Board of Parks Commissioners
Tuesday, April 7, 2026 12:00 PM
Columbus Community Building/Community Room
2500 14 Street
Columbus, NE 68601

The Mayor and City Council reserve the right to go into closed session as per Section 84-1410 of the Nebraska Revised Statutes. A current agenda is on file at City Hall, 2500 14 Street, Columbus, Nebraska. For more information, call 402-562-4224 or visit our website at www.columbusne.us.

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

…4-1407. Act, how cited.

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

Source: Laws 2004, LB 821, § 34.

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.

Source: Laws 1975, LB 325, § 1; Laws 1996, LB 900, § 1071; Laws 2004, LB 821, § 35.

Annotations

- Nebraska's public meetings laws do not apply to school board deliberations pertaining solely to disputed adjudicative facts. McQuinn v. Douglas Cty. Sch. Dist. No. 66, 259 Neb. 720, 612 N.W.2d 198 (2000).
- The primary purpose of the public meetings law is to ensure that public policy is formulated at open meetings. Marks v. Judicial Nominating Comm., 236 Neb. 429, 461 N.W.2d 551 (1990).
- The public meetings law is broadly interpreted and liberally construed to obtain the objective of openness in favor of the public, and provisions permitting closed sessions must be narrowly and strictly construed. Grein v. Board of Education of Fremont, 216 Neb. 158, 343 N.W.2d 718 (1984).
- Although a committee was a subcommittee of a natural resources district board, it was not subject to the Open Meetings Act because there was never a quorum of board members in attendance and the committee did not hold hearings, make policy, or take formal action on behalf of the board. Koch v. Lower Loup NRD, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- A county board of equalization is a public body whose meetings shall be open to the public. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

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, (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, and (iii) the Judicial Resources Commission or subcommittees or subgroups of the commission;

(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.

Source: Laws 1975, LB 325, § 2; Laws 1983, LB 43, § 1; Laws 1989, LB 429, § 42; Laws 1989, LB 311, § 14; Laws 1992, LB 1019, § 124; Laws 1993, LB 635, § 1; Laws 1996, LB 1044, § 978; Laws 1997, LB 798, § 37; Laws 2004, LB 821, § 36; Laws 2007, LB296, § 810; Laws 2011, LB366, § 2; Laws 2021, LB83, § 11; Laws 2022, LB922, § 12.

Annotations

- A township is a political subdivision, and as such, a township board is subject to the provisions of the public meetings laws. Steenblock v. Elkhorn Township Bd., 245 Neb. 722, 515 N.W.2d 128 (1994).
- A county agricultural society is a public body to which the provisions of the Nebraska public meetings law are applicable. Nixon v. Madison Co. Ag. Soc'y, 217 Neb. 37, 348 N.W.2d 119 (1984).
- Failure by a public governing body, as defined under section 84-1409, R.R.S.1943, to take and record a roll call vote on an action, as required by section 84-1413(2), R.S.Supp.,1980, grants any citizen the right to sue for the purpose of having the action declared void. In this case such failure could not be later corrected by a nunc pro tunc order because there was no showing that a roll call vote on the disputed action was actually taken, and even if it was the record showed it was not recorded until over a year later. Sections 23-1301, R.R.S.1943, and 23-1302, R.R.S.1943, make it the duty of the county clerk to record proceedings of the board of county commissioners. State ex rel. Schuler v. Dunbar, 208 Neb. 69, 302 N.W.2d 674 (1981).
- Although a committee was a subcommittee of a natural resources district board, it was not subject to the Open Meetings Act because there was never a quorum of board members in attendance and the committee did not hold hearings, make policy, or take formal action on behalf of the board. Koch v. Lower Loup NRD, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- Although the Open Meetings Act does not define "subcommittee," a subcommittee is generally defined as a group within a committee to which the committee may refer business. Koch v. Lower Loup NRD, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- The Open Meetings Act does not require policymakers to remain ignorant of the issues they must decide until the moment the public is invited to comment on a proposed policy. By excluding nonquorum subgroups from the definition of a public body, the Legislature

has balanced the public's need to be heard on matters of public policy with a practical accommodation for a public body's need for information to conduct business. Koch v. Lower Loup NRD, 27 Neb. App. 301, 931 N.W.2d 160 (2019).

- As an administrative agency of the county, a county board of equalization is a public body. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- The electors of a township at their annual meeting are a public body under the Open Meetings Act. State ex rel. Newman v. Columbus Township Bd., 15 Neb. App. 656, 735 N.W.2d 399 (2007).
- The meeting at issue in this case was a "meeting" within the parameters of subsection (2) of this section because it involved the discussion of public business, the formation of tentative policy, or the taking of any action of the public power district. Hansmeyer v. Nebraska Pub. Power Dist., 6 Neb. App. 889, 578 N.W.2d 476 (1998).
- Informational sessions in which the governmental body hears reports are briefings. Johnson v. Nebraska Environmental Control Council, 2 Neb. App. 263, 509 N.W.2d 21 (1993).

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.

Source: Laws 1975, LB 325, § 3; Laws 1983, LB 43, § 2; Laws 1985, LB 117, § 1; Laws 1992, LB 1019, § 125; Laws 1994, LB 621, § 1; Laws 1996, LB 900, § 1072; Laws 2004, LB 821, § 37; Laws 2004, LB 1179, § 1; Laws 2006, LB 898, § 1; Laws 2011, LB390, § 29; Laws 2012, LB995, § 17.

Annotations

- There is no absolute discovery privilege for communications that occur during a closed session. State ex rel. Upper Republican NRD v. District Judges, 273 Neb. 148, 728 N.W.2d 275 (2007).
- If a person present at a meeting observes a public meetings law violation in the form of an improper closed session and fails to object, that person waives his or her right to object at a later date. Wasikowski v. Nebraska Quality Jobs Bd., 264 Neb. 403, 648 N.W.2d 756 (2002).
- The public interest mentioned in this section is that shared by citizens in general and by the community at large concerning pecuniary or legal rights and liabilities. Grein v. Board of Education, 216 Neb. 158, 343 N.W.2d 718 (1984).
- Hearing in closed executive session was contrary to this section since there was no showing of necessity or reason under subdivision (1)(a), (b), or (c), but did not result in reversal of board decision. Simonds v. Board of Examiners, 213 Neb. 259, 329 N.W.2d 92

(1983).

- Negotiations for the purchase of land need not be conducted at an open meeting but the deliberations of a city council as to whether an offer to purchase real estate should be made should take place in an open meeting. Pokorny v. City of Schuyler, 202 Neb. 334, 275 N.W.2d 281 (1979).
- Public meeting law was not violated where the Board of Regents of the University of Nebraska voted to hold a closed session to consider the university president's resignation, and also discussed the appointment of an interim president during such session. Meyer v. Board of Regents, 1 Neb. App. 893, 510 N.W.2d 450 (1993).

84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body; applicability of section.

(1)(a) Except as provided in subsection (9) of this section, 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 committees, such notice shall be given by:

(A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper; or

(B)(I) Posting to the newspaper's website, if available, and (II) posting to a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper.

(ii) In the case of the governing body of a city of the second class or village, any advisory committee of such governing body, or the governing body of a rural or suburban fire protection district, such notice shall be given by:

(A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper;

(B)(I) Posting to the newspaper's website, if available, and (II) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper; or

(C) Posting written notice in three conspicuous public places in such city, village, or district.

Such notice shall be posted by the public body 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.

(iv) In case of refusal, neglect, or inability of the newspaper to publish the notice, the public body shall (A) post such notice on its website, if available, (B) request the newspaper submit a post on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (C) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting pursuant to subdivision (1)(b)(iv)(A) and (C) of this section and a written record of the request to the newspaper pursuant to subdivision (1)(b)(iv)(B) of this section. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication.

(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; and

(xiii) A natural resources district.

(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, subsection (1) of section 70-1014, subsection (2) of section 70-1014.02, 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 (A) an organization created under the Interlocal Cooperation Act that sells electricity or natural gas, (B) an organization created under the Municipal Cooperative Financing Act, (C) a governing body of a risk management pool and any advisory committee of such governing body, or (D) any advisory committee of any state entity created in response to the Opioid Prevention and Treatment Act, such organization, governing body, or committee 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.

(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 subsection (5) of section 84-1413.

(8) In addition to any other statutory authorization for virtual conferencing, any public body not listed in subdivision (2)(a) of this section may hold a meeting by virtual conferencing if:

(a) The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body;

(b) No action is taken by the public body at the virtual meeting; and

(c) The public body complies with subdivisions (2)(b)(i) and (ii) of this section.

(9) This section does not apply to a meeting of the Nebraska Power Review Board or a public power district, a public power and irrigation district, an electric membership association, an electric cooperative company, a municipality having a generation and distribution system, or a registered group of municipalities if such meeting is subject to section 70-1034.

Source: Laws 1975, LB 325, § 4; Laws 1983, LB 43, § 3; Laws 1987, LB 663, § 25; Laws 1993, LB 635, § 2; Laws 1996, LB 469, § 6; Laws 1996, LB 1161, § 1; Laws 1999, LB 47, § 2; Laws 1999, LB 87, § 100; Laws 1999, LB 461, § 1; Laws 2000, LB 968, § 85; Laws 2004, LB 821, § 38; Laws 2004, LB 1179, § 2; Laws 2006, LB 898, § 2; Laws 2007, LB199, § 9; Laws 2009, LB361, § 2; Laws 2012, LB735, § 1; Laws 2013, LB510, § 1; Laws 2017, LB318, § 1; Laws 2019, LB212, § 5; Laws 2020, LB148, § 3; Laws 2021, LB83, § 12; Laws 2022, LB742, § 1;

Laws 2022, LB908, § 1; Laws 2022, LB922, § 13; Laws 2024, LB287, § 74; Laws 2024, LB399, § 4; Laws 2024, LB1370, § 8; Laws 2025, LB521, § 82.
Operative Date: May 31, 2025

Cross References

- **Emergency Management Act,** see section 81-829.36.
- **Intergovernmental Risk Management Act,** see section 44-4301.
- **Interlocal Cooperation Act,** see section 13-801.
- **Joint Public Agency Act,** see section 13-2501.
- **Municipal Cooperative Financing Act,** see section 18-2401.
- **Opioid Prevention and Treatment Act,** see section 71-2485.

Annotations

- Under subsection (1) of this section, the Legislature has imposed only two conditions on the public body's notification method of a public meeting: (1) It must give reasonable advance publicized notice of the time and place of each meeting and (2) it must be recorded in the public body's minutes. City of Elkhorn v. City of Omaha, 272 Neb. 867, 725 N.W.2d 792 (2007).
- An emergency is "(a)ny event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition." Steenblock v. Elkhorn Township Bd., 245 Neb. 722, 515 N.W.2d 128 (1994).
- An agenda which gives reasonable notice of the matters to be considered at a meeting of a city council complies with the requirements of this section. Pokorny v. City of Schuyler, 202 Neb. 334, 275 N.W.2d 281 (1979).
- When notice is required, a notice of a special meeting of a city council posted in three public places at 10:00 p.m. on the day preceding the meeting is not reasonable advance publicized notice of a meeting as is required by this section. Pokorny v. City of Schuyler, 202 Neb. 334, 275 N.W.2d 281 (1979).
- Teacher waived right to object to lack of public notice in board of education employment hearing by voluntary participation in the hearing without objection. Alexander v. School Dist. No. 17, 197 Neb. 251, 248 N.W.2d 335 (1976).
- A county board of commissioners and a county board of equalization are not required to give separate notices when the notice states only the time and place that the boards meet and directs a citizen to where the agendas for each board can be found. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- A county board of equalization is a public body which is required to give advanced publicized notice of its meetings. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- Notice of recessed and reconvened meetings must be given in the same fashion as the original meeting. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- True notice of a meeting is not given by burying such in the minutes of a prior board proceeding. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- An agenda notice which merely stated "work order reports" was an inadequate notice under this section because it did not give interested persons knowledge that plans for a 345 kv transmission line through the district was going to be discussed and voted upon at the meeting. Inadequate agenda notice under this section meant there was a substantial

violation of the public meeting laws; however, later actions by the board of directors cured the defects in notice, and such actions were in substantial compliance with the statute. Hansmeyer v. Nebraska Pub. Power Dist., 6 Neb. App. 889, 578 N.W.2d 476 (1998).

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. Except for closed sessions called pursuant to section 84-1410, a public body shall allow members of the public an opportunity to speak at each meeting.

(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.

(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 instate 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 instate 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.

Source: Laws 1975, LB 325, § 5; Laws 1983, LB 43, § 4; Laws 1985, LB 117, § 2; Laws 1987, LB 324, § 5; Laws 1996, LB 900, § 1073; Laws 2001, LB 250, § 2; Laws 2004, LB 821, § 39; Laws 2006, LB 898, § 3; Laws 2008, LB962, § 1; Laws 2021, LB83, § 13; Laws 2024, LB43, § 21.

Annotations

- To preserve an objection that a public body failed to make documents available at a public meeting as required by subsection (8) of this section, a person who attends a public meeting must not only object to the violation, but must make that objection to the public body or to a member of the public body. Stoetzel & Sons v. City of Hastings, 265 Neb. 637, 658 N.W.2d 636 (2003).

84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; 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 or kept as an electronic record and shall be 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 or keeping the minutes is absent due to a serious illness or emergency.

(6) 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 website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website 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 website for at least six months.

Source: Laws 1975, LB 325, § 6; Laws 1978, LB 609, § 3; Laws 1979, LB 86, § 9; Laws 1987, LB 663, § 26; Laws 2005, LB 501, § 1; Laws 2009, LB361, § 3; Laws 2015, LB365, § 2; Laws 2016, LB876, § 1; Laws 2021, LB83, § 14; Laws 2022, LB742, § 2.

Annotations

- Under prior law, if a person present at a meeting observes and fails to object to an alleged public meetings laws violation in the form of a failure to conduct rollcall votes before taking actions on questions or motions pending, that person waives his or her right to object at a later date. Hauser v. Nebraska Police Stds. Adv. Council, 264 Neb. 944, 653 N.W.2d 240 (2002).
- Subsection (2) of this section does not require the record to state that the vote was by roll call, but requires only that the record show if and how each member voted. Neither does the statute set a time limit for recording the results of a vote, after which no corrections of the record can be made. If no intervening rights of third persons have arisen, a board of county commissioners has power to correct the record of the proceedings had at a previous meeting so as to make them speak the truth, particularly where the correction supplies some omitted fact or action and is done not to contradict or change the original record but to have the record show that a certain action was taken or thing done, which the original record fails to show. State ex rel. Schuler v. Dunbar, 214 Neb. 85, 333 N.W.2d 652 (1983).
- Failure by a public governing body, as defined under section 84-1409, R.R.S.1943, to take and record a roll call vote on an action, as required by section 84-1413(2), R.S.Supp.,1980, grants any citizen the right to sue for the purpose of having the action declared void. In this case such failure could not be later corrected by a nunc pro tunc order because there was no showing that a roll call vote on the disputed action was actually taken, and even if it was the record showed it was not recorded until over a year later. Sections 23-1301, R.R.S.1943, and 23-1302, R.R.S.1943, make it the duty of the county clerk to record proceedings of the board of county commissioners. State ex rel. Schuler v. Dunbar, 208 Neb. 69, 302 N.W.2d 674 (1981).
- There is no requirement that a public body make a record of where notice was published or posted. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

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.

Source: Laws 1975, LB 325, § 9; Laws 1977, LB 39, § 318; Laws 1983, LB 43, § 5; Laws 1992, LB 1019, § 126; Laws 1994, LB 621, § 2; Laws 1996, LB 900, § 1074; Laws 2004, LB 821, § 40; Laws 2006, LB 898, § 4.

Annotations

- The Legislature has granted standing to a broad scope of its citizens for the very limited purpose of challenging meetings allegedly in violation of the Open Meetings Act, so that they may help police the public policy embodied by the act. Schauer v. Grooms, 280 Neb. 426, 786 N.W.2d 909 (2010).
- Any citizen of the state may commence an action to declare a public body's action void. City of Elkhorn v. City of Omaha, 272 Neb. 867, 725 N.W.2d 792 (2007).
- The reading of ordinances constitutes a formal action under subsection (1) of this section. City of Elkhorn v. City of Omaha, 272 Neb. 867, 725 N.W.2d 792 (2007).
- If a person present at a meeting observes a public meetings law violation in the form of an improper closed session and fails to object, that person waives his or her right to object at a later date. Wasikowski v. Nebraska Quality Jobs Bd., 264 Neb. 403, 648 N.W.2d 756 (2002).
- Under the Public Meetings Act, a county lacks capacity to maintain an action to declare its official conduct "void" for noncompliance with the act. County of York v. Johnson, 230 Neb. 403, 432 N.W.2d 215 (1988).
- When a petitioner under this section is successful in the district court, that court may allow attorney fees. Tracy Corp. II v. Nebraska Pub. Serv. Comm., 218 Neb. 900, 360 N.W.2d 485 (1984).
- Informal discussions between the Tax Commissioner and the State Board of Equalization in which instructions were clarified, with such clarification leading to the amendment of hearing notices, did not constitute a public meeting subject to the provisions of this section. Box Butte County v. State Board of Equalization and Assessment, 206 Neb. 696, 295 N.W.2d 670 (1980).
- The right to collaterally attack an order made in contravention of the Public Meeting Act must occur within a period of one year as is specifically provided by this section. Witt v. School District No. 70, 202 Neb. 63, 273 N.W.2d 669 (1979).
- Statutory change, requiring "publicized notice" for board of education employment hearings, occurring between dates meeting scheduled and conducted, held not to void

proceedings. Alexander v. School Dist. No. 17, 197 Neb. 251, 248 N.W.2d 335 (1976).

