

Board of Parks Commissioners
Tuesday, June 7, 2022 12:00 PM
Council Chambers
1369 25 Avenue
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 the office of the city clerk at City Hall, 2424 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.**

Open Meetings Act

Neb. Rev. Stat. § 84-1407. Act, how cited.

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

Neb. Rev. Stat. § 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.

Neb. Rev. Stat. § 84-1409. Terms, defined.

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

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

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

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

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

Neb. Rev. Stat. § 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.

Neb. Rev. Stat. § 84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual meetings authorized; emergency meeting without notice; appearance before public body.

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

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

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

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

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

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

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

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

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the

meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

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

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

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

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

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

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

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

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority;

(xiii) A natural resources district; and

(xiv) The Judicial Resources Commission.

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

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

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as

would be provided if virtual conferencing was not used;

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

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

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

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

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

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

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

(b) The public body shall provide access by providing a dial-in Open Meetings Act

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

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

Neb. Rev. Stat. § 84-1412. Meetings of public body; rights of public; public body; powers and duties.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Neb. Rev. Stat. § 84-1413. Meetings; minutes; roll call vote; secret ballot; when.

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

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

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

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

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

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

(7) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public web site the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the web site at least twenty-four hours before the meeting of

the governing body. Minutes shall be placed on the web site at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public web site for at least six months.

Neb. Rev. Stat. § 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.

Neb. Rev. Stat. § 84-1415. Open Meetings Act; requirements; waiver; validity of action.

No motion, resolution, rule, regulation, ordinance, or formal action made, adopted, passed, or taken at a meeting as defined in section 84-1409 of a public body as defined in such section shall be invalidated because such motion, resolution, rule, regulation, ordinance, or formal action was made, adopted, passed, or taken at a meeting or meetings on or after March 17, 2020, and on or before April 30, 2021, pursuant to a Governor's Executive Order which waived certain requirements of the Open Meetings Act.

2. Minutes of May 3, 2022, meeting.

BOARD OF PARKS COMMISSIONERS
MAY 3, 2022

A regular meeting of the Board of Parks Commissioners of the City of Columbus, Nebraska, was convened in open and public session on May 3, 2022, at 12:00 p.m. in the Council Chambers, 1369 25 Avenue, Columbus, Nebraska.

Notice of this meeting was given in advance thereof by publication in the Columbus Telegram on April 27, 2022, with a copy of the proof of publication being on file in the office of the City Clerk. Availability of the agenda was communicated in the advance notice to the members of the Board of Parks Commissioners. All proceedings hereafter shown were taken while the convened meeting was open to the public.

1. **STATEMENT OF COMPLIANCE WITH OPEN MEETINGS ACT.** Chair Hansen announced that a copy of the Open Meetings Act is posted in the meeting room. Present were Members Jon Brezenski, Jack Gutierrez, Brad Hansen, Sandra Jochens, Nick Larson, Gary Puetz, Bruce Schmidt, and Lynn Sjuts. Member Robbin Cutsor was absent and excused. City staff members included Public Property Director Doug Moore, Park and Recreation Coordinator Betsy Eckhardt, and Account Clerk II/Records Clerk II Linda Nickeson.
2. **MINUTES OF APRIL 5, 2022, MEETING.** The minutes were approved as presented with a motion by Larson and a second by Gutierrez. Brezenski, Gutierrez, Hansen, Jochens, Larson, Puetz, Schmidt, and Sjuts voted "Aye" and none voted "Nay". Cutsor was absent.
3. **DONATION FROM BOARD OF REALTORS FOR ALL-INCLUSIVE PLAYGROUND EQUIPMENT AT FOUNTAIN SQUARE.** Megan Renninger, Board of Realtors, stated that after visiting the parks, the organization's initial intent to donate and place a disability swing set in Fountain Square was reevaluated and they now feel the structure would be better utilized at Sunset Park. She pointed out the openness and location of Sunset Park would allow less opportunity for vandalism or abuse and the close proximity to Wiggles and Giggles and the YMCA would benefit more people. Moore requested that the structure be purchased from a company able to match the playground equipment currently in the park and pointed out that future expansion of the east parking lot would require the swing set to be placed on the west side.
4. **PUBLIC PROPERTY DIRECTOR REPORT.** Moore reported that Tom Ek has accepted the position of Park Superintendent and that multiple parks have been targeted with vandalism. It was noted that approximately 50 percent of the lifeguards and only five of the 30 individuals needed to work the concession stand, front desk, and slides at Pawnee Plunge have been hired. The student to instructor ratio required to conduct lifeguard classes was explained and Moore confirmed that many times the classes are cancelled due to low enrollment. He also mentioned that for at least the next week, carts will not be allowed at Quail Run to allow time for overseeding to be reestablished and that staff anticipates the south side of the course to be open sometime in June. Hansen welcomed new board member Lynn

Sjuts.

- 5. ADJOURNMENT.** The meeting adjourned at 12:44 p.m.

OFFICE OF THE CITY CLERK
: Linda Nickeson

3. **Request from Heartland Chapter of Guardians of the Children for Christmas light display in west Pawnee Park.**

From: Ed Bogue <fatboygoc@gmail.com>
Sent: Wednesday, June 1, 2022 12:19 PM
To: Moore, Doug <dmoore@columbusne.us>
Subject: Christmas Lighting

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is SAFE.

Thank you for including us on your June 7 agenda.

What Heartland Chapter of Guardians Of the Children is asking of the park board is the approval of a community project we are hosting to fill Pawnee Park (west) with Christmas Light displays. We have 19 area businesses, so far, waiting on the approval of the park board then the city council. The lighting project is tentatively scheduled for set up starting the week after Halloween. The lighting premier will be the Friday after Thanksgiving and scheduled to be open for driving through that full weekend, then the next fri-sun. Then open daily for the 2 weeks before Christmas Eve ending that night.

We are proposing one way traffic through the park from the wet entrance flowing through to Higgins Memorial then north to the exits of the park.

Upon approval planning will start with Loup Power running more power drops within the area, Commonwealth Electric has reviewed our plan and will supply chords and junction boxes that will be needed.

We are looking at options of security during this time period to protect vandalism of displays.

This will be a no charge experience for area families and outlying communities.

Heartland Chapter is proposing to sell hot chocolate and hot apple cider to enjoy as the cars drive through the displays. The event will be used by our chapter as an awareness event and we will be at the end of the route accepting free will donations as a fundraiser for our mission.

Heartland Chapter is a 501C3 non profit organization who advocates for the children and families who are victims of child abuse. Our mission includes educating the public on the signs of abuse and also the prevention of abuse.

4. Park and Recreation fees.

PARKS AND RECREATION

Proposed in red

Established by Board of Parks Commissioners

Athletic Fields:

Recreation Leagues-Baseball/Softball	\$15/Field/Day Youth	
	\$35/Field/Day Adult	
Organized Leagues-Baseball/Softball	\$55/Field/Day Youth/Adult	
Tournaments-Baseball/Softball	\$55/Field/Day Youth/Adult	
Recreation Practice-Baseball/Softball	No Charge Youth/Adult	
	BUT must be scheduled through	
	CPR or not permitted	
	(CPR=Col Parks and Rec)	
Camps/Clinics-Baseball/Softball	\$35/Field (2 hour increments)	
	Youth/Adult	

Bark Park:

Reservation	\$31	\$35
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Baseball:

High School	\$67 for refuse disