



**"OPEN MEETINGS ACT"**

**City of Blair Regular Parks, Recreation and Cemetery Advisory Board  
Meeting  
City Council Chambers  
April 15, 2025 - 5:30 PM**

**A Copy of the "Open Meetings Act" Has Been Posted at Both Exits**

**AGENDA**

**NOTE: A current copy of the agenda can be obtained at the City Clerk's Office at 218 S. 16th Street, Blair, Nebraska or on the City website at [www.blairnebraska.org](http://www.blairnebraska.org). The City Council reserves the right to go into Executive Session at any time.**

- 1.Meeting called to order by Chairperson Jensen at 5:30 p.m.
- 2.Roll Call of members.
- 3.Approval of minutes from the March 18, 2025, meeting.
- 4.Budget report for March, 2025
- 5.Request by Brent Fullmer to present alternative options for grant fund uses.
- 6.Discussion regarding proposed guidelines for the amphitheater and pickleball courts.
- 7.Recommendation from the Blair Park Board to amend the Appendix - Permit, License, and Application Fees of the Blair Municipal Code by adding amphitheater and pickleball court rental fees.
- 8.Staff Report.
- 9.Motion and second by Council members to adjourn the meeting.

**A Copy of the "Open Meetings Act" Has Been Posted at Both Exits**

City of Blair Regular Parks, Recreation and Cemetery Advisory Board Meeting  
March 18, 2025

Agenda Item #1 - The Parks, Recreation and Cemetery Advisory Board met in regular session in the City Council Chambers on March 18, 2025 at 5:30 PM and called to order by Chairperson Jensen.

The Chairperson publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act was available for review and indicated the location of such copy posted in the room where the meeting was being held. Notice of the meeting was given in advance thereof by publication in the Enterprise or the Pilot -Tribune as shown by the affidavit of publication filed in the City Clerk's office. Notice of the meeting was simultaneously given to the Chairperson and all members of the Parks, Recreation, and Cemetery Advisory Board. Availability of the agenda was communicated in the advance notice and in the notice to the Park, Recreation, and Cemetery Advisory Board of this meeting. All proceedings shown hereafter were taken while the convened meeting was open to the attendance of the public.

Agenda Item #2 - Roll Call of members - The following were present: Present: Betsy Anderson, Sarah Boeka, Joe Burns, Neil Jensen, Kristi Rounds, Todd Wick. Absent: Joe Burns (After 6:00 p.m.). Also present were: City Administrator Green, Director of Public Works Heaton, Non-Lawyer Assistant Ferrari.

Agenda Item #3 - Approval of minutes from February 18, 2025 - Motion by Rounds, second by Boeka to approve the Minutes from February 18, 2025 meeting. Betsy Anderson: Yea, Sarah Boeka: Yea, Joe Burns: Yea, Neil Jensen: Yea, Kristi Rounds: Yea, Todd Wick: Yea. All Board members voted: Yea: 6, Nay: 0. Chairperson Jensen declared the motion carried.

Agenda Item #4 - Budget report for February 2025 – City Administrator Green stated the budget report for February 2025 is presented for review. No action is required.

Agenda Item #5 - Presentation by Brent Fullmer to review annual report on bike trail usage by THOR and discuss bike trail repairs – Brent Fullmer, 1403 Wright Street, came before the Board and provided a report on behalf of THOR regarding the bike trail. Approximately 35 volunteers worked 217 hours to maintain the trail. Mr. Fullmer reviewed the schedule of events for 2025: 1) On April 26<sup>th</sup> 150-300 runners will participate in the Darn Hill Goat Race, 2) Each Monday in June, DEVO will provide a program for young children (6-12 years old) who are interested in learning basic skills in mountain biking, 3) Tuesdays and Thursdays (July-September), NICA will use trails for youth practices, and 4) August 16<sup>th</sup>-17<sup>th</sup> NICA will hold the Grasshopper Grand Prix. Fullmer noted improvements are needed on the trail. Rainstorms have contributed to significant erosion in the jump line area. He suggested an erosion control carpet be added to the area. This carpet is specifically added to lifts and jumps to help water from puddling, channeling and will keep the ground from eroding. An estimated 250 feet is needed. If approved, they are looking at installing it in April or May and it will remain intact all year long. He also noted the initial layout on the Prairie downhill routes was not well planned out. Due to the steep grade, it will need to be re-routed. Mr. Fullmer suggested a new line not to exceed 10% of grade and grade reversals will be incorporated every 15-20 feet. Discussion pursued on how to avoid erosion in the future. Board member Anderson asked about the pump track that was previously approved.

*Joe Burns excused himself from the meeting at 6:00 p.m.* Fullmer stated THOR was denied grant, and it is unlikely they will receive it in the future. Therefore, the track will not be constructed, and they are currently discussing options on what to do with the money raised for the pump track. They include 1) possibly adding four bike repair stations at various locations town (\$2000 each); and (2) a park study for a future bike skills park. Once decided, these items will be brought back to the Board for approval. Motion by Anderson, second by Wick to approve addition of engineering carpet on the jump line and rerouting the Prairie DH section of the trail as presented. Betsy Anderson: Yea, Sarah Boeka: Yea, Joe Burns: Abstain (With Conflict), Neil Jensen: Yea, Kristi Rounds: Yea, Todd Wick: Yea. All members voted: Yea: 5, Nay: 0, Abstain (With Conflict): 1. Chairperson Jensen declared the motion carried.

Agenda Item #6 - Recommendation from the Blair Park Board to amend Chapter 2 Article 8 Section 2-801 and 2-802 of the Blair Municipal Code – Non-lawyer assistant Ferrari opened discussion on amending Chapter 2 Article 8 Section 2-801 and 2-802 of the Blair Municipal Code. She reviewed the changes that were made at the February 18<sup>th</sup> meeting. After review, a grammatical correction was made by board member Boeka. Motion by Anderson, second by Boeka to recommend approval of the amendment to Chapter 2, Article 8, Section 2-801 and 2-802 of the Blair Municipal Code to the Mayor and City Council as corrected. Betsy Anderson: Yea, Sarah Boeka: Yea, Joe Burns: Absent, Neil Jensen: Yea, Kristi Rounds: Yea, Todd Wick: Yea. All members voted: Yea: 5, Nay: 0, Absent: 1. Chairperson Jensen declared the motion carried.

