with Parks and Recreation**</i>		

### Track

Practice per season, per school		\$750
Invites and Relays		\$200 (boys or girls) per meet.
		\$250 (boys/girls) per meet
Districts or Conference		\$325 per meet \$450 per meet (not involving Columbus Schools)
Dual/Triangular Meets		\$100 (boys or girls) per meet \$200 (boys/girls)per meet
Electronic Timing System		\$300 per meet
Special Olympics		\$42

### Club/ High School Baseball Team

Columbus Club Teams (Mariner's, Outlaws, Bullets, ect.)	Bradshaw, Gerrard, Centennial, Berne Square,	\$28/Field/Game
2 hour increments		
Tournaments hosted by Columbus Club Team (fields will be drug and marked twice/Day)		\$55/Field/Day
Non Resident Columbus Teams (2hr Increments)		\$55/Field/Game
Resident Adult Recreation Team League		\$28/Field/Game



## Proposed Pricing for 2022 Field Use

Resident Team Practice	\$14/Field/Team
Non Resident Practices	\$28/Practice/Team
Resident: Camps/Clinics	\$18/Field/ 2hr Increments
Non Resident: Camp/Clinics	\$35/Field/2hr Increments

### **CYSL, CYBL, CSA and all Non Profit Baseball Leagues not hosted by the City Parks and Recreation**

Bradshaw,  
Centennial, Berne,  
Gerrard

Please note: Season Dates must be given to the City Park and Recreation Coordinator by March 1 each year. Season Schedule must be given by April 15<sup>th</sup> each year.

CYSL Season	\$3,000/Season
CYBL Season	\$3,000/Season
CSA	\$4,500/Season
"No Show" Cost	

\*\*\*CSA will have added cost due to the added liability of alcohol during their leagues\*\*\*

### **Recreational Athletics hosted by Parks and Recreation**

Youth 6 on 6 Sand Volleyball	\$75/Team
Youth 4 on 4 Sand Volleyball	\$50/Team
Pickleball Leagues	\$40/Team
Pickleball Tournaments	\$30/Team
Fitness in the Park (9 class offering)	\$90/Participant or \$10/Day
Tennis Clinics	\$60/Participant
Tennis Private Lessons 1 Lesson Package	\$35
Tennis Private Lesson 5 Lesson Package	\$175
Tennis Private Lesson 10 Lesson Package	\$300
High School Coed Slow Pitch Softball	\$200/Team
Adult Kickball League	\$200/Team
Adult Flag Football League	\$200/Team
Adult Softball Leagues	\$450/Team
Adult Soccer League	\$450/Team



## 2022 Field Schedule Proposal

Based on the information from this year our club teams are currently set up with the following numbers:

- Mariner's: 9 teams
- Fire and Ice: 6 Teams
- Outlaws: 5 Teams
- Bullets: 5 Teams
- CSA: Coed and Mens
- CYSA: Tball-18U
- CYBL: 8u-14U

Based on their scheduling needs, the CSA schedule and alcohol rules, I would propose the following schedule be approved for the 2022 year. These Fields for each team would be set and it would be up to the team to fill in the time slots and share their final schedule with me.