- Voiding an entire meeting is a proper remedy for violations of the Open Meetings Act. Once a meeting has been declared void pursuant to Nebraska's public meetings law, board members are prohibited from considering any information obtained at the illegal meeting. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- Actions by the board of directors were merely voidable under this section, and not void. Pursuant to subsection (3) of this section, the plaintiffs were awarded partial attorney fees because they were successful in having the court declare that the board of directors was in substantial violation of the statute, even though the plaintiffs did not get the relief requested of having the board's actions declared void. Hansmeyer v. Nebraska Pub. Power Dist., 6 Neb. App. 889, 578 N.W.2d 476 (1998).

2. **Minutes of March 3, 2026, meeting.**

BOARD OF PARKS COMMISSIONERS
March 2, 2026

A regular meeting of the Board of Parks Commissioners of the City of Columbus, Nebraska, was convened in open and public session on March 2, 2026, at 12 p.m. in the Columbus Community Building, Community Room, 2500 14 Street, Columbus, Nebraska. Notice of this meeting was given in advance thereof by publication in the Columbus Telegram on February 25, 2026, 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 mayor, members of the city council, and 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 Brezenski announced that a copy of the Open Meetings Act is posted in the meeting room. Present were members Jon Brezenski, Brad Hansen, Tina Pelan, Bruce Schmidt, and Lynn Sjuts. Member Gary Puetz was absent and excused. Members Araceli Esquivel, Nick Larson, and Stacey Smith were absent. City staff members included Assistant City Clerk Linda Nickeson, Park and Recreation Director Sydney Mroczek, Park Superintendent Tom Ek, and Park and Recreation Coordinators Alondra Castillo and Jake Novicki.

2. **MINUTES OF FEBRUARY 3, 2026, MEETING.** The minutes were approved as presented with a motion by Schmidt and a second by Hansen. Brezenski, Hansen, Pelan, Schmidt, and Sjuts voted “Aye” and none voted “Nay”. Esquivel, Larson, Puetz, and Smith were absent.

3. **REQUEST FROM COLUMBUS HAVOC 18U SOFTBALL TO CAMP OVERNIGHT IN GERRARD PARK, JUNE 4, 5, 6, AND 7, 2026.** Brezenski pointed out past concerns from adjoining residents of the camper parking on the grass. Mroczek confirmed that rope will be put in place to prevent it and shared concerns of alcohol consumption. Discussion was held regarding communication with the group that alcohol is strictly prohibited in the park and that if they choose to disregard the rule the camper will be removed from the property immediately and the group will not be granted permission in the future. A recommendation to approve Columbus Havoc 18U Softball to camp overnight in Gerrard Park was approved with a motion by Hansen and a second by Pelan. Brezenski, Hansen, Pelan, Schmidt, and Sjuts voted “Aye” and none voted “Nay”. Esquivel, Larson, Puetz, and Smith were absent.

4. **PARK AND RECREATION DIRECTOR REPORT.** Mroczek reviewed the report and introduced new Park and Recreation Coordinator Jake Novicki. She mentioned that half of the garden beds have been rented for the 2026 season, Quail Run will open March 4th, and an underwater Easter egg hunt is scheduled for April 4th.

5. **ADJOURNMENT.** The meeting adjourned at 12:11 p.m.

OFFICE OF THE CITY CLERK
: Linda Nickeson

3. **Canned beer only permit for 2026 adult softball league in Gerrard Park.**

City Hall | Parks and Rec
2500 14th St.
Columbus, NE 68601
402-562-4232
columbusne.us

Memorandum

Date: 3/18/2026

To: Board of Park Commissioners

From: Betsy Eckhardt, Director of General Services

RE: Canned Beer Only Permit

Recommendation: To approve the "Canned Beer Only" permit for the Park and Recreation Adult Softball League for the 2026 Season.

Discussion:
The CP&R Staff and the adult softball players at Gerrard Park are good stewards of the canned beer privilege and would like to request continued use in the 2026 season. CP&R staff will be present for all games and provides an atmosphere of safe and responsible drinking by adult softball players. We do have a Canned Beer Rule that is presented to all teams and players at the beginning of the season that states:

Minor Rule:
Any minor who is on a team roster and is caught drinking at Gerrard Park will be suspended for one year from the date from participating and being present at Gerrard Park or Park and Recreations Events. Law enforcement immediately is contacted regarding the incident. The entire team, including the minor who was caught drinking, will have to forfeit the rest of the season without a refund.

Canned beer only. Consumption of canned beer is restricted to within the confines of the softball complex. The softball complex is physically separated from the rest of the park by the outfield fences and borders between all the fields. Consumption of canned beer is not allowed in the dugout, parking lot, or outside the softball complex. Consumption of canned beer is not allowed by players or staff inside the concession stand. Any violation of the Canned Beer Rules will result in the offender being banned and the team will forfeit the next weeks games.

Concurrence:
By: Jake Novicki

Signature:

By: Betsy Eckhardt

Approved By: _____

City of Columbus
Special Event Permit Application

Answer all questions completely. Inaccurate or incomplete responses may result in the denial of a permit.
For the protection of the City of Columbus and its assets, and for the overall success of the event in question, the City of Columbus Special Event Committee 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: Jake Novicki	2. TODAY'S DATE: 3.11.2026	
3. ADDRESS:	4. EMAIL: jacobnovicki@columbusne.us	
5. CITY: Columbus	6. STATE: Nebraska	7. ZIP CODE: 68601
8. DAY PHONE: 402-562-4240	9. CELL PHONE: 531-348-3606	
10. COMPANY/ORGANIZATION NAME, IF APPLICABLE: City of Columbus, NE		
11. COMPANY ADDRESS/CITY/STATE/ZIP: 2500 14th Street, Suite 3 Columbus, NE 68601	12. COMPANY PHONE:	
13. NAME OF ALTERNATE CONTACT PERSON:	14. ALTERNATE'S CELL PHONE:	

EVENT INFORMATION	
15. EVENT NAME: Adult Slow Pitch Softball League	
16. EVENT LOCATION: Gerrard Park - Columbus, NE	
17. ESTIMATED # OF PARTICIPANTS: 25 Teams	18. ESTIMATED # OF SPECTATORS: N/A
19. ACTUAL EVENT DATE(S): May 19th, 2026	20. ACTUAL EVENT TIME(S): 5pm-10pm
21. EVENT SETUP DATE(S):	22. EVENT SETUP TIME(S):
23. EVENT TEAR-DOWN DATE(S): July 9th, 2026	24. EVENT TEAR-DOWN TIME(S):

25. ADDITIONAL DOCUMENTS ATTACHED – Check as applicable:

- ☑ Checklist (Pg 8 – 9)
- ☑ Acknowledgement of Contact (Pg 10)
- ☐ Site Plan (Pg 11)
- ☐ List of Vendors (Pg 12)
- ☐ Street Closure Request Consent Form (Pg 13)
- ☐ Certificate(s) or Proof of Liability Insurance (see instructions on Pg 2)

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

Adult Slow Pitch Softball League that begins Tuesday, May 19th and officially end on Wednesday, July 9th. Men's League is every Tuesday and Co-Ed is every Wednesday during this time frame.

City of Columbus

Special Event Permit Application

APPLICANT ACKNOWLEDGMENT

I, the Event Sponsor, agree to indemnify and defend the City of Columbus, 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 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.

Jake Novicki	Columbus Parks and Recreation
NAME OF APPLICANT	NAME OF ORGANIZATION
Jake Novicki	3.11.2026
SIGNATURE OF APPLICANT	DATE

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

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

Submit the completed application to:

City of Columbus
2500 14th St, Suite 3. PO Box 1677
Columbus, NE 68602
eventpermit@columbusne.us
Phone: (402) 562-4232

****

FOR OFFICIAL USE ONLY

Approved by Administration:

Betsy Eckhardt — 3/11/2026
Director of General Services — *Date*

Approved by Parks & Recreation (if applicable):

Park and Recreation Director — *Date*

Approved by Police Department (if applicable):

3/17/2026
Chief of Police — *Date*

Approved by Public Works (if applicable):

Public Works Director — *Date*

City of Columbus
Special Event Packet
CHECKLIST

PLEASE CHECK ALL THAT APPLY TO YOUR EVENT.