Agenda Item #7. Consider increasing fees for the Depot and park shelters, a procedure for when the Depot key is not picked up during office hours and eliminating stay limits at Hardy RV Park during the winter months. Director of Public Works Heaton discussed the possible procedure for when the Depot key is not picked up during office hours. The renter will need to call the parks department who will take the deposit and give them the key. The renter's deposit will be forfeited. Next, Heaton discussed Hardy RV Park stay limits. Currently renters are limited to fourteen days. It has been suggested there should not be a stay limit during winter months. Chairperson Jensen was concerned about potential squatting. Lastly, Heaton discussed the change in Depot and park shelter fees and updating the master fee schedule. He reviewed the current fees as well as the recommended fees. There will be a \$25.00 increase for the Depot and shelters. Currently non-profits are not charged but it was suggested a smaller fee be charged. Board member Anderson asked if the shelters with no power or water cost the same amount. It was confirmed these shelters do not have a charge and are on a first come and first serve. Chairperson Jensen inquired about fees for the amenities at Generation Parks. City Administrator Green informed everyone that these fees would be first discussed by council committees and would come back to the Board for further discussion. Motion by Boeka, second by Rounds to recommend to the City Council to increase fees for the Depot and park shelters as well as implementing the procedure for when the Depot key is not picked up during office hours as presented and eliminating stay limits at Hardy RV Park during the winter months. Betsy Anderson: Yea, Sarah Boeka: Yea, Joe Burns: Absent, Neil Jensen: Yea, Kristi Rounds: Yea, Todd Wick: Yea. All board members voted as follows: Yea: 5, Nay: 0, Absent: 1. Chairperson Jensen declared the motion carried.

Agenda Item #8. Staff Report - Director of Public Works Heaton reported on the following:  
1) The Human Resource department posted seasonal jobs on March 18<sup>th</sup>. Two are needed in the parks department and staffing the pool is underway. 2) The final inspection of Generations Park will take place on March 19<sup>th</sup>. The City is waiting on locks for the doors and in mid-April there

will be a trial run for the splash pad. Once everything is determined to be sufficient, a date for the ribbon cutting will be set. 3) Pat Long submitted his retirement notice and May 2<sup>nd</sup> will be his last date. Chairperson Jensen congratulated Mr. Long and thanked him for his long-time service. City Administrator Green extended his sincere thanks to the Parks, Recreation and Cemetery Advisory Board. He encouraged all members to continue to review their packets and provide any feedback necessary. If any members have items they would like to bring to the Agenda do not hesitate.

Agenda Item #9. Adjournment - Motion by Rounds, second by Jensen to adjourn the meeting at 6:32 p.m. Betsy Anderson: Yea, Sarah Boeka: Yea, Joe Burns: Absent, Neil Jensen: Yea, Kristi Rounds: Yea, Todd Wick: Yea. All members present voted as follows: Yea: 5, Nay: 0, Absent: 1. Chairperson Jensen declared the motion carried.

Angel Clements, Recording Secretary

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
01-014-5001	SALARIES	320,000.00	24,683.07	159,565.14	49.86	160,434.86
01-014-5002	FICA - CITY SHARE	24,480.00	1,855.75	12,228.35	49.95	12,251.65
01-014-5003	WORKMAN'S COMPENSATION	6,400.00	.00	9,068.95	141.70	2,668.95-
01-014-5004	H.A.L. INSURANCE	120,050.00	8,498.97	51,519.72	42.92	68,530.28
01-014-5005	RETIREMENT - CITY SHARE	22,400.00	2,761.14	17,533.78	78.28	4,866.22
01-014-5006	UNEMPLOYMENT COMP	500.00	.00	.00	.00	500.00
01-014-5007	DISABILITY	2,000.00	118.94	653.45	32.67	1,346.55
01-014-5008	PENSION ADMINISTRATION	500.00	.00	153.80	30.76	346.20
	PERSONAL SERVICES TOTAL	496,330.00	37,917.87	250,723.19	50.52	245,606.81
01-014-5209	BANK FEES	.00	.00	.00	.00	.00
01-014-5210	LEGAL	4,000.00	527.00	983.30	24.58	3,016.70
01-014-5211	AUDITING	2,500.00	450.00	748.90	29.96	1,751.10
01-014-5212	ENGINEERING/CONSULTANT	4,000.00	156.98	3,296.11	82.40	703.89
01-014-5213	PROFESSIONAL SERVICES	150.00	.00	.00	.00	150.00
01-014-5215	EMPLOYEE APPREC/SCHOOLING	1,500.00	130.50	280.50	18.70	1,219.50
01-014-5216	POSTAGE	100.00	.00	.00	.00	100.00
01-014-5217	PRINTING & PUBLICATION	2,500.00	8.18	98.75	3.95	2,401.25
01-014-5222	TRAVEL EXPENSE	800.00	.00	.00	.00	800.00
01-014-5223	TRAINING EXP/CONF REGISTR	800.00	90.00	305.00	38.13	495.00
01-014-5224	DUES	500.00	.00	318.63	63.73	181.37
01-014-5227	SOFTWARE MAINTENANCE	6,500.00	112.76	3,147.66	48.43	3,352.34
01-014-5228	UTILITIES	34,000.00	4,860.73	21,768.14	64.02	12,231.86
01-014-5229	TELEPHONE	3,000.00	354.94	1,725.90	57.53	1,274.10
01-014-5230	VEHICLE INSURANCE	4,000.00	.00	4,952.13	123.80	952.13-
01-014-5231	LIABILITY INSURANCE	2,500.00	.00	1,456.84	58.27	1,043.16
01-014-5232	BLDG & CONTENT INSURANCE	24,000.00	.00	25,152.62	104.80	1,152.62-
01-014-5236	RADIO MAINTENANCE	100.00	.00	.00	.00	100.00
01-014-5239	MOTORIZED EQUIPMENT MAINT	10,000.00	265.38	10,295.70	102.96	295.70-
01-014-5240	BUILDING MAINTENANCE	40,000.00	1,424.75	9,682.92	24.21	30,317.08
01-014-5241	TREE/STUMP REMOVAL & PLANTING	15,000.00	.00	8,299.96	55.33	6,700.04
01-014-5244	RECREATION ASSISTANCE	53,000.00	25,000.00	33,085.91	62.43	19,914.09
01-014-5245	MEDICAL	4,000.00	.00	77.15	1.93	3,922.85
01-014-5253	REPURCHASE CEMETERY LOTS	600.00	.00	2,400.00	400.00	1,800.00-
01-014-5258	OTHER OP EXP/FIRE WORKS	7,500.00	.00	.00	.00	7,500.00
01-014-5259	BLACK ELK MAINTENANCE	2,000.00	.00	.00	.00	2,000.00
01-014-5263	OPTIMIST BOAT RAMP	3,000.00	.00	.00	.00	3,000.00
01-014-5266	CONTRACT MOWING	80,000.00	.00	675.00	.84	79,325.00
01-014-5281	BUILDING REPAIR STORM	1,000.00	.00	4,000.00	400.00	3,000.00-
	OPERATING EXPENSE TOTAL	307,050.00	33,381.22	132,751.12	43.23	174,298.88
01-014-5359	OFFICE EQUIPMENT	1,000.00	.00	.00	.00	1,000.00
01-014-5360	OFFICE SUPPLIES	1,000.00	.00	428.75	42.88	571.25
01-014-5361	JANITORIAL SUPPLIES	4,400.00	44.97	656.53	14.92	3,743.47
01-014-5363	CHEMICALS	6,500.00	21.98	1,584.98	24.38	4,915.02