# Gerrard

## Bullets Schedule

5 teams

Monday

Field A

4pm-5:30p

5:30p-7p

7p-8:30p

8:30p-10p

Field E

4pm-5:30p

5:30p-7p

7p-8:30p

8:30p-10p

Tuesday

Field A

4pm-5:30p

5:30p-7p

7p-8:30p

8:30p-10p

Field E

4pm-5:30p

5:30p-7p

7p-8:30p

8:30p-10p

Thursday

Field A

4pm-5:30p

5:30p-7p

Field E

4pm-5:30p

5:30p-7p

7p-8:30p

8:30p-10p

## Gerrard

Mariners Schedule 5 teams 12 and Up

Monday

Field D

4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

Tuesday

Field D

4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

Thursday

Field D

4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

## Armory

Mariners 4 teams 8-11s

Monday

4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

Tuesday

4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

Wednesday

4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

Thursday

4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

## Centennial

Mariners South Field

Wednesday

4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

## Gerrard

Outlaws Schedule 5 teams

Monday

Field F

4pm-5:30p

5:30p-7p

7p-8:30p

8:30p-10p

Tuesday

Field F

4pm-5:30p

5:30p-7p

7p-8:30p

8:30p-10p

Thursday

Field F

4pm-5:30p

5:30p-7p

7p-8:30p

8:30p-10p

## Centennial

Outlaws North Field

Wednesday

4pm-5:30p

5:30p-7p

7p-8:30p

8:30p-10p

East Field

Wednesday

4pm-5:30p

5:30p-7p

7p-8:30p

8:30p-10p

# Gerrard

Fire and Ice      6 teams

Monday

Field B

4pm-5:30p

5:30p-7p

7p-8:30p

8:30p-10p

Field C

4pm-5:30p

5:30p-7p

7p-8:30p

8:30p-10p

Tuesday

Field B

4pm-5:30p

5:30p-7p

7p-8:30p

8:30p-10p

Field C

4pm-5:30p

5:30p-7p

7p-8:30p

8:30p-10p

Thursday

Field A

7p-8:30p

8:30p-10p

Field C

4pm-5:30p

5:30p-7p

7p-8:30p

8:30p-10p

# Gerrard

LV Schedule 4 Teams Max

Thursday

Field B

4pm-5:30p

5:30p-7p

7p-8:30p

8:30p-10p

# Centennial

## CYBL

Monday North  
4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

East Field  
4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

South Field  
4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

Tuesday North  
4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

East Field  
4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

South Field  
4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

Thursday North  
4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

East Field  
4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

South Field  
4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

Friday North  
4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

East Field  
4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

South Field  
4pm-5:30p  
5:30p-7p  
7p-8:30p  
8:30p-10p

# Gerrard

## CSA

Wednesday Field A

5:30-6:30  
6:30-7:30  
7:30-8:30  
8:30-9:30

Field B

5:30-6:30  
6:30-7:30  
7:30-8:30  
8:30-9:30

Field C

5:30-6:30  
6:30-7:30  
7:30-8:30  
8:30-9:30

Field D

5:30-6:30  
6:30-7:30  
7:30-8:30  
8:30-9:30

Field E

5:30-6:30  
6:30-7:30  
7:30-8:30  
8:30-9:30

Field F

5:30-6:30  
6:30-7:30  
7:30-8:30  
8:30-9:30

Friday Field A

5:30-6:30  
6:30-7:30  
7:30-8:30  
8:30-9:30

Field B

5:30-6:30  
6:30-7:30  
7:30-8:30  
8:30-9:30

Field C

5:30-6:30  
6:30-7:30  
7:30-8:30  
8:30-9:30

Field D

5:30-6:30  
6:30-7:30  
7:30-8:30  
8:30-9:30

Field E

5:30-6:30  
6:30-7:30  
7:30-8:30  
8:30-9:30

Field F

5:30-6:30  
6:30-7:30  
7:30-8:30  
8:30-9:30

# Bradshaw

## CYSA

Monday	Field A	6pm-7pm
		7pm-8pm
		8pm-9pm
		9pm-10pm
	Field B	6pm-7pm
		7pm-8pm
		8pm-9pm
		9pm-10pm
	Field C	6pm-7pm
		7pm-8pm
		8pm-9pm
		9pm-10pm
	Field D	6pm-7pm
		7pm-8pm
		8pm-9pm
		9pm-10pm
Tuesday	Field A	6pm-7pm
		7pm-8pm
		8pm-9pm
		9pm-10pm
	Field B	6pm-7pm
		7pm-8pm
		8pm-9pm
		9pm-10pm
	Field C	6pm-7pm
		7pm-8pm
		8pm-9pm
		9pm-10pm

Field D

6pm-7pm  
7pm-8pm  
8pm-9pm  
9pm-10pm

Wednesday Field A

6pm-7pm  
7pm-8pm  
8pm-9pm  
9pm-10pm

Field B

6pm-7pm  
7pm-8pm  
8pm-9pm  
9pm-10pm

Field C

6pm-7pm  
7pm-8pm  
8pm-9pm  
9pm-10pm

Field D

6pm-7pm  
7pm-8pm  
8pm-9pm  
9pm-10pm

Thursday Field A

6pm-7pm  
7pm-8pm  
8pm-9pm  
9pm-10pm

Field B

6pm-7pm  
7pm-8pm  
8pm-9pm  
9pm-10pm

Field C

6pm-7pm  
7pm-8pm  
8pm-9pm  
9pm-10pm

Field D

6pm-7pm  
7pm-8pm  
8pm-9pm  
9pm-10pm

Friday

Field A

6pm-7pm  
7pm-8pm  
8pm-9pm  
9pm-10pm

Field B

6pm-7pm  
7pm-8pm  
8pm-9pm  
9pm-10pm

Field C

6pm-7pm  
7pm-8pm  
8pm-9pm  
9pm-10pm

Field D

6pm-7pm  
7pm-8pm  
8pm-9pm  
9pm-10pm



## Request Form

Attached is the request Letter/Forms for organizations to fill out when renting courts/fields. Please note that following organizations will request each year through a schedule block. This is printed and viewable to you in the 2022 field schedule proposal.