See *ACKNOWLEDGEMENT OF CONTACT* (Pg 10) for contact information of applicable City Departments.

NAME OF EVENT Adult Slow Pitch Softball League

	YES	NO
Reservation of a City Park for event (if Yes, check which one. Possible fees apply.)	X	
☐ **Frankfort Square**		
☐ **Pawnee Park**		
☐ **Bradshaw Park**		
☐ **Centennial Park**		
☑ **Gerrard Park**		
☐ **Glur Park**		
☐ **Wilderness Park**		
☐ **Sunset Park**		
☐ **Other small neighborhood park_____(name of park)**		
☐ **Public Entertainment District _____ (name of district)**		

Description of Event:

Adult Slow Pitch Softball League that begins Tuesday, May 19th and officially end on Wednesday, July 9th. Men's League is every Tuesday and Co-Ed is every Wednesday during this time frame.

Reservation of a shelter within a City Park – fees apply		X
Wedding in a City Park – fee applies		X
Electricity – fees apply, payable at the City Clerk's office		X
Participants in addition to Event Sponsor: Attach ***LIST OF VENDORS*** (Pg 12). ***All must have the required Liability Insurance. See Pg 2***		X
Sale of Merchandise, Food, Beverages: Sales on street or parking lot ***requires Vendor Permit*** from the Police Department; Sales in City Park ***requires Concessionaire permit.***		X
Parade: Attach requested route		X
Street Usage/Closure: If the event is in the street, street barricades are required. Signatures of affected residents/businesses are required. Use Street Closure Request Consent Form (Pg 13)		X
Neighborhood Block Party		X
Parking Space(s) blocked on City streets or Lots		X
Use of City-Owned Parking Lot		X
Tents: Show setup on Site Plan.		X

	YES	NO
Alcohol served/sold: complete a Special Designated License Application (SDL). ***Contact City Clerk at (402) 562-4224 to learn about the required timeline of submittals.*** Additional fees apply, and the license must include local approval by the City Council. • Apply at the NE Liquor Control Commission https://lcc.nebraska.gov/special-designated-licenses • Fencing required. NLCC Title 237, Chapter 2, Section 013.03F requires 2 rows of fencing, placed 4' apart, unless waived by the Nebraska Liquor Control Commission. Orange plastic fencing is recommended. • Attach copy of SDL Application to this application. • Must check all ID and use bracelets or hand stamps during the event.		x
Alcohol NOT served/sold: (Bring Your Own Beverage – BYOB) • No glass containers allowed. • Personal serving size(s) only. • Event Sponsor responsible for monitoring underage drinking, waste pickup, providing bathroom facilities, etc.	x	
Fencing: Required for alcohol sales, per plan included on approved SDL.		x
Usage of bleachers, picnic tables or trash cans from Parks Department – fees apply		x
Usage of Sound System in Frankfort Square		x
Public Dance: Will require SDL if alcohol is served or sold.		x
Open Fires: Explain in detail		x
Occupation of City Park after 12:00 Midnight: Requires City Council approval		x
Bands or Amplified Music: Noise Ordinance enforced at 11:00 PM		x
Advertising/Promotion of event: Attach detailed plans. *Encouraged not to advertise until event approval is granted.*		x
Inflatable Devices: Show setup on Site Plan. Must have required *additional* Liability Insurance.		x
Live animal entertainment including: petting zoos, pony rides, and horse-drawn carriage rides Show setup on Site Plan, & provide clean up and disposal plan. Must have required *additional* Liability Insurance.		x
Carnival Rides: Show setup on Site Plan.		x
Powered Equipment: Attach list.		x
Spotlights or Lasers: Attach specifications.		x
Race or Competition: Attach detailed map. If street closure will be requested for race route, use Street Closure Request Consent Form (Pg 13)		x
Booths/Structures: Show setup on Site Plan. Attach additional specs as applicable.		x

	YES	NO
Public Entertainment District Commons Area – fees apply, must currently hold a liquor license within a designated Public Entertainment District. (Those businesses that are not within the boundary of the Public Entertainment District must apply for an SDL to participate in a Commons Area event.) • On the site plan below, label the boundaries of the commons area requested, within a designated public entertainment district. • Provide a copy of current liquor license. • Apply to the NE Liquor Control Commission for a requisite entertainment district liquor license, and provide copy of application. • Follow all requirements set forth in Chapter 53 of the Nebraska Revised Statues as to entertainment districts. • Upon receipt, provide a copy of entertainment district liquor license received from the NE Liquor Control Commission. • Designate the times, day for the sale and consumption of alcohol within the proposed commons area. (As required by State Statute: Food must be sold at all times which alcohol is being sold) • No glass containers allowed. • Comply with any and all conditions requirements, or restrictions that the City Administration or City Council has imposed on the Entertainment District use. • Must check all ID and use bracelets or hand stamps. • Must provide adequate restroom and waste disposal facilities.		X

Other special/unique provision or information pertaining to the event which have not been addressed in this application – Please describe in detail:

City of Columbus
Special Event Packet
Acknowledgment of Contact

It is the applicant's responsibility to ensure that the details of their organized event have been communicated thoroughly with City Staff. **Prior to submittal of your special event permit application**, 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. If City services are needed for an event, acknowledge below the date, point of contact and method in which you contacted applicable City department/s. *This form should be included with the Special Event Permit Application.*

For Services or Questions including, **Street Closures; Reservation of Frankfort Square; usage of Parking Lots; Parade Routes; Electricity; Insurance; Parking Stall Closure – Please contact Administration**:

Director of General Services, Betsy Eckhardt (email: betsy.eckhardt@columbusne.us)
Date Contacted: _____
Who was Contacted: _____
Method of Contact: ☑ Phone ☑ Email ☐ Personal Visit ☐ Other

For Services or Questions including **Reservation of City Parks (other than Frankfort Square), Concessionaires Permits, Rental of bleachers or picnic tables, usage of extra trash receptacles, usage of sound system in Frankfort Square – Please contact the Park and Recreation Director:**

Park and Recreation Director, Sydney Mroczek 402-562-4234 sydney.mroczek@columbusne.us
Date Contacted: _____
Who was Contacted: _____
Method of Contact: ☑ Phone ☑ Email ☐ Personal Visit ☐ Other

For Services or Questions including **Special Designated Liquor Licenses or special consideration of City Code by the City Council – Please contact the City Clerk's Office**:

402-562-4224 cclerk@columbusne.us
Date Contacted: _____
Who was Contacted: _____
Method of Contact: ☐ Phone ☐ Email ☐ Personal Visit ☐ Other

For Services or Questions including, **Traffic Control Materials (barricades, cones) – Please contact the Street Department:** 402-562-4253

Date Contacted: _____
Who was Contacted: _____
Method of Contact: ☐ Phone ☐ Email ☐ Personal Visit ☐ Other

For Services or Questions including **Safety, Security, Traffic Control Assistance, Vendor/Solicitors permits – Please contact the Columbus Police Department:** 402-564-3201

Date Contacted: _____
Who was Contacted: _____
Method of Contact: ☐ Phone ☐ Email ☐ Personal Visit ☐ Other

City of Columbus
Special Event Packet

SITE PLAN

Draw a detailed site map, placing all tents, stages, 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:

City of Columbus
Special Event Packet
LIST OF VENDORS

(PER DEFINITION ON PAGE 2, for use as applicable)

*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

NAME OF EVENT:				
Vendor Name	**Type or Description of business or organization**	**Selling anything? Yes or No**	**Vendor Permit Purchased? Yes or No**	**Liability Insurance attached? Yes or No**

City of Columbus
Special Event Packet
STREET CLOSURE REQUEST
CONSENT OF RESIDENTS/BUSINESSES AFFECTED BY EVENT

For use as applicable. City-Sponsored Events are exempt from completing the Consent Page

NAME OF EVENT:
STREETS REQUESTED TO CLOSE:
DATE(S) & TIMES OF CLOSURE REQUEST:
The residents/businesses herein named have no objection to the street or sidewalk closure in front of their residence/building for the duration of the special event named above.

Resident/Business Name *(PRINT)*	Address	Signature of Resident/Business	Date

4. **Canned beer only permit for "Knock off the Rust" adult softball tournament in Gerrard Park, April 11 and 12, 2026.**

City Hall | Parks and Rec
2500 14th St.
Columbus, NE 68601
402-562-4232
columbusne.us

Memorandum

Date: 3/18/2026

To: Board of Park Commissioners

From: Betsy Eckhardt, Director of General Services

RE: Canned Beer Only Permit

Recommendation: To approve the "Canned Beer Only" permit for the "Knock off the Rust" Adult Softball Tournament on April 11th and 12th, 2026.