**BUDGET REPORT**  
**CALENDAR 3/2025, FISCAL 6/2025**

**PCT OF FISCAL YTD 50.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
01-014-5364	SEED, SOD, ETC	3,000.00	1,900.27	1,900.27	63.34	1,099.73
01-014-5365	RECREATIONAL SUPPLIES	8,500.00	264.95	2,144.94	25.23	6,355.06
01-014-5369	SAFETY EQUIPMENT/TRAINING	1,850.00	78.98	697.55	37.71	1,152.45
01-014-5370	GAS/OIL/DIESEL	8,000.00	1,147.86	4,027.83	50.35	3,972.17
01-014-5371	UNIFORMS	1,500.00	240.42	1,495.15	99.68	4.85
01-014-5372	BOOKS & MAPS	100.00	.00	.00	.00	100.00
01-014-5373	SMALL TOOLS	2,000.00	.00	1,651.96	82.60	348.04
01-014-5374	SAND/ROCK/GRAVEL	4,000.00	.00	.00	.00	4,000.00
01-014-5383	OTHER EXPENSE MATL & SUPP	3,500.00	.00	16.99	.49	3,483.01
01-014-5389	PURCHASE/GRANT	.00	.00	.00	.00	.00
01-014-5395	NON-CAPITAL EQUIPMENT	.00	.00	.00	.00	.00
	EXPENDABLE MAT & SUPPLIES TOTA	45,350.00	3,699.43	14,604.95	32.20	30,745.05
01-014-5399	MOTORIZED EQUIP/GRAVE OPENING	22,500.00	.00	4,500.00	20.00	18,000.00
	RENTAL EXPENSE TOTAL	22,500.00	.00	4,500.00	20.00	18,000.00
01-014-5401	OFFICE EQUIPMENT	7,000.00	.00	.00	.00	7,000.00
01-014-5402	MOTORIZED EQUIPMENT (SMALL)	5,000.00	.00	17,057.56	341.15	12,057.56-
01-014-5403	MOTORIZED EQUIPMENT (LARGE)	30,000.00	.00	37,190.80	123.97	7,190.80-
01-014-5419	OTHER IMPROVEMENTS/PARK SIGNS	4,000.00	.00	.00	.00	4,000.00
	OTHER CAPITAL OUTLAY TOTAL	46,000.00	.00	54,248.36	117.93	8,248.36-
01-014-5502	BUILDING/RESTROOM	25,000.00	.00	.00	.00	25,000.00
01-014-5504	PAVING	20,000.00	.00	.00	.00	20,000.00
01-014-5519	PLAYGROUND EQUIPMENT	7,500.00	200.00	778.92	10.39	6,721.08
01-014-5520	CAPITAL PROJECT/RESERVE	2,700,000.00	325,855.00	1,998,622.77	74.02	701,377.23
01-014-5521	OTHER IMPROVEMENTS	.00	.00	.00	.00	.00
01-014-5523	CAPITAL CONST PROJECT/RES	.00	.00	.00	.00	.00
01-014-5531	RESURFACE TENNIS COURTS	.00	.00	.00	.00	.00
	CAPITAL IMPROVEMENTS TOTAL	2,752,500.00	326,055.00	1,999,401.69	72.64	753,098.31
	PARK TOTAL	3,669,730.00	401,053.52	2,456,229.31	66.93	1,213,500.69

# City of Blair

## Amphitheater Rental Packet

### APPLICATION PROCESS & PLANNING A SUCCESSFUL EVENT

An Amphitheater Rental Application is required for events or activities using City-owned Amphitheater. Applications must be submitted no less than **60 days prior** to the event. Rentals are processed on a first come, first served basis. *For larger events requiring the coordination of numerous spectators, vendors, volunteers, etc., it is highly recommended that the Event Sponsor contact City staff at least four months or up to one year in advance of the event to reserve your dates in the requested space. Written Application along with all supporting documentation must then be submitted no less than 45 days prior to the event, or risk denial of your rental.* Some events may require approval from City Council.

Submit your completed application  
to: City of Blair  
218 South 16<sup>th</sup> Street, Blair, NE  
68008  
Email: [cityclerk@blairnebraska.org](mailto:cityclerk@blairnebraska.org)  
Phone: (402) 426-4191

### APPLICATION REQUIREMENTS

Completion of the application packet will help us to identify the scope of your event and the support services you may need. It is the applicant's responsibility to ensure that the details of the organized event have been communicated thoroughly with City staff. Please coordinate with necessary City staff in advance of the event to make sure you are able to execute your tasks during the day and time of your event. The applicant should not expect City of Blair staff to be present during the duration of the event. Topics for consideration with contact information for appropriate City staff are found on the **ACKNOWLEDGMENT OF CONTACT**.