- CSA
- CYBL
- CYSA
- Mariner's
- Outlaws
- Bullets
- Fire and Ice
- Lakeview

These are all based on research and information provided for this current and previous years.



Dear Sport Representative,

**PLEASE READ THE FOLLOWING CLOSELY!**

The City of Columbus Parks & Recreation Department is now accepting facility reservation requests for programs/ events conducted from February-July, 2022. The deadline to submit a reservation request is December 31, 2021. The request will be reviewed, and representative will be notified if their request is, or is not, approved by January 15, 2022. Requests may be submitted after the deadline, but are subject to facility availability at that point. The deadline will be June 15th for submitting a reservation request for the months of August-October 2022, however you can submit sooner if you would like.

**Please read carefully in regards to what is required:**

1. Sports Associations need to review the attached 2022 Practice/Game Time Block Spreadsheet for accuracy. The spreadsheet indicates the locations, day and times that are available to your association to schedule practices and games. Simply let us know if the information is correct or what revisions need made by December 31st.
2. Because of this spreadsheet, Associations DO NOT need to complete a Request Form for practices and regular season games at the is time. Associations DO need to complete a Request Form for tournaments, events, tryouts, and camps and submit by December 31st, 2021.
3. Once your Association has the practice and regular season game schedules completed for your season, submit forms to Betsy Eckhardt at least two weeks prior to starting. Make sure to include your set up time, game time(s), and departure time.

**Attached in your email are the following**

- 2022 Practice/Game Time Block Spreadsheet
- Field/Court Priority Use
- Facility Request Forms-Complete all information.

**The following are some important reminders when completing the Field and Court Request Forms:**

- Only the Sport Association President, or designated appointee(s), may submit Field/Court Request Forms. We will not accept forms submitted by coaches or other association members.
- Complete all applicable information on the form. Attach additional information if needed. Incomplete forms will be sent back to you.
- Review the rules and regulations governing use of City of Columbus athletic fields/courts on the back of the form. Your signature or typed name indicate acceptance of these rules and regulations.
- **For certain tournament/events, City Staff may request a pre-event meeting to confirm the details of the activity.**
- Do not assume your request has been approved until you receive confirmation from us, by January 15. We will also notify you of any conflicting dates.

We will plan to schedule our annual meeting with user groups between November-March to review field/court schedules, give you an update on park projects, discuss your needs and answer any questions you may have. Prior to the meeting, we will send you the Facility Improvement Priority Form, Association Statistics Form, Association Inquiry Form, and the Association Contact Information Form. We will also need your 2022 Proof of Insurance before any field use can begin.

Thank you for help with this field/court reservation process. We receive numerous requests, and work with a variety of different associations/groups. So we ask that you please take your time when completing your forms to ensure accuracy and thoroughness. Our desire is to maximize the use of the City facilities, while maintaining the quality standards that you have come to enjoy. If you have received this letter, but no longer handle the facility reservations for your organization, then please let us know immediately .

The Parks and Rec Coordinator handles all field/court rentals. If you have questions, please give me a call at 402-562-4234 or email me at [betsy.eckhardt@columbusne.us](mailto:betsy.eckhardt@columbusne.us). Please let me know if you have questions.

Sincerely yours,

**City of Columbus**

*Betsy Eckhardt*

Betsy Eckhardt

Parks & Recreation Coordinator

[betsy.eckhardt@columbusne.us](mailto:betsy.eckhardt@columbusne.us)

402-562-4234



**CITY OF COLUMBUS PARKS & RECREATION DEPARTMENT**

**ATHLETIC FIELD RENTAL REQUEST**

<b>OFFICE USE</b>	Calendar	<input type="checkbox"/>
C Mailed	C to Staff	<input type="checkbox"/>
Insurance	Fee Paid	<input type="checkbox"/>

2424 14th St-Columbus, NE 68601  
402-562-4234  
betsy.eckhardt@columbusne.us

Please complete this form entirely and legibly. Applicant must be at least 18 years of age. Rental fee must accompany Rental Request if applicable. Submission of request does not constitute approval. You will receive acknowledgement through the mail, email, or by phone. **Add additional information on a separate sheet if needed.**