Discussion:
The CP&R Staff and the adult softball players at Gerrard Park are good stewards of the canned beer privilege and would like to request continued use for the "Knock off the Rust Tournament" in April of this year. CP&R staff will be present for all games and provides an atmosphere of safe and responsible drinking by adult softball players. We do have a Canned Beer Rule that is presented to all teams and players at the beginning of the tournament that states:

Minor Rule:
Any minor who is on a team roster and is caught drinking at Gerrard Park will be suspended from the tournament and being present at Gerrard Park or Park and Recreations Events. Law enforcement immediately is contacted regarding the incident. The entire team, including the minor who was caught drinking, will have to forfeit the rest of the tournament without a refund.

Canned Beer Rule:
Canned beer only. Consumption of canned beer is restricted to within the confines of the softball complex. The softball complex is physically separated from the rest of the park by the outfield fences and borders between all the fields. Consumption of canned beer is not allowed in the dugout, parking lot, or outside the softball complex. Consumption of canned beer is not allowed by players or staff inside the concession stand. Any violation of the Canned Beer Rules will result in the offender being banned.

Concurrence:
By: Jake Novicki

Signature:

By: Betsy Eckhardt

Approved By: _____

City of Columbus
Special Event Permit Application

Answer all questions completely. Inaccurate or incomplete responses may result in the denial of a permit. *For the protection of the City of Columbus and its assets, and for the overall success of the event in question, the City of Columbus Special Event Committee 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: Aaron Ryland		2. TODAY'S DATE: 3-7-26
3. ADDRESS: 1502 Ave P		4. EMAIL:
5. CITY: Carter Lake	6. STATE: IA	7. ZIP CODE: 51510
8. DAY PHONE: 531-210-8283		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: Knock off the Rust	
16. EVENT LOCATION: Gerrard Park	
17. ESTIMATED # OF PARTICIPANTS: 360	18. ESTIMATED # OF SPECTATORS: 100
19. ACTUAL EVENT DATE(S): 4/11 - 4/12	20. ACTUAL EVENT TIME(S): 8AM - 10pm
21. EVENT SETUP DATE(S): 4/11/26	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 (Pg 8 – 9)
- ☐ Acknowledgement of Contact (Pg 10)
- ☐ Site Plan (Pg 11)
- ☐ List of Vendors (Pg 12)
- ☐ Street Closure Request Consent Form (Pg 13)
- ☐ Certificate(s) or Proof of Liability Insurance (see instructions on Pg 2)

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

USSSA
Slowpitch Softball Tournaments

City of Columbus

Special Event Permit Application

APPLICANT ACKNOWLEDGMENT

I, the Event Sponsor, agree to indemnify and defend the City of Columbus, 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 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.

Aaron Ryland
NAME OF APPLICANT

Nebraska USSSA
NAME OF ORGANIZATION

SIGNATURE OF APPLICANT

3-7-26
DATE

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

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

Submit the completed application to:

City of Columbus
2500 14th St, Suite 3. PO Box 1677
Columbus, NE 68602
eventpermit@columbusne.us
Phone: (402) 562-4232

****

FOR OFFICIAL USE ONLY

Approved by Administration:

Betsy Eckhardt 3/17/2026
Director of General Services *Date*

Approved by Parks & Recreation (if applicable):

Park and Recreation Director *Date*

Approved by Police Department (if applicable):

Chief of Police 3/17/2026 *Date*

Approved by Public Works (if applicable):

Chuck Sliva 3/17/26
Public Works Director *Date*

City of Columbus
Special Event Packet
CHECKLIST

PLEASE CHECK ALL THAT APPLY TO YOUR EVENT.

See *ACKNOWLEDGEMENT OF CONTACT* (Pg 10) for contact information of applicable City Departments.

NAME OF EVENT Knock off the Rust

Reservation of a City Park for event (if Yes, check which one. Possible fees apply.)	YES	NO
☐ Frankfort Square		
☐ Pawnee Park		
☐ Bradshaw Park		
☐ Centennial Park		
☑ Gerrard Park		
☐ Glur Park		
☐ Wilderness Park		
☐ Sunset Park		
☐ Other small neighborhood park _____ (name of park)	✓	
☐ Public Entertainment District _____ (name of district)		

Description of Event:

USSSA Slow Pitch Softball Tournament

Reservation of a shelter within a City Park – fees apply		✓
Wedding in a City Park – fee applies		✓
Electricity – fees apply, payable at the City Clerk's office		✓
Participants in addition to Event Sponsor: Attach *LIST OF VENDORS* (Pg 12). *All must have the required Liability Insurance. See Pg 2*		✓
Sale of Merchandise, Food, Beverages: Sales on street or parking lot *requires Vendor Permit* from the Police Department; Sales in City Park *requires Concessionaire permit.*		✓
Parade: Attach requested route		✓
Street Usage/Closure: If the event is in the street, street barricades are required. Signatures of affected residents/businesses are required. Use Street Closure Request Consent Form (Pg 13)		✓
Neighborhood Block Party		✓
Parking Space(s) blocked on City streets or Lots		✓
Use of City-Owned Parking Lot		✓
Tents: Show setup on Site Plan.		✓

	YES	NO
Alcohol served/sold: complete a Special Designated License Application (SDL). ***Contact City Clerk at (402) 562-4224 to learn about the required timeline of submittals.*** Additional fees apply, and the license must include local approval by the City Council. • Apply at the NE Liquor Control Commission https://lcc.nebraska.gov/special-designated-licenses • Fencing required. NLCC Title 237, Chapter 2, Section 013.03F requires 2 rows of fencing, placed 4' apart, unless waived by the Nebraska Liquor Control Commission. Orange plastic fencing is recommended. • Attach copy of SDL Application to this application. • Must check all ID and use bracelets or hand stamps during the event.		✓
Alcohol NOT served/sold: (Bring Your Own Beverage – BYOB) • No glass containers allowed. • Personal serving size(s) only. • Event Sponsor responsible for monitoring underage drinking, waste pickup, providing bathroom facilities, etc.	✓	
Fencing: Required for alcohol sales, per plan included on approved SDL.		
Usage of bleachers, picnic tables or trash cans from Parks Department – fees apply		
Usage of Sound System in Frankfort Square		
Public Dance: Will require SDL if alcohol is served or sold.		
Open Fires: Explain in detail		
Occupation of City Park after 12:00 Midnight: Requires City Council approval		
Bands or Amplified Music: Noise Ordinance enforced at 11:00 PM		
Advertising/Promotion of event: Attach detailed plans. *Encouraged not to advertise until event approval is granted.*		
Inflatable Devices: Show setup on Site Plan. Must have required *additional* Liability Insurance.		
Live animal entertainment including: petting zoos, pony rides, and horse-drawn carriage rides Show setup on Site Plan, & provide clean up and disposal plan. Must have required *additional* Liability Insurance.		
Carnival Rides: Show setup on Site Plan.		
Powered Equipment: Attach list.		
Spotlights or Lasers: Attach specifications.		
Race or Competition: Attach detailed map. If street closure will be requested for race route, use Street Closure Request Consent Form (Pg 13)		
Booths/Structures: Show setup on Site Plan. Attach additional specs as applicable.		

	YES	NO
Public Entertainment District Commons Area – fees apply, must currently hold a liquor license within a designated Public Entertainment District. (Those businesses that are not within the boundary of the Public Entertainment District must apply for an SDL to participate in a Commons Area event.) • On the site plan below, label the boundaries of the commons area requested, within a designated public entertainment district. • Provide a copy of current liquor license. • Apply to the NE Liquor Control Commission for a requisite entertainment district liquor license, and provide copy of application. • Follow all requirements set forth in Chapter 53 of the Nebraska Revised Statues as to entertainment districts. • Upon receipt, provide a copy of entertainment district liquor license received from the NE Liquor Control Commission. • Designate the times, day for the sale and consumption of alcohol within the proposed commons area. (As required by State Statute: Food must be sold at all times which alcohol is being sold) • No glass containers allowed. • Comply with any and all conditions requirements, or restrictions that the City Administration or City Council has imposed on the Entertainment District use. • Must check all ID and use bracelets or hand stamps. • Must provide adequate restroom and waste disposal facilities.		