Mandatory documentation is listed below. All applicable documentation must be turned in at the time of application submission along with all appropriate fees. **Please submit as much descriptive information as possible with your application.**

- Amphitheater Rental Application, signed and filled out in its entirety (Pg 6- 7)
- Proof of Liability Insurance coverage (if required)
- *Additional forms and documentation as applicable to your event*

Upon review of the application, the City may approve the event or decide that the event will require formal approval by the Blair City Council. Applicants may be required to attend a review meeting with the Parks, Recreation, and Cemetery Advisory Board prior to the event date to finalize the logistics.

### DEFINITIONS

**EVENT SPONSOR:** The person or organization that initiates, plans and carries out a project or activity.

**VENDOR:** Any person, group, organization, or business selling *or providing* a product or service. Examples include *but are not limited to:* the sale of food or merchandise, or other entity which the Special Event Committee deems to be considered a **vendor**.

**VOLUNTEER:** A person, group, or organization not selling or providing a product or service, who freely offers to take part in the event, including participants who host and organize activities at the event.

## LIABILITY INSURANCE

The **Event Sponsor** must provide a Certificate of Liability Insurance (or a copy of the complete policy) demonstrating minimum coverage specifically covering the event as follows below. ***Verbiage must be included describing the event activities which will take place at the event.***

**MINIMUM LIABILITY INSURANCE REQUIREMENTS** (Sample Certificate included at the end of Packet)

- Limit for each occurrence must be \$1,000,000
- Limit for damage to rented premises (each occurrence) \$100,000
- Limit for Personal & Adv Injury \$1,000,000
- General Aggregate Limit \$2,000,000
- Products - Comp/Op Aggregate Limit \$2,000,000
- The policy must include a waiver of subrogation in favor of the City of Blair, NE.

## STORMWATER MANAGEMENT

All requirements of the Stormwater Management Plan must be followed including:

- Portable restroom facilities shall be properly staked and secured and not located within 50-feet of a storm sewer inlet or against a street or parking lot curb.
- Trash receptacles brought in on site must have provisions for a tarp or appropriate cover for after event hours to prevent rain or snow from entering.
- No dumping of any chemicals, cleaners, oils, or other grey waters into the storm sewer system or natural drainage ways.

If you have any questions, or if non-approved or accidental discharges occur to the storm sewer system or nature drainage ways, please contact the Engineering Department at 402-562-4309.

## ELECTRICAL REQUIREMENTS

Electricity is available in the Amphitheater and is included in your rental.

## FEES

Possible fees may be incurred for certain services, as applicable. For the full City of Blair fee schedule listed in our Municipal Code, see:

[City Clerk | Blair, NE - Official Website](#) under the Municipal Code

## SANITATION and CLEANUP

The City provides a limited number of waste receptacles in the City parks and along the downtown sidewalks. Public use of City amenities is not to be impeded (i.e., covering City waste receptacles is prohibited). Additional waste receptacles or dumpsters are the sole responsibility of the applicant and must be placed on a hard surface such as asphalt or concrete.

The applicant is responsible for properly disposing of all waste and garbage throughout the event, and immediately upon the conclusion of the event the area must be returned to a clean condition. As the Event Sponsor, if you set a standard of leaving the venue better than you found it, you will have a beneficial impact on the Columbus community and establish a good reputation for future events. *The Event Sponsor is*

responsible for all cleanup and will be charged for any additional cleanup that is left to be done by the City.

## SAFETY AND SECURITY

The Event Sponsor is required to provide a detailed plan for crowd control and internal safety. It is the sole responsibility of the Event Sponsor to provide security. The number and type of security personnel required will depend on expected attendance, history of the event, nature of the event, and the amount and type of advertising used to promote the event. Please be aware that there are differences between certified law enforcement officers (authority and ability to arrest, enforce laws, discretion to use force) and private security (limited by law to observe, report and deter crime but not authorized to use force or make arrests). For more questions regarding event safety and security, please contact the Blair Police Department at (402) 426-4747.

## MARKETING/ADVERTISING/PROMOTION

Receipt of approval from all involved parties is strongly encouraged before the event is marketed, advertised, or promoted. Ensure that event materials such as handouts, websites, social media posts, etc., include details, maps, and parking options as described in this application, following approval by the City.

## SIGNAGE

City of Blair regulations prohibit placement of advertising signs on utility poles, traffic controllers, and traffic signs. It is also prohibited to place a sign, poster, or notice of any kind in the street right-of-way or on any other structure located in the right-of-way. Signs that are hung on utility poles, traffic signs, or traffic lights create a safety risk and also may cause damage. They also create a traffic hazard when plated on roadside corners by distracting drivers or blocking the view of motorists. Even small signs stuck into the ground are a potential traffic hazard if located in the right-of-way. A good standard is to keep signs behind the sidewalk or fifteen (15) feet from the roadside. *The use of spray paint or permanent marking paint is prohibited.* Sidewalk chalk is allowed.

Improper placement of signage will be removed by the City. All signage must be removed from City of Blair property within four hours of the conclusion of the event.

## AMPLIFIED SOUND

Amplified sound must be directed away from residences and may only be allowed during the hours of 7:00 a.m. until 10:00 p.m., with the exception of July 4th and New Year's Eve, or by special approval

## CHANGES AND CANCELLATIONS

All cancellations must be made in writing or emailed to [cityclerk@blairnebraska.org](mailto:cityclerk@blairnebraska.org). Cancellations should be received no later than seven (7) days prior to the proposed event date. The City understands that minor changes may occur prior to the event. We ask the applicant to submit all changes immediately, no less than 48 hours prior to the event.

The City reserves the right to cancel, delay, or relocate an event prior to or on the day of the event due to poor weather conditions that may cause excessive damage to City property. City staff recommends the applicant have plans in place to notify participants of changes or cancellations. The City is not responsible for any costs associated with the changes or cancellations.

## VISIBILITY

City staff recommends that event organizers be easily identifiable during the event by using safety vests or specific colored shirts so that the event sponsor & volunteers can easily be located

**CITY OF BLAIR  
AMPHITHEATER RENTAL APPLICATION**

Answer all questions completely. Inaccurate or incomplete responses may result in the denial of a permit. ***For the protection of the City of Blair and its assets, and for the overall success of the event in question, the City of Blair reserves the right to make exceptions to or to impose additional requirements to the policies stated herein based on individual circumstances.***

EVENT SPONSOR/APPLICANT/RESPONSIBLE PARTY INFORMATION	
1. NAME:	2. TODAY'S DATE:
3. ADDRESS:	4. EMAIL:
5. CITY:	6. STATE:
	7. ZIP CODE:
8. DAY PHONE:	9. CELL PHONE:
10. COMPANY/ORGANIZATION NAME, IF APPLICABLE:	
11. COMPANY ADDRESS/CITY/STATE/ZIP:	12. COMPANY PHONE:
13. NAME OF ALTERNATE CONTACT PERSON:	14. ALTERNATE'S CELL PHONE:
EVENT INFORMATION	
15. EVENT NAME:	
16. EVENT LOCATION:	
17. ESTIMATED# OF PARTICIPANTS:	18. ESTIMATED# OF SPECTATORS:
19. ACTUAL EVENT DATE(S):	20. ACTUAL EVENT TIME(S):
21. EVENT SETUP DATE(S):	22. EVENT SETUP TIME(S):
23. EVENT TEAR-DOWN DATE(S):	24. EVENT TEAR-DOWN TIME(S):

25. ADDITIONAL DOCUMENTS ATTACHED- check as applicable

- Checklist
- Acknowledgement of contact
- Site plan
- List of vendors
- Certificate or proof of liability insurance
- Proof of Non-Profit Status (if applicable)

26. Please provide a detailed description of the event, using a separate sheet of paper if necessary.

**City of Blair  
Amphitheater Rental Application**

I, the Event Sponsor, agree to indemnify and defend the City of Blair, its officials, agents and employees (the "Indemnities") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and expenses resulting from, arising out of, or relating to any negligence or intentional misconduct by the applicant of the sponsoring organization, its officers, employees, or any person under its control in connection with this permit. As applicable, I, or the organization acting as the Event Sponsor, have provided within this application, the required insurance which will cover all losses that may occur at the event, and to, by and between the Event Sponsor and the Volunteers. All Vendors have provided their own insurance, unless otherwise stated. (Per Definitions of Event Sponsor, Vendor, and Volunteer on Pg 2)

I affirm that all answers given, and statements made on this application are complete and true to the best of my knowledge and beliefs. I have read and understand the terms and conditions outlined in this application. Failure to comply with the conditions of the special event application may result in a revocation of current and future applications. I agree to be bound by the above terms as a condition to the issuance of the Special Event Permit.

The undersigned person, as the Applicant, does hereby agree and represent that he or she is legally capable to sign this application, and to lawfully bind the Applicant (and the Applicant's Organization, if applicable) as the Event Sponsor to the terms and conditions herein.

\_\_\_\_\_  
NAME OF APPLICANT

\_\_\_\_\_  
NAME OF ORGANIZATION

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

Before submitting your application, please make sure that the following steps have been completed. Have you:

- 0 Signed and dated your application?
- 0 Provided *a//* documents and information as requested in this application?
- 0 Submitted required Certificate(s) of Insurance?

**Submit the completed application to:**

City of Blair  
218 South 16<sup>th</sup> Street, Blair, NE 68008  
Email: [cityclerk@blairnebraska.org](mailto:cityclerk@blairnebraska.org)  
Phone: (402) 426-4191

\*\*\*\*\*

**FOR OFFICIAL USE ONLY**

Approved by Administration:

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Staff Acceptance

\_\_\_\_\_  
Date

**City of Blair Amphitheater Rental Application  
CHECKLIST**

PLEASE CHECK ALL THAT APPLY TO YOUR EVENT.

See *ACKNOWLEDGEMENT OF CONTACT* (for contact information of applicable City Departments).

NAME OF EVENT		
Reservation of a City Park for event (if Yes, check which one. Possible fees apply.) <input type="checkbox"/> Generations Park Amphitheater	YES	NO
Description of Event:		
Electricity		
Participants in addition to Event Sponsor: Attach <i>LIST OF VENDORS</i> (Pg 12). All must have the required Liability, Insurance. See Pg 2		
Sale of Merchandise, Food, Beverages		
Parking Space(s) blocked on City streets or Lots		
Use of City-Owned Parking Lot		

<p><b>Alcohol NOT allowed to be served/sold:</b> (Bring Your Own Beverage - BYOB)</p> <ul style="list-style-type: none"> <li>• No glass containers allowed.</li> <li>• Personal serving size(s) only.</li> <li>• Event Sponsor responsible for monitoring underage drinking, waste pickup, providing bathroom facilities, etc.</li> </ul>		
<p><b>Occupation of City Park after 12:00 Midnight:</b> Requires City Council approval</p>		
<p><b>Bands or Amplified Music:</b> Bands must finish by 10:00 PM</p>		
<p><b>Advertising/Promotion of event:</b> Attach detailed plans. <i>Encouraged not to advertise until event approval is granted.</i></p>		
<p><b>Powered Equipment:</b> Attach list.</p>		
<p><b>Spotlights or Lasers:</b> Attach specifications.</p>		

## SITE PLAN

Draw a detailed site map, placing all activities, booths, portable toilets, gates, cooking equipment & fences, including the approximate sq. ft. area to be used. Attach additional sheets if necessary.

***NAME OF EVENT:***

A large empty rectangular box with a black border, intended for drawing a detailed site map. The box is currently blank, with only the text 'NAME OF EVENT:' at the top left corner.



Columbus



*Kearney*



## **Generations Park Pickle Ball Courts – Rules and Regulations**

1. Pickleball court hours are dawn to dusk.
2. Courts 1 & 2 are first come, first served.
3. Courts 3 & 4 are available for reservation; otherwise; first come, first served.
4. For pickleball use only – no skates, skateboards, or bikes.
5. No Pets are allowed on the courts.
6. No alcoholic beverages and no glass containers.
7. Limit of 2 games while others are waiting.
8. Use the paddle rack from left to right to hold the next game.
9. Call Blair City Hall at 402 426 4191 to make a reservation 48 hours in advance.

## **Reservation Regulations**

Courts 3 & 4 will be available for reservation through City Hall with 48-hour notice and no more than one year in advance.

Tournament reservations can be made on a half or full day basis, similar to the Depot or Amphitheater.

For \$75.00 for a half day, or \$150.00 for a full day for Non-profits

\$150.00 for a half day, or \$300.00 for a full day, for profits or camps/tournaments

Half day: 7:00 AM – 2:30 PM, 4:00 PM – 11:00 PM.

All day – 7:00 AM – 11:00 PM.

ORDINANCE NO.

COUNCIL MEMBER ---- INTRODUCED THE FOLLOWING ORDINANCE:

AN ORDINANCE TO AMEND THE BLAIR CITY MUNICIPAL CODE, APPENDIX— PERMIT, LICENSE, AND APPLICATION FEES ADDING THE AMPHITHEATER AND PICKLE BALL COURTS RENTAL FEES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, PROVIDING WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT AND PUBLISHED IN PAMPHLET FORM.

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BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF BLAIR, NEBRASKA that the Blair Municipal Code be amended as outlined in the attached Exhibit “A” Appendix—Permit, Licensing, and Application Fees.

That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

That this ordinance shall be in force and take effect from and after its passage, approval and publication as provided by law.

PASSED AND APPROVED THIS 22ND DAY OF APRIL 2025.

CITY OF BLAIR, NEBRASKA

By \_\_\_\_\_  
MELINDA K. RUMP, MAYOR

ATTEST:

\_\_\_\_\_  
BRENDA WHEELER, CITY CLERK

(SEAL)

STATE OF NEBRASKA    )  
  ):ss:  
WASHINGTON COUNTY )

BRENDA WHEELER hereby certifies that she is the duly appointed, qualified and acting City Clerk of the City of Blair, Nebraska, and that the above and foregoing ordinance was passed at a regular meeting of the Mayor and City Council of said City held on the 22<sup>nd</sup> day of April 2025.

\_\_\_\_\_  
BRENDA WHEELER, CITY CLERK



<b>Depot Reservation</b>	
7:00 a.m. until 2:30 p.m.	<b>\$100.00</b>
4:00 p.m. until 11:00 p.m.	<b>\$100.00</b>
All day	<b>\$150.00</b>
<b>Lions Park – Park Area Reservation</b>	<b>\$125.00</b>
<i>(only in conjunction with shelter or Depot rental)</i>	

**Amphitheater**

<b>Nonprofits/Blair Based Dance and Music Groups – Half Day</b>	<b>\$150.00</b>
<b>Full Day</b>	<b>\$300.00</b>

<b>For profit/Non-Blair Based Dance and Music Groups – Half Day</b>	<b>\$250.00</b>
<b>Full Day</b>	<b>\$500.00</b>

**Pickle Ball Courts**

<b>Tournament Rental – Half Day</b>	<b>\$ 75.00</b>
<b>Tournament Rental – Full Day</b>	<b>\$150.00</b>

**Hardy RV Park (campground rentals)**

<b>Camper Pads with electricity</b>	<b>\$25.00 per night</b>
<b>Tent Camping areas</b>	<b>\$15.00 per night</b>

**Cemetery Fees:**

**Grave Openings**

<b>Adult</b>	<b>\$550.00</b>
<b>Infant</b>	<b>\$350.00</b>

<b>Cremation (one urn)</b>	<b>\$300.00</b>
<b>Cremation (one urn with vault)</b>	<b>\$350.00</b>

*There shall be an additional charge of \$250.00 for interments on Saturday mornings. There shall be an additional charge of \$350.00 for interments on Saturday afternoon, or recognized City holidays. There shall be a late service fee of \$125.00 per hour for any service scheduled after 4 pm. All disinterments and re-interments in same grave shall be charged for one (1) opening and any additional time or equipment used in the removal of said disinterment in accordance with City rental fees and expenses. Any disinterment and re-interment, in another grave, shall be charged for two (2) openings plus any additional fees if applicable.*

**Grave Space Purchases**

<b>40- &amp; 45-Inch Spaces Adult/Infant/Cremation</b>	<b>\$550.00</b>
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<b>Baby Section (30inches x 60inches)</b>	
<b>Infant (under 2)</b>	<b>\$300.00</b>

<b>Cremation (Any)</b>	<b>\$300.00</b>
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<b>Recording Fee for Deed</b>	<b>\$10.00</b>
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**License Fee - General Contractor** **\$70.00**  
*(Certificate of Insurance with minimum limits of 1,000,000 Aggregate/ \$300,000 Each Occurrence)*

**Permit Issuance Fee (All Permits)** **\$30.00**

**Building Permit Deposit Fee**

Residential additions/remodels/accessory buildings valued under \$10,000	<b>\$200.00</b>
Commercial, new homes and residential additions/remodels/accessory buildings valued \$10,000 or greater	<b>\$500.00</b>
Misc. permits	<b>\$50.00</b>

**Building Permit Fees (PERMIT ISSUANCE FEE will be added)**

The Permit Fees for the following building permit types are determined using the following formulas and charts:

**RESIDENTIAL – NEW CONSTRUCTION:**

**Permit fee is:**

Finished sq/ft area (not including finished basement area) X **\$102** plus  
Finished basement sq/ft area X **\$62** plus  
Unfinished basement sq/ft area X **\$32** plus  
Garage sq/ft area X **\$30**  
**Multiplied by 0.006**

**RESIDENTIAL – ADDITIONS / REMODELS and COMMERCIAL – NEW CONSTRUCTION / ADDITIONS / REMODELS:**

Business/Industrial/Educational/Assembly/Factory/Storage/Utility  
*\*Porches with roofs/screened patios are considered additions*

**Construction valuation computation: Sq/ft area X \$70**

Except for the following:

Accessory Buildings & Interior Remodeling Projects sq/ft area X **\$48**  
Pole barns with no hard surface floor sq/ft area X **\$30**  
Sign Erecting/Awnings and Decks/Handicap Ramps sq/ft area X **\$30** (Minimum \$2000)

**Construction valuation is .....Permit fee is:**

\$0 TO	\$50.....	\$0			
\$51 TO	\$500.....	\$35			
\$501 TO	\$2,000.....	\$35	+	\$5	per additional <u>\$100</u>
\$2,001 TO	\$25,000.....	\$80	+	\$15	per additional \$1,000
\$25,001 TO	\$50,000.....	\$380	+	\$12	per additional \$1,000
\$50,001 TO	\$100,000.....	\$630	+	\$10	per additional \$1,000
\$100,001 TO	\$500,000.....	\$980	+	\$7	per additional \$1,000
\$500,001 TO	\$1,000,000.....	\$2,980	+	\$6	per additional \$1,000
\$1,000,001	AND OVER.....	\$4,980	+	\$5	per additional \$1,000

**Misc. Permit Fees (INCLUDES PERMIT ISSUANCE FEE)** **\$75.00**

Egress Window  
 Fences

Gazebos  
 Patios / Driveways / Sidewalks *(new or replacement)*  
 Roofing/Siding/Soffits and/or Eave Repair/Gutters  
 Swimming Pools with Fence  
 Window/Door Replacement *(size change only)*  
 Miscellaneous Building Permits *(items not covered by one of the above)*

**Utility Excavation and Curb Cutting\* \$85.00**

*\*Bond Checks are required on Utility Excavation and Curb Grinding Permits-See Permit Application*

**PERMIT RENEWAL FEE:**

*This fee is based on the amount of the original permit valuation and is charged when work is not completed within two years and the permit expires. Renewals will only be allowed with the stipulation that all exterior site work and outside finish work is completed and interior life-safety issues have been properly address. Permit renewals are for one (1) year, with a maximum of two (2) renewals for a maximum permit span of four (4) years.*

Original permit valuation up to \$50,000	<b>\$200.00</b>
Original permit valuation of \$50,000 – \$100,000	<b>\$300.00</b>
Original permit valuation of \$100,000 – \$500,000	<b>\$400.00</b>
Original permit valuation of \$500,000 or more	<b>\$500.00</b>

***SUBCONTRACTOR PERMIT FEES*** are based upon actual items that require an inspection or review. When applicable, all items of the same sub-permit type (mechanical, plumbing or electrical) should be combined on a single permit with one (1) permit issuance fee. (Example: A 20 unit apartment complex should be charged one (1) permit issuance fee and 20 sets of specific items on the mechanical, plumbing and/or electrical permits.)

**PLUMBING PERMIT FEES**

<b>License Fee: Master Plumber</b> <i>(plus \$5000 bond)</i>	<b>\$70.00</b>
<b>Journeyman Plumber</b> <i>(No Bond Required)</i>	<b>\$35.00</b>
<b>Water Service Line Installer</b> <i>(plus \$5000 bond)</i>	<b>\$70.00</b>
<b>Drain Layer</b> <i>(plus \$5000 bond)</i>	<b>\$70.00</b>

**Permit Issuance Fee \$30.00**

**Plumbing:**

Modular Home .....	\$60.00
Kitchen <i>(Per Unit)</i> .....	\$22.00
Bath – Single Stall <i>(Per Unit)</i> .....	\$22.00
Bath – Multi-Stall <i>(Per Unit)</i> .....	\$35.00
Rough-In Bath <i>(Per Unit)</i> .....	\$18.00
Slop Sink/Laundry Tray/Drain <i>(Per Unit)</i> .....	\$16.00
Additional Sinks <i>(Per Unit)</i> .....	\$16.00

Outside Water Faucet ( <i>Per Unit</i> ) .....	\$16.00
Water Heater (New and Replacement) ( <i>Per Unit</i> ) .....	\$20.00
Backflow/Grease Trap ( <i>Per Unit</i> ) .....	\$25.00
Drinking Fountain ( <i>Per Unit</i> ).....	\$16.00
Water Service ( <i>Per Connection</i> ) .....	\$25.00
Sewer ( <i>Per Connection</i> ) .....	\$25.00
Groundwork .....	\$25.00
Septic Tank & Laterals.....	\$25.00
Lawn Sprinkler System ( <i>Per backflow preventer</i> ) .....	\$20.00
Sprinkler System ( <i>Commercial</i> ).....	\$40.00
Gas/Water Piping System ( <i>Commercial</i> ).....	\$60.00
Water Tap:	
3/4" .....	\$165.00
1" .....	\$220.00
1 1/2" .....	\$275.00
2" .....	\$330.00
<b>Anything larger requires approval from our Director of Public Works</b>	

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**MECHANICAL PERMIT FEES**

<b>License Fee:</b>	<b>Master Heater (<i>plus \$5,000 bond</i>)</b>	<b>\$70.00</b>
	<b>Journeyman Heater (<i>No Bond Required</i>)</b>	<b>\$35.00</b>
	<b>Gas Line Installer (<i>plus \$5,000 bond</i>)</b>	<b>\$35.00</b>
<b>Permit Issuance Fee</b>		<b>\$30.00</b>
<b>Heating Permit Fees</b>		
	Modular Home .....	\$60.00
	Furnace/Heat Pump/Air Conditioner ( <i>Per Unit</i> )	
	Up to and including 100,000 BTU / 3 Ton.....	\$25.00
	Over 100,000 BTU / 3 Ton.....	\$35.00
	Refrigeration Units/Coolers/Lines/Compressor (Commercial – New or Replacement) .....	\$25.00
	Appliance Vents/Fans .....	\$20.00
	Duct System .....	\$25.00
	Gas/Air Outlets ( <i>Per Outlet</i> )	
	First 5.....	\$16.00
	Additional.....	\$2.00
	Radiant Heat Systems/Gas/Water Piping Systems .....	\$60.00
	Boiler (BTUs)	
	Up to 100,000.....	\$25.00
	100,000 – 500,000.....	\$40.00
	500,000 – 1,000,000.....	\$50.00
	1,000,000 – 1,750,000.....	\$70.00
	Over 1,750,000.....	\$110.00

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**ELECTRICAL PERMIT FEES**

<b>License Fee: Electrician</b> <i>(plus \$5,000 bond)</i>	<b>\$70.00</b>
<b>Journeyman Electrician</b> <i>(No Bond Required)</i>	<b>\$35.00</b>
<b>Fire/Security System Installer</b> <i>(No Bond Required)</i>	<b>\$35.00</b>
<i>*Copy of current state electrical card required for all of the above</i>	

**Permit Issuance Fee** **\$30.00**

**Electrical Permit Fees**

Existing Service <i>(Upgrade)</i> .....	\$35.00
Temporary Service .....	\$25.00
Fire Alarm System .....	\$25.00
Modular Home .....	\$60.00
Sign.....	\$35.00
Smoke Detectors .....	\$13.00
Miscellaneous Apparatus, Conduits and Conductors .....	\$25.00
<i>(Misc. items for which a permit is required but for which no fee is herein set forth.)</i>	

**COMMERCIAL/MULTI-FAMILY AND ALL UPGRADES:**

**New Service Fee = (Amp Fee + \$5.00 per branch circuit)**

1-100 Amp Fee.....	\$35.00
101-200 Amp Fee .....	\$45.00
201-300 Amp Fee .....	\$65.00
301-400 Amp Fee .....	\$85.00
401-500 Amp Fee .....	\$105.00
501-600 Amp Fee .....	\$125.00
601-700 Amp Fee .....	\$145.00
701-800 Amp Fee .....	\$165.00
801-900 Amp Fee .....	\$185.00
901-1000 Amp Fee .....	\$205.00
OVER 1000 Amp	
1st 1000 Amps .....	\$205.00
Each additional 100 Amps.....	\$30.00

*(Example: 200 ampere service with 40 branch circuits = \$35.00 + (40 X 5.00) = \$235.00 permit fee)*

**NEW RESIDENTIAL:**

New Single Family/Two Family Dwelling Fee = **Finished sq/ft area X .07**

**OTHER TYPES** of residential occupancies and alterations, additions and modifications to existing residential and commercial buildings:

Receptacle, Switch and Lighting Outlets <i>(Per Unit - 110 volts only)</i> .....	\$2.00
Power Apparatus <i>(Per Unit – 220 volts)</i> .....	\$18.00

**TREE TRIMMERS**

<b>License Fee: Tree Trimmer</b> <i>(plus \$5,000 bond)</i>	<b>\$ 70.00</b>
<i>* No permit fee is required</i>	

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**After Hour Fees**

**\$100.00/hour**

*Inspections that require the inspector to remain on the job site past 4:30 p.m. for an extended period due to contractor failure or for Saturday inspections.*

**Reinspection Fee**

**\$60.00**

*Fee for each inspection or re-inspection when such portion of the work for which inspection was requested is not complete or when corrections have not been made, and fee shall apply for additional inspections required by failure to call.*

**Work Without a Permit:**

**Double the Permit Fee**

*One written warning per general contractor or homeowner will be issued at no cost. Following the written warning, whenever any work for which a permit is required is started without first obtaining a permit, a fine equal to the actual cost of the permit shall be issued. (Examples: \$50 permit fee gets a \$50 fine, \$1,200 permit fee gets a \$1,200 fine)*

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**MISCELLANEOUS FEES & ZONING PERMIT FEES**

Demolish/Move Building.....	\$60.00
Tree Planting ( <i>in the city right of way</i> ).....	\$25.00
Conditional Use Permit ( <i>new and renewal</i> ).....	\$330.00
Variance Application.....	\$330.00
Nonconforming Use Limited Extension .....	\$330.00
Rezoning .....	\$400.00
Zoning Ordinance Amendments ( <i>change to text</i> ).....	\$650.00
Lot Split Application or Administrative Tax Lot Line Adjustment .....	\$330.00
Preliminary Plat	
1 to 10 Lots ( <i>Plus \$20.00 per lot</i> ) .....	\$400.00
11 to 50 Lots ( <i>Plus \$20.00 per lot</i> ) .....	\$700.00
51 + Lots ( <i>Plus \$20.00 per lot</i> ) .....	\$1000.00
Final Plat	
1 to 10 Lots ( <i>Plus \$20.00 per lot</i> ) .....	\$350.00
11 to 50 Lots ( <i>Plus \$20.00 per lot</i> ) .....	\$500.00
51 + Lots ( <i>Plus \$20.00 per lot</i> ) .....	\$700.00
Replat	
1 to 10 Lots ( <i>Plus \$20.00 per lot</i> ) .....	\$350.00

11 to 50 Lots ( <i>Plus \$20.00 per lot</i> ) .....	\$500.00
51 + Lots ( <i>Plus \$20.00 per lot</i> ) .....	\$700.00

**City of Blair Rural Water Customer Connect Fees**

*All fees must be paid prior to tapping.*

1. Rural customers that directly connect to water mains constructed by the City of Blair at city expense shall pay a connect fee of \$3,000.00.
2. Rural customers that connect to a water main that is constructed and paid for by a district or developer pays for the water main construction shall pay a connect fee of \$750.00.
3. Rural customers that connect onto a water main that is owned and maintained by the developer on Highway 75 South (former OPPD Water Main) shall pay a connect fee of \$1,200.00.

The City of Blair will only be responsible for the city water mains and not for any water mains within the development or feed the development. Oak Park I, II, IV the City of Blair will continue to read individual meters and bill the rural customers directly and bill the developer for any water loss within the development recorded by the master meter.

**Homeowner:** Responsible for all materials and labor to construct line. (Corporation stop, curb stop, meter pit, line material, backflow preventer, etc.). Meter furnished by the City of Blair and installed at homeowners' expense. Service line from main to curb stop to be solid copper or copper with flared couplings.

**Curb stop:** On rural systems which serve multiple housing units, an individual curb stop must be installed on the service line to each residence at the time of connection. On existing rural systems, an individual curb stop must be installed in the existing service line to each residence prior to the activation of the system. Curb stops must be installed on public right-of-way prior to homeowners' property line.

- \*Amended by Resolution No. 2006-52 – November 14, 2006*
- \*Amended by Resolution No. 2007-53 – August 14, 2007*
- \*Amended by Resolution No. 2008-14 – April 8, 2008*
- \* Amended by Resolution No. 2008-29 – August 12, 2008*
- \*Amended by Resolution No. 2008-37 – October 14, 2008*
- \*Amended by Resolution No. 2010-51 – November 23, 2010*
- \*Amended by Resolution No. 2013-46 – December 10, 2013*
- \*Amended by Resolution No. 2024-89 – October 22, 2024*
- \*Amended by Ordinance 2567 – January 14, 2025*
- \*Amended by Ordinance 2571 – April 8, 2025*
- \*Amended by Ordinance - April 22, 2025*