**REQUESTED ATHLETIC FIELDS (for leagues, complete a separate form per league and per field request)**

Soccer Fields	Baseball/Softball Fields				Football	Batting Cage
<b>Wilderness Park</b> <input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> F3 <input type="checkbox"/> F4 <input type="checkbox"/> F5 <input type="checkbox"/> F6 <input type="checkbox"/> F5 <input type="checkbox"/> F6 <input type="checkbox"/> F7 <input type="checkbox"/> F8 <input type="checkbox"/> F9 <input type="checkbox"/> F10	<b>Gerrard</b> <input type="checkbox"/> Field A <input type="checkbox"/> Field D <input type="checkbox"/> Field B <input type="checkbox"/> Field E <input type="checkbox"/> Field C <input type="checkbox"/> Field F	<b>Bradshaw</b> <input type="checkbox"/> Field A <input type="checkbox"/> Field B <input type="checkbox"/> Field C <input type="checkbox"/> Field D	<b>Centennial</b> <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East	<b>Berne</b> <input type="checkbox"/> Field A	<b>Bradshaw</b> <input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2	<input type="checkbox"/> Centennial <input type="checkbox"/> Bradshaw <input type="checkbox"/> Gerrard

<b>EVENT INFO</b>	1. Name of practice/tournament/league/camp/event:	2. Sponsoring Organization (if applicable):
	3. Age Division (i.e Adults, U8-U18, etc.)	4. Number of Teams/Participants Estimated
	5. Team/Individual Registration Fee? <input type="checkbox"/> Yes <input type="checkbox"/> No	6. Spectator Fee? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>CONTACT INFO</b>	7. Representative:	8. Cell Phone	9. Email:
	10. Address	11. City, State, Zip:	
	12. Representative Supervising Program (if different from above):	13. Supervisor's Cell Phone (If different from above):	

<b>DAYS &amp; DATES</b>	14. Year _____ Start Date: _____ End Date: _____ Day(s) <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> SA <input type="checkbox"/> SU
	15. Time(s): Include the entire time fields are needed. Keep in mind that games can't begin prior to 8am, and must be concluded by 11pm. Example: Date(s) <u>6/1-7/14</u> set up/arrival time: <u>5:30pm</u> game/practice time: <u>6:00pm</u> breakdown/departure time: <u>9:30pm</u>

<b>FIELD/COURT</b>	16. Special Instructions (Equipment needed, fields drug, fields lined, bases out, sign/banner etc)		
	17. Field Size(s) Needed (ie 2-100 yard fields):	18. Base Distance:	19. Pitching Distance:

<b>OTHER</b>	20. Do you need the concession stand open? <input type="checkbox"/> Yes <input type="checkbox"/> No
	(Concession stands are not available at every facility. Concession fee is \$16/Day, Non Profit \$130/Season, Private Org \$295 per season.)



**DEADLINES, RESERVATIONS POLICY & INSURANCE:**

- The deadline is December 31st for March-July Field/Court use. You will be typically notified if request is approved by February 15th.
- The deadline is June 15th for August-October Field/Court use. You will be typically notified if request is approved by July 15th.
- The Park and Recreation Coordinator reserves the right to approve requests prior to the deadline if necessary.
- Requests may be submitted after the deadlines, but should be done in a minimum of 10 working days in advance of the event and are subject to field/court availability.
- **A Certificate of Liability Insurance, listing the City of Columbus as an Additional Insured, is required. Minimum coverage: \$1M per occurrence, \$2M general aggregate.**

**RULES AND REGULATIONS GOVERNING USE OF CITY OF COLUMBUS ATHLETIC FIELDS/COURTS (READ THOROUGHLY):  
ALL PROGRAMS:**

- The Representative/Sponsor Organization, hereinafter referred to as "Rep/Org", shall keep a copy of the signed Agreement in his/her possession. This information herein needs to be shared with other's within the organization, if applicable.
- The Rep/Org is responsible for leaving the facility in a clean and orderly fashion. Failure to do so will result in an additional clean-up fee based on hourly wages.
- The Rep/Org shall accept responsibility for the conduct of those using the facility, and any/all damage to property.
- The Rep/Org is responsible for ensuring the program/event reflects positively for Columbus.
- Alcohol is not permitted in City parks per city ordinance. The Rep/Org is responsible for enforcing this rule and shall call police if assistance is needed.
- Motorized vehicles are prohibited inside the athletic complex unless otherwise approved by the CPR Coordinator.
- No amplified sound system, unless already available at the facility, may be utilized unless otherwise approved by the CPR Coordinator.
- No vending or sales of any kind are permitted on city park property without prior approval from the CPR Coordinator. Some fields have designated concession operators.
- For league games and camps, the Rep./Org. is responsible for ensuring that there is at least one adult supervisor present at each complex/park utilized. Site supervisors must make routine rounds of the facility.
- All park rules, regulations and ordinances of the City of Columbus shall apply.
- Games may not begin prior to 8:00am and may not extend beyond 11:00pm. Any exceptions must be pre-approved by the CPR Coordinator. Law enforcement will also be notified of specific times games/tournaments will be held.
- If a field is prepared and not used, there will be a \$20 fee assessed to the Rep/Org for each incident. No charge will be made if a cancellation has been made prior to field preparation.
- Use of the fields/courts is subject to weather and its impact on the facility. CPR Staff will make the final determination if fields are playable. For weeknight league games/practices, a decision will be made on the field conditions by 3:00pm. Decisions are based on safety and potential long term field damage. Park staff will do what they can to make fields playable, but that there are limits to the amount of solid/field amendments and time. If the entire program/event is cancelled due to weather, a refund will be returned to the Rep/Org if applicable. If part of the event is cancelled due to weather, a proportional refund will be returned if applicable.
- The Rep/Org needs to be aware of severe weather that is approaching and allow time for evacuation if needed. Limited on-site shelters are available. Per the Mayor, games/events will be suspended when emergency sirens are activated. Games/events should stop when lightning is spotted nearby. Games/event should be delayed for 30 minutes after the most recent lightning strike.
- Updates or corrections to the field/court schedule must be submitted to the CPR ideally five (5) working days prior to field use.
- The Rep/Org needs to have adequate first aid present in anticipation of an injury.

**TOURNAMENTS:**

- A complete tournament/event schedule must be submitted to the CPR Office no later than seven (7) working days prior to the tournament/event.
- Baseball/Softball fields will be lined once each day by park staff. Please indicate under "special instructions" if fields need lined more often, but additional fee will apply.
- For tournaments, a minimum of two site supervisors are required at Bradshaw, Centennial and Gerrard parks, and one site supervisor at each single field at all times unless otherwise approved. For tournaments utilizing courts, a minimum of one site supervisor should be present at each park utilized unless otherwise approved. Site supervisors cannot be active coaches or umpires. Site supervisors should make routine rounds of the facility. For identification purposes, site supervisors need to wear a "tournament Staff" vest supplied by the Park and Recreation Department, or bright colored shirt, hat or vest supplied by the tournament organization.
- The rep/Org should have an emergency action plan in place.
- Larger tournaments may require additional volunteers, supplied by the sponsoring organization, to assist with parking. The Rep/Org must take measures to ensure that cars are parking legally and appropriately so as to not damage the facility or block emergency access.
- A back-up plan should be in place if tournaments is delayed due to weather or other unforeseen circumstances.
- A pre-event meeting will typically be conducted between the Rep/Org and Park Staff, a week or two prior to the tournament, to review final details.

**HOLD HARMLESS:**

The applicant is the authorized agent of the group submitting this application. The applicant (and his/her organization if applicable) making this application understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in anyway by such use or occupancy of the facilities of the City of Columbus. The applicant further agrees that in consideration of being permitted to use said Facilities, he/she and the group will defend, indemnify and hold harmless the City of Columbus and their agents and employees harmless for any loss, claims and liability or damages and/or injuries to persons and property that in any way may be caused by the applicant use or occupancy of the facilities.

**By signing/typing below, the applicant signifies that he/she has read and understands the rules and regulations listed above. Failure to abide by these rules and regulations shall result in forfeiting the facility deposit check if applicable, additional fees, and /or prohibit future use.**

[Signature line for Representative]

[Signature line for Park & Recreation Coordinator]

**Representative Signatures**

**Park & Recreation Coordinator**

Date: [Date line]

Date: [Date line]

Approved

Not Approved



# CITY OF COLUMBUS PARKS & RECREATION DEPARTMENT

## ATHLETIC FILED/COURT RENTAL FEE FORM

Event Name: \_\_\_\_\_

OFFICE USE ONLY (do not write below)

**\*FIELD RENTAL**

**FEES**

Recreation League Games for both Youth and Adult. Need Insurance Certificate with a minimum of \$1,000,000	\$??/Field/Day Youth      \$??/Field/Day Adult Total Fee Required \$ _____ Initialed _____
Adult Organized League games or Youth Organized League games. Need Insurance Certificate with a minimum of \$1,000,000	\$??/Field/Day Total Fee Required \$ _____ Initialed _____
Adult or youth tournament . Need Insurance Certification with a minimum of \$1,000,000.	\$??/Field/Day Total Fee Required \$ _____ Initialed _____ \$100 Deposit-Date Paid _____ Initialed _____
Adult or youth camp or special event. Need Insurance Certificate with a minimum of \$1,000, 000	\$?? PER FIELD EVERY FOUR HOURS Total Fee Required \$ _____ Initialed _____

**Court Rental**

**Fees**

Per Court: Need Insurance Certificate with a minimum of \$1,000,000	\$??/Court, per Day Total Fee Required \$ _____ Initialed _____
6 Court Rental: Need Insurance Certificate with a minimum of \$1,000,000	\$?? for all 6, 2 hours/day. \$98 for 6 courts per day. Total Fee Required \$ _____ Initialed _____
High School Practice Use: Need Insurance Certification with a minimum of \$1,000,000	\$??/ school year. Total Fee Required \$ _____ Initialed _____
Lessons/Camps: Need Insurance Certificate with a minimum of \$1,000, 000	\$??/Field/ 2 hour Increments Total Fee Required \$ _____ Initialed _____

\*The City of Columbus Parks and Recreation Department, Public Property's Director and City Administrator reserves the right to waive or reduce fees for certain events. Those wishing to have fees waived or reduced must submit a letter requesting as such. The letter should also include an event description and summarize what revenue will be put towards.

\*\* All events are subject to additional fees based on special facility requests

\*\*Organizations not falling in a category above are subject to rental fee based on discretion of the CPR Coordinator

Facility and Event Evaluation:      Satisfactory      Not Satisfactory, explain: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Clean up or Damage Fee Due: \$ \_\_\_\_\_

<b>OFFICE USE</b>	Calendar	<input type="checkbox"/>
C Mailed	C to Staff	<input type="checkbox"/>
Insurance	Fee Paid	<input type="checkbox"/>

2424 14th St-Columbus, NE 68601  
 402-562-4234  
 betsy.eckhardt@columbusne.us



**CITY OF COLUMBUS PARKS & RECREATION DEPARTMENT**

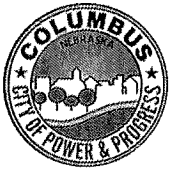
**ATHLETIC TOURNAMENT ADDENDUM FORM**

Please complete this form entirely and legibly. Applicant must be at least 18 years of age. Rental fee must accompany Rental Request if applicable. Submission of Request does not constitute approval. You will receive acknowledgement through the mail, email, or by phone. **This is an addendum form to be included along with the Athletic Field/Court Rental Request.**

**REQUESTED ATHLETIC FIELDS/COURTS (for leagues, complete a separate form per league and per field requested)**

TOURNAMENT REQUESTS INFORMATION

<b>1. Name of Tournament:</b> _____								
<b>2. Baseball/Softball Mid-Day Field Prep (if applicable)</b> Mid-day field prep (allow 30 minutes per field) Time: _____ \$30 per hour								
<b>3. Extra Equipment Needed for Baseball/Softball:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Chalker/Chalk</td> <td style="width: 50%; border: none;">Stringline</td> </tr> <tr> <td style="border: none;">Infield Rakes</td> <td style="border: none;">Tamper</td> </tr> <tr> <td style="border: none;">Extra clay for baseball mounds</td> <td style="border: none;">Batter's Box Frame</td> </tr> <tr> <td style="border: none;">Other _____</td> <td style="border: none;"></td> </tr> </table>	Chalker/Chalk	Stringline	Infield Rakes	Tamper	Extra clay for baseball mounds	Batter's Box Frame	Other _____	
Chalker/Chalk	Stringline							
Infield Rakes	Tamper							
Extra clay for baseball mounds	Batter's Box Frame							
Other _____								
<b>4. Will you wish to have the capability to water infields?</b> Yes      No								
<b>5. Will your event require (extra fee required):</b> Extra Trash Cans? (supplied by city)      Yes      No      If yes, # and Location: _____								
<b>6. Do you plan to bring a utility vehicle/golf cart? (must have approval by City)</b> Yes      No If yes, for what purpose? _____ If yes, you must supply a list of the licensed drivers prior to the event.								
<b>7. Do you plan to have outside vendors? (\$16/Day/Vendor)</b> Yes      No If yes, how many vendors/booths will be set up: _____ Desired location(s) for vendors, please describe: _____ (attach map if necessary)								
Please not ONLY vendors that are related to the type of tournament you are conducting will be allowed. Sales on City street or parking lot will require a Vendor permit from the Police station. Sales in a City Park will require a Concessionaire Permit payable at the City Clerk's Office.								
<b>8. Do you wish to place banners or signs?</b> Yes      No If yes, please describe the location(s): _____ Posts will not be allowed to be placed in the ground due to irrigation lines. All banners will be hung on fence.								
<b>9. Do you wish to place tents/canopies?</b> Yes      No If yes, # of tents/canopies: _____ Tents and canopies cannot be drove into the ground and must be secured in an alternative way.								
<b>10. Other special needs:</b> _____								



# Field and Court Use Priority

- ⇒ The City of Columbus Park & Recreation Department has first priority on every field or court as needed for recreational programs, leagues, events and maintenance. Beyond the City of Columbus usage, the listing below indicates field and court priorities if reserved by the required date (see "exceptions" for tournaments).
- ⇒ Program enrollment can influence priority usage. The ultimate goal for each association, organization and school is to effectively schedule their program on their priority use field(s)/court(s) in order to maximize usage.
- ⇒ Recreational programs have the highest priority during assigned seasons. Due to cooperative facility use, the City of Columbus, and area High Schools are listed as top priority at certain locations and seasons, but must be scheduled during specified times that generally limit conflict with other users unless otherwise approved for certain games and tournaments.

## Gerrard Park Baseball Fields

1. CSA: May-October
2. \*\*See Proposed Schedule

## Gerrard Tennis Courts

## Bradshaw Park Baseball Fields

1. CYSA

## Bradshaw Football Fields

1. CAYFO

## Bradshaw Batting Cage

1. CYSA

## Pawnee Park Baseball Field

1. Columbus High School : late March-May
2. American Legion : April -July

## Pawnee Park Football Field

1. Columbus and Scotus High Schools: August- November

## Pawnee Park Tennis Courts

1. Columbus and Scotus High School
2. Columbus Tennis Association

## Pawnee Park Track

1. Columbus and Scotus High School

## Centennial Park Baseball Fields

1. CYBL

## Centennial Batting Cage

1. CYBL

## Berne (Armory Park) Baseball Field

1. Mariner's

## Wilderness Park

1. Columbus/Scotus High Schools
2. WPOC

**Tournaments:** Tournaments utilizing are subject to facility availability, priority usage, and sometimes City staff availability. In order to allow for public play, the quantity of tournaments that each association is allowed for season/year may be limited and is subject to the discretion of the City of Columbus Parks & Recreation Department.

**Early Spring Field Use:** Although fields may be requested in late winter/early spring, the weather may limit or prohibit use if ground is snow-covered, frozen or grass is still dormant. Irrigation and water to the restrooms and drinking fountains is not initiated in the spring until freezing temperatures are unlikely. Additionally restrooms are typically winterized at the end of October.





**4. Report of Public Property Director.**



# The City of **Columbus**

## PUBLIC PROPERTY DEPARTMENT

Director (402) 562-4240

Fax (402) 562-4265

June 2021

Monthly report

### Park Department

- Hauled sand to sand volleyball courts
- Completed Pawnee Park baseball field light repairs
- Spring High School sport almost complete
- Summer leagues beginning
- All restrooms have been turned on
- All irrigation systems have been turned on and are working correctly
- All tennis outdoor lighting checked and clocks adjusted for summer
- Repairing and painting some benches in Frankfort Square that have been chipped
- New playground equipment at Sunset Park is complete
- New bleacher shades at Bradshaw Park have been completed, positive comments from fans
- Have inspected all playground equipment and made any needed repairs
- Hauling and spreading wood chips around playgrounds
- Installed two benches donated by Rotary Club near new playground at Sunset Park
- Repaired field lights at ballfields for summer seasons
- Pawnee Park baseball concession stand roof repair complete
- Have viewed proposal for Pawnee Park baseball field light replacement
- Installed new backstop at Pawnee Park baseball field
- Council has approved purchase of a new pickup, should arrive in couple of months
- Receiving complaints about non-authorized use of Pawnee Park tennis courts, football field and baseball field, Police have been notified.
- Grinding tree stumps and filling with dirt and seeding.
- Accepted quote from Columbus Carpet for batting cage turf replacement at Centennial and Bradshaw Parks
- Spraying fence lines and other areas
- Fertilizing athletic facilities
- Summer staff have started
- Mowing and trimming preparing for Memorial Day weekend

### Park and Recreation

- Actively scheduling fields and facilities
- Advertising and updating through <https://www.columbusne.us/571/Parks-Recreation>
- And the Parks and Rec social medias
- Continuing to learn and work with CivicRec
- Working with several committees on upcoming summer events: Cornhusker State Games, Cattlemen's Ball, Columbus Days, DBA, Frankfort Square.
- Starting local programs with City Council approving fees for those programs
- Attending weekend events

#### Aquatics report

- Have started lifeguard training, doing as many classes as possible
- Getting closer to enough staff for the Pawnee Plunge (still recruiting)
- Outdoor lighting improvements at Pawnee Plunge complete
- Most Pawnee Plunge preparations for opening complete
- Aquatic Center has been selected as the host for the swimming portion of the
- All pool basins at Pawnee Plunge have been filled and water heated along with chemicals added
- Opening of Pawnee Plunge will be May 31 (Memorial Day)

#### Golf report

- Both courses open for play
- Have turned on irrigation systems
- Documenting any secondary work for FEMA
- Landscapes Unlimited continues dirt work along with wall repairs, have started bunker repairs.
- Have received quotes for work at Van Berg pro shop
- Working on fee recommendations for next year
- All seasonal staff have started

- 4.A. Park Department.
- 4.B. Park and Recreation.
- 4.C. Aquatics Department.
- 4.D. Golf Department.