Other special/unique provision or information pertaining to the event which have not been addressed in this application – Please describe in detail:

City of Columbus
Special Event Packet
Acknowledgment of Contact

It is the applicant's responsibility to ensure that the details of their organized event have been communicated thoroughly with City Staff. **Prior to submittal of your special event permit application**, 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. If City services are needed for an event, acknowledge below the date, point of contact and method in which you contacted applicable City department/s. *This form should be included with the Special Event Permit Application.*

For Services or Questions including, **Street Closures; Reservation of Frankfort Square; usage of Parking Lots; Parade Routes; Electricity; Insurance; Parking Stall Closure – Please contact Administration:**

Director of General Services, Betsy Eckhardt (email: betsy.eckhardt@columbusne.us)
Date Contacted: _____
Who was Contacted: _____
Method of Contact: ☐Phone ☐Email ☐Personal Visit ☐Other

For Services or Questions including **Reservation of City Parks (other than Frankfort Square), Concessionaires Permits, Rental of bleachers or picnic tables, usage of extra trash receptacles, usage of sound system in Frankfort Square – Please contact the Park and Recreation Director:**

Park and Recreation Director, Sydney Mroczek 402-562-4234 sydney.mroczek@columbusne.us
Date Contacted: _____
Who was Contacted: _____
Method of Contact: ☐Phone ☐Email ☐Personal Visit ☐Other

For Services or Questions including **Special Designated Liquor Licenses or special consideration of City Code by the City Council – Please contact the City Clerk's Office:**

402-562-4224 cclerk@columbusne.us
Date Contacted: _____
Who was Contacted: _____
Method of Contact: ☐Phone ☐Email ☐Personal Visit ☐Other

For Services or Questions including, **Traffic Control Materials (barricades, cones) – Please contact the Street Department:** 402-562-4253

Date Contacted: _____
Who was Contacted: _____
Method of Contact: ☐Phone ☐Email ☐Personal Visit ☐Other

For Services or Questions including **Safety, Security, Traffic Control Assistance, Vendor/Solicitors permits – Please contact the Columbus Police Department:** 402-564-3201

Date Contacted: _____
Who was Contacted: _____
Method of Contact: ☐Phone ☐Email ☐Personal Visit ☐Other

SITE PLAN

Draw a detailed site map, placing all tents, stages, 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:

City of Columbus
Special Event Packet
LIST OF VENDORS

(PER DEFINITION ON PAGE 2, for use as applicable)

*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

NAME OF EVENT:

Vendor Name	Type or Description of business or organization	Selling anything? Yes or No	Vendor Permit Purchased? Yes or No	Liability Insurance attached? Yes or No

City of Columbus
Special Event Packet

STREET CLOSURE REQUEST

CONSENT OF RESIDENTS/BUSINESSES AFFECTED BY EVENT

For use as applicable. City-Sponsored Events are exempt from completing the Consent Page

NAME OF EVENT:

STREETS REQUESTED TO CLOSE:

DATE(S) & TIMES OF CLOSURE REQUEST:

The residents/businesses herein named have no objection to the street or sidewalk closure in front of their residence/building for the duration of the special event named above.

Resident/Business Name *(PRINT)*	Address	Signature of Resident/Business	Date

5. **Canned beer only permit for 2026 Beats & Eats in Frankfort Square.**

City Hall | Parks and Rec
2500 14th St.
Columbus, NE 68601
402-562-4232
columbusne.us

Memorandum

Date: 3/18/2026

To: Board of Park Commissioners

From: Betsy Eckhardt, Director of General Services

RE: Canned Beer Only Permit

Recommendation: To approve the "Canned Beer Only" permit for the Park and Recreation Beats and Eats for the 2026 Season.

Discussion:
The CP&R Staff and the attendants at Beats and Eats in Frankfort Square are good stewards of the canned beer privilege and would like to request continued use in the 2026 season. CP&R staff will be present for all events and provides an atmosphere of safe and responsible drinking by attendants.

Minor Rule:
Any minor who is in attendance and is caught drinking at Frankfort Square will be suspended for one year from the date from participating and being present at Frankfort Square or Park and Recreations Events. Law enforcement immediately is contacted regarding the incident

Canned Beer Rule:
Canned beer only. Consumption of canned beer is restricted to within the confines of Frankfort Square.

Concurrence:
By: Alondra Castillo

Signature:

By: Betsy Eckhardt

Approved By:

City of Columbus
Special Event Permit Application

Answer all questions completely. Inaccurate or incomplete responses may result in the denial of a permit. ***For the protection of the City of Columbus and its assets, and for the overall success of the event in question, the City of Columbus Special Event Committee 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: Alondra Castillo	2. TODAY'S DATE: 3/9/2026	
3. ADDRESS: 1018 2nd Street	4. EMAIL: alondra.castillo@columbusne.us	
5. CITY: Columbus	6. STATE: NE	7. ZIP CODE: 68601
8. DAY PHONE: 402-562-4261	9. CELL PHONE: 402-606-0942	
10. COMPANY/ORGANIZATION NAME, IF APPLICABLE: Columbus Parks and Recreation		
11. COMPANY ADDRESS/CITY/STATE/ZIP: 2500 14th Street	12. COMPANY PHONE: 402-562-4261	
13. NAME OF ALTERNATE CONTACT PERSON: Sydney Mroczek	14. ALTERNATE'S CELL PHONE: 402-562-4234	

EVENT INFORMATION	
15. EVENT NAME: Beats and Eats	
16. EVENT LOCATION: Frankfort Square	
17. ESTIMATED # OF PARTICIPANTS: 100/show	18. ESTIMATED # OF SPECTATORS: 100/show
19. ACTUAL EVENT DATE(S): May 30th - August 1st	20. ACTUAL EVENT TIME(S): Thurs/Sat 7PM
21. EVENT SETUP DATE(S):	22. EVENT SETUP TIME(S): 3pm
23. EVENT TEAR-DOWN DATE(S):	24. EVENT TEAR-DOWN TIME(S): 11pm

25. ADDITIONAL DOCUMENTS ATTACHED – Check as applicable:

- ☐ Checklist (Pg 8 – 9)
- ☐ Acknowledgement of Contact (Pg 10)
- ☐ Site Plan (Pg 11)
- ☐ List of Vendors (Pg 12)
- ☐ Street Closure Request Consent Form (Pg 13)
- ☐ Certificate(s) or Proof of Liability Insurance (see instructions on Pg 2)

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

This is the annual Beats and Eats at Frankfort Square. Concerts will be on Thursday and Saturday evenings starting at 7PM. Most bands start to set up at 3PM. I will issue permits for all food trucks.

City of Columbus

Special Event Permit Application

APPLICANT ACKNOWLEDGMENT

I, the Event Sponsor, agree to indemnify and defend the City of Columbus, 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 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.

Alondra Castillo	Columbus Parks and Recreation
NAME OF APPLICANT	NAME OF ORGANIZATION
Alondra Castillo	3/9/2026
SIGNATURE OF APPLICANT	DATE

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

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

Submit the completed application to:

City of Columbus
2500 14th St. Suite 3. PO Box 1677
Columbus, NE 68602
eventpermit@columbusne.us
Phone: (402) 562-4232

****

FOR OFFICIAL USE ONLY

Approved by Administration:

Betsy Eckhardt — 03/10/2026
Director of General Services — *Date*

Approved by Parks & Recreation (if applicable):

Park and Recreation Director — *Date*

Approved by Police Department (if applicable):

Chief of Police — 3/17/2026 *Date*

Approved by Public Works (if applicable):

Chuck Sliva — 3/10/26
Public Works Director — *Date*

City of Columbus
Special Event Packet
CHECKLIST

PLEASE CHECK ALL THAT APPLY TO YOUR EVENT.

See ***ACKNOWLEDGEMENT OF CONTACT*** (Pg 10) 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.) ☒ Frankfort Square ☐ Pawnee Park ☐ Bradshaw Park ☐ Centennial Park ☐ Gerrard Park ☐ Glur Park ☐ Wilderness Park ☐ Sunset Park ☐ Other small neighborhood park_____(name of park) ☐ Public Entertainment District _____ (name of district)	YES X	NO
Description of Event:		
Reservation of a shelter within a City Park – fees apply		
Wedding in a City Park – fee applies		
Electricity – fees apply, payable at the City Clerk's office	X	
Participants in addition to Event Sponsor: Attach ***LIST OF VENDORS*** (Pg 12). ***All must have the required Liability Insurance. See Pg 2***		
Sale of Merchandise, Food, Beverages: Sales on street or parking lot ***requires Vendor Permit*** from the Police Department; Sales in City Park ***requires Concessionaire permit.***		
Parade: Attach requested route		
Street Usage/Closure: If the event is in the street, street barricades are required. Signatures of affected residents/businesses are required. Use Street Closure Request Consent Form (Pg 13)		
Neighborhood Block Party		
Parking Space(s) blocked on City streets or Lots	X	
Use of City-Owned Parking Lot		
Tents: Show setup on Site Plan.		

	YES	NO
Alcohol served/sold: complete a Special Designated License Application (SDL). ***Contact City Clerk at (402) 562-4224 to learn about the required timeline of submittals.*** Additional fees apply, and the license must include local approval by the City Council. • Apply at the NE Liquor Control Commission https://lcc.nebraska.gov/special-designated-licenses • Fencing required. NLCC Title 237, Chapter 2, Section 013.03F requires 2 rows of fencing, placed 4' apart, unless waived by the Nebraska Liquor Control Commission. Orange plastic fencing is recommended. • Attach copy of SDL Application to this application. • Must check all ID and use bracelets or hand stamps during the event.		
Alcohol NOT served/sold: (Bring Your Own Beverage – BYOB) • No glass containers allowed. • Personal serving size(s) only. • Event Sponsor responsible for monitoring underage drinking, waste pickup, providing bathroom facilities, etc.	X	
Fencing: Required for alcohol sales, per plan included on approved SDL.		
Usage of bleachers, picnic tables or trash cans from Parks Department – fees apply	X	
Usage of Sound System in Frankfort Square	X	
Public Dance: Will require SDL if alcohol is served or sold.		
Open Fires: Explain in detail		
Occupation of City Park after 12:00 Midnight: Requires City Council approval		
Bands or Amplified Music: Noise Ordinance enforced at 11:00 PM	X	
Advertising/Promotion of event: Attach detailed plans. *Encouraged not to advertise until event approval is granted.*	X	
Inflatable Devices: Show setup on Site Plan. Must have required *additional* Liability Insurance.		
Live animal entertainment including: petting zoos, pony rides, and horse-drawn carriage rides Show setup on Site Plan, & provide clean up and disposal plan. Must have required *additional* Liability Insurance.		
Carnival Rides: Show setup on Site Plan.		
Powered Equipment: Attach list.	X	
Spotlights or Lasers: Attach specifications.	X	
Race or Competition: Attach detailed map. If street closure will be requested for race route, use Street Closure Request Consent Form (Pg 13)		
Booths/Structures: Show setup on Site Plan. Attach additional specs as applicable.	X	

	YES	NO
Public Entertainment District Commons Area – fees apply, must currently hold a liquor license within a designated Public Entertainment District. (Those businesses that are not within the boundary of the Public Entertainment District must apply for an SDL to participate in a Commons Area event.)		
• On the site plan below, label the boundaries of the commons area requested, within a designated public entertainment district.		X
• Provide a copy of current liquor license.		
• Apply to the NE Liquor Control Commission for a requisite entertainment district liquor license, and provide copy of application.		
• Follow all requirements set forth in Chapter 53 of the Nebraska Revised Statues as to entertainment districts.		
• Upon receipt, provide a copy of entertainment district liquor license received from the NE Liquor Control Commission.		
• Designate the times, day for the sale and consumption of alcohol within the proposed commons area. (As required by State Statute: Food must be sold at all times which alcohol is being sold)		
• No glass containers allowed.		
• Comply with any and all conditions requirements, or restrictions that the City Administration or City Council has imposed on the Entertainment District use.		
• Must check all ID and use bracelets or hand stamps.		
• Must provide adequate restroom and waste disposal facilities.		

Other special/unique provision or information pertaining to the event which have not been addressed in this application – Please describe in detail:

City of Columbus
Special Event Packet
Acknowledgment of Contact

It is the applicant's responsibility to ensure that the details of their organized event have been communicated thoroughly with City Staff. **Prior to submittal of your special event permit application**, 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. If City services are needed for an event, acknowledge below the date, point of contact and method in which you contacted applicable City department/s. *This form should be included with the Special Event Permit Application.*

For Services or Questions including, **Street Closures; Reservation of Frankfort Square; usage of Parking Lots; Parade Routes; Electricity; Insurance; Parking Stall Closure – Please contact Administration**:

Director of General Services, Betsy Eckhardt (email: betsy.eckhardt@columbusne.us)
Date Contacted: 3/9/2026
Who was Contacted: Betsy Eckhardt
Method of Contact: ☐ Phone ☒ Email ☐ Personal Visit ☐ Other

For Services or Questions including **Reservation of City Parks (other than Frankfort Square), Concessionaires Permits, Rental of bleachers or picnic tables, usage of extra trash receptacles, usage of sound system in Frankfort Square – Please contact the Park and Recreation Director:**

Park and Recreation Director, Sydney Mroczek 402-562-4234 sydney.mroczek@columbusne.us
Date Contacted: 3/9/2026
Who was Contacted: Sydney Mroczek
Method of Contact: ☐ Phone ☒ Email ☐ Personal Visit ☐ Other

For Services or Questions including **Special Designated Liquor Licenses or special consideration of City Code by the City Council – Please contact the City Clerk's Office**:

402-562-4224 cclerk@columbusne.us
Date Contacted: _____
Who was Contacted: _____
Method of Contact: ☐ Phone ☐ Email ☐ Personal Visit ☐ Other

For Services or Questions including, **Traffic Control Materials (barricades, cones) – Please contact the Street Department:** 402-562-4253

Date Contacted: _____
Who was Contacted: _____
Method of Contact: ☐ Phone ☐ Email ☐ Personal Visit ☐ Other

For Services or Questions including **Safety, Security, Traffic Control Assistance, Vendor/Solicitors permits – Please contact the Columbus Police Department:** 402-564-3201

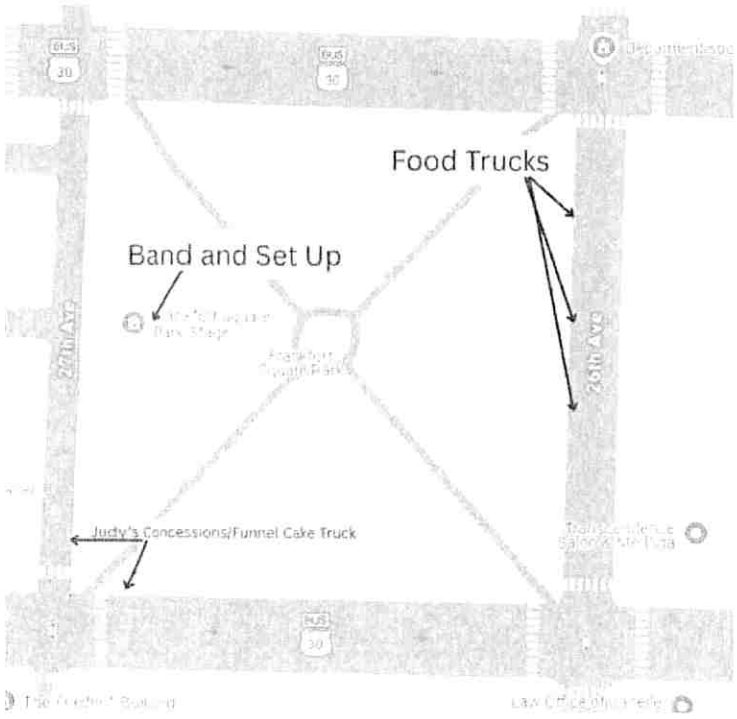
Date Contacted: _____
Who was Contacted: _____
Method of Contact: ☐ Phone ☐ Email ☐ Personal Visit ☐ Other

City of Columbus
Special Event Packet

SITE PLAN

Draw a detailed site map, placing all tents, stages, 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: Beats and Eats



City of Columbus
Special Event Packet
LIST OF VENDORS

(PER DEFINITION ON PAGE 2, for use as applicable)

*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

NAME OF EVENT: Beats and Eats				
Vendor Name	**Type or Description of business or organization**	**Selling anything? Yes or No**	**Vendor Permit Purchased? Yes or No**	**Liability Insurance attached? Yes or No**
Judy's Concessions	Food Truck	Yes	Yes	No
What's the Scoop	Food Truck	Yes	Yes	No
Billie's Grilled Cheese	Food Truck	Yes	Yes	No
Mexico Sobre Ruedas	Food Truck	Yes	Yes	No
Pig in a Bag	Food Truck	Yes	Yes	Yes
Tradishish	Food Truck	Yes	Yes	No
Pier402	Food Truck	Yes	Yes	No
MexaSweets LLC	Food Truck	Yes	Yes	No
Shaara Halal Eats	Food Truck	Yes	Yes	No
* Will obtain all insurances and Insurances will be in CivicRec*	update the list before their	dates		

City of Columbus
Special Event Packet
STREET CLOSURE REQUEST
CONSENT OF RESIDENTS/BUSINESSES AFFECTED BY EVENT

For use as applicable. City-Sponsored Events are exempt from completing the Consent Page

NAME OF EVENT:			
STREETS REQUESTED TO CLOSE:			
DATE(S) & TIMES OF CLOSURE REQUEST:			
The residents/businesses herein named have no objection to the street or sidewalk closure in front of their residence/building for the duration of the special event named above.			
Resident/Business Name *(PRINT)*	**Address**	**Signature of Resident/Business**	**Date**

6. **Fees for commercial use of athletic fields.**

PARKS AND RECREATION

All fees are non-refundable.

Athletic Field Rentals:

Recreation Leagues	$15/Field/Day Youth $35/Field/Day Adult
Organized Leagues (Clubs)	$55/Field/Day Youth/Adult
Tournaments	$55/Field/Day Youth/Adult
Recreation Practice	No Charge Youth/Adult BUT must be scheduled through Parks and Rec or not permitted. Any use of lights will acquire a charge.
Field Light Usage for Practice	$20/Practice
All outside Columbus community games	$155

Due to proximity of the track and ball field, no baseball games shall be scheduled at the same time a track meet is in progress. Baseball practice may take place, but limited to a practice where balls do not land in the track and football field area.

Bleachers:

Bleacher rental (five-row only)

For special events held in a city park	$90/bleacher/event

Contingent upon availability. City will deliver and pick up.

Clinics:

Non-Profit organization (sponsor is a local organization)	$60 (includes refuse disposal)
Private organization (profits to be used for individual benefit.)	$215/day (no lights) $240/day (with lights)

Commercial Nature:

For anything of a commercial nature in any park where electricity is used, a fee will be assessed based on usage.
If additional cleanup is required, an additional $50 fee will be assessed.

Cleanup for Columbus Days event in Frankfort Square	$190/day

7. **Park and Recreation Director report.**

Director Report

Parks Maintenance

- Normal Operations
- Opening all restrooms throughout parks
- Turning on and troubleshooting all irrigation
- Higgins Flags all hung
- Preparing for Spring Sports.
- Finishing maintenance on mowers.
- Tree Inventory has started
- Watering 23rd street trees and watering park trees

Recreation

- 88 people attended the Glow in the Dark Pool Party at the Aquatic Center
- Summer Hiring is going well for Aquatics and Recreation
- We are conducting additional Lifeguard classes for the Humphrey community at the AC.
- Youth Sign Up Day had 360 participants come through to sign up for area spring/summer activities
- Music Trivia had 16 couples participate and went very well.
- Floral Arrangement Class had 16 participants and went really well and had a lot of requests to continue the class in the future.

Golf

- Hired a full time Irrigation Specialist to work between Quail Run and Van Berg Golf Courses.
- Acquiring the proper number of quotes to repair/replace the AC unit at Quail Run
- Tree Inventory has started
- Finishing repairing/maintaining mowers to have ready for summer.
- Hiring seasonal help

Aquatic Center Attendance:

Month	2022/23	2023/24	2024/25	2025/26
August	1348	1275	580 (AC not open)	334
September	1320	1066	1081	855
October	1242	1169	1225	1084
November	1203	1111	948	983
December	981	1100	884	875
January	1120	886	937	1070
February	1347	1272	913	1084
March	1739	1266	1324	
April	1332	1341	1357	
May	1464	1217	943	
June	967	810	708	
July	773	969	968	

Aquatic Center Membership Count:

Month	2022/23	2023/24	2024/25	2025/26
August	670	412	418	410
September	669	422	437	420
October	612	424	425	415
November	617	434	423	422
December	601	442	413	427
January	588	443	401	443
February	577	458	420	442
March	522	445	414	
April	505	446	410	
May	506	463	425	
June	434	427	423	
July	412	429	423	

Pawnee Plunge Attendance

Month	**2022/23**	**2023/24**	**2024/25**
June	16363	15507	15809
July	17482	16544	17217
August	6094	5587	3577

Pawnee Plunge Membership

Month	**2022/23**	**2023/24**	**2024/25**
June	1012	1207	1304
July	1022	1071	1112
August	1022	1089	1099

April 2026 Events

- Underwater Easter Egg Hunt: April 4th
- Pickleball Lessons: April 6th at Gerrard Park
- Tote Bag Painting Class for the Farmers Market: Date TBD
- Knock off the Rust Tournament: Weekend of April 11th
- USSSA Fastpitch Frenzy Tournament: April 18-19
- Earth Day Clean Up: April 22nd
- USSSA Fastpitch C-Town Clash Tournament: April 25-26th
- Free Swim Night: April 28th for Kind Columbus Event 6pm-8pm
- Sidewalk Chalk Art at the Community Building Playground for Kind Columbus from 5-7pm.
- Farmers Market begins May 2nd at Frankfort Square

CIP Updates

- Sertomaland Playground equipment has been delivered; old Sertomaland Playground was sold to Duncan via a surplus sale. Working with the installers on when this spring they can come and remove the old equipment and install the new equipment.
- Working with Renee in Engineering to put together an RFP to get the courts at Centennial Park re-surfaced.

GOLF ACTIVITY REPORT thru MARCH 2026

ROUNDS	2026 QR	QR (2025)	2026 VB	VBGF (2025)	2026 VB pass	2025 VB pass
Jan	0	0	199	31	159	78
Feb	0	0	558	38	449	79
March	1821	1269	1277	449	1145	362
April		2591		835		496
May		3096		1999		1516
June		3945		2156		1478
July		4120		2396		1392
Aug		4439		1736		961
Sept		2014		946		491
Oct		1827		619		499
Nov		940		264		303
Dec		0		221		208
	1821	24241	**2034**	11690	**1753**	7863

Simulator $$ (exc tax) (not inc in VB revenue)		
Month	**Revenue**	**Total YTD**
2025	4,456.01	
Jan (2026)	4,657.37	4,657.37
Feb (2026)	3,093.60	7,750.97
Mar (2026)	1,675.31	9,426.28
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		

Rounds By Comparison

	QR	VB	Total Rds	
2006	14,145	3,636	17,781	2006
2007	13,856	3,921	17,777	2007
2008	16,490	3,322	19,812	2008
2009	24,044	5,805	29,849	2009
2010	20,100	4,708	24,808	2010
2011	17,231	4,255	21,486	2011
2012	20,763	5,554	26,317	2012
2013	17,780	6,833	24,613	2013
2014	19,116	6,493	25,609	2014
2015	21,206	7,014	28,220	2015
2016	24,008	7,029	31,037	2016
2017	21,905	6,230	28,135	2017
2018	21,434	6,224	27,658	2018
2019	10,083	8,001	18,084	2019
2020	17,810	10,898	28,708	2020
2021	20,800	12,174	32,974	2021
2022	18,025	14,810	32,835	2022
2023	20,235	14,729	34,964	2023
2024	22,919	15,723	38,642	2024
2025	24,241	19,553	43,794	2025
Thru Mar '25	1,269	1,037	2,306	Thru Mar '25
Thru MARCH '26	**1,821**	**3,787**	**5,608**	**Thru MARCH '26**
%				%

$$ GOLF COURSE REVENUE $$

	Total Rev	QR	VB	Passes/Punch	
2006	380,114.13	250,815.13	51,345.00	77,954.00	2006
2007	374,656.70	247,502.95	52,484.75	74,669.00	2007
2008	392,168.16	269,130.62	45,071.64	77,965.90	2008
2009	440,517.65	296,032.27	54,070.01	90,415.37	2009
2010	430,316.66	282,355.79	44,678.10	103,282.77	2010
2011	403,737.50	256,447.20	44,311.40	102,978.90	2011
2012	453,582.16	281,325.80	42,449.43	129,806.93	2012
2013	435,869.17	242,846.89	58,229.51	134,792.77	2013
2014	456,925.82	267,817.90	52,747.99	136,359.93	2014
2015	466,655.67	267,674.40	58,490.34	140,490.93	2015
2016	473,738.90	286,042.87	52,593.92	135,102.11	2016
2017	478,110.61	275,744.95	54,269.26	148,096.40	2017
2018	474,776.79	269,995.46	59,190.46	145,590.87	2018
2019	278,628.11	113,332.47	84,097.59	81,198.05	2019
2020	347,698.60	167,879.17	97,728.87	82,090.56	2020
2021	438,628.65	209,528.41	112,344.03	116,756.21	2021
2022	535,021.59	272,439.77	120,356.25	142,225.57	2022
2023	727,746.76	381,531.24	183,797.41	162,418.11	2023
2024	806,262.06	470,805.38	172,099.38	163,357.30	2024
2025	881,135.60	493,909.79	204,883.62	182,342.19	2025
Thru Mar '25	187,980.43	58,254.86	6,246.57	123,479.00	Thru Mar '25
Thru MARCH '26	**262,817.17**	**71,498.68**	**29,446.38**	**161,872.11**	**Thru MARCH '26**
%					%

Notes

REVENUES FOR EACH COURSE INCLUDE GREEN FEES & CART FEES ONLY (Sales Tax not included)

FLOOD 2019-2022

8. **Adjournment.**