# 2021 APRIL GOLF ACTIVITY REPORT

ROUNDS	2021 QR	QR (2020)	2021 VB	2020 VB	2021 VB pass	2020 VB pass		FootGolf 2017		FootGolf 2020	
Jan	0	0	35	21	61	33		Players 185	Rentals 57	Players 9 / 82	Rentals 7 / 75
Feb	0	210	4	48	7	47		\$1,829.20		103.75 / 976.70	
March	1204	693	183	45	277	71					
April	2661	1671	602	299	633	352					
May	2751	2313	1200	685	875	807		FootGolf 2018		FootGolf 2021	
June		2844		1095		963		Players 300	Rentals 217	Players 59/79	Rentals 32/50
July		2891		1296		989		\$3,412.60		641.25 / 878.65	
Aug		2909		1544		1094					
Sept		2184		582		376					
Oct		1050		192		117		FootGolf 2019			
Nov		748		83		71		Players 10/180	Rentals 2/66		
Dec		297		54		67					
	<b>6616</b>	<b>17810</b>	<b>2024</b>	<b>5944</b>	<b>1853</b>	<b>4987</b>					

By Comparison					* WEATHER DAYS	GOLF COURSE REVENUE					
	QR	VB	Total Rds			Total Rev	QR	VB	Passes/Punch		
2006	14,145	3,636	17,781	33	380,114.13	250,815.13	51,345.00	77,954.00	Jan-Dec 2006		
2007	13,856	3,921	17,777	37	374,656.70	247,502.95	52,484.75	74,669.00	Jan-Dec 2007		
2008	16,490	3,322	19,812	29	392,168.16	269,130.62	45,071.64	77,965.90	Jan - Dec 2008		
2009	24,044	5,805	29,849	30	440,517.65	296,032.27	54,070.01	90,415.37	Jan-Dec 2009		
2010	20,100	4,708	24,808	39	430,316.66	282,355.79	44,678.10	103,282.77	Jan-Dec-2010		
2011	17,231	4,255	21,486	51	403,737.50	256,447.20	44,311.40	102,978.90	Jan-Dec 2011		
2012	20,763	5,554	26,317	36	453,582.16	281,325.80	42,449.43	129,806.93	Jan-Dec 2012		
2013	17,780	6,833	24,613	32	435,869.17	242,846.89	58,229.51	134,792.77	Jan-Dec 2013		
2014	19,116	6,493	25,609	34	456,925.82	267,817.90	52,747.99	136,359.93	Jan-Dec 2014		
2015	21,206	7,014	28,220	47	466,655.67	267,674.40	58,490.34	140,490.93	Jan-Dec 2015	<b>2014-2018 Revenue 5 year ave \$470,041.56</b>	
2016	24,008	7,029	31,037	35 + 8	473,738.90	286,042.87	52,593.92	135,102.11	Jan-Dec 2016		
2017	21,905	6,230	28,135	43	478,110.61	275,744.95	54,269.26	148,096.40	Jan-DEC 2017		
2018	21,434	6,224	27,658	49	474,776.79	269,995.46	59,190.46	145,590.87	Jan-DEC 2018		
2019	10,083	8,001	18,084	x	278,628.11	113,332.47	84,097.59	81,198.05	Jan-DEC 2019	9 HOLES CLOSED AT QUAIL	
2020	17,810	10,898	28,708	x	347,698.60	147,879.17	117,728.87	82,090.56	Jan-DEC 2020		
Jan-May 2020	2020	4,887	2,408	7,295	161,024.01	65,617.01	19,837.89	75,569.11	Jan-May 2020		
Jan-May 2021	2021	6616	3877	10,493	229,631.52	86738.77	39,229.98	103,662.77	Jan-May 2021	9 HOLES CLOSED AT QUAIL	

\* Weather affected days are recorded from April 1 thru September \*

Outings	2006	2009	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
20-39	16	21	16	17	15	16	19	20	24	27	7	9
40-59	3	3	8	5	6	8	9	8	7	8	3	4
60-79	2	8	9	11	14	12	13	14	14	14	3	3
80-99	1	2	2	5	4	5	5	4	3	4	0	
100+	2	4	3	5	2	3	3	3	3	2	1	1
200+	0	1	1	1	1	1	2	1	1	2	0	
	24	39	39	44	42	45	51	50	52	57	14	17

**5. Adjournment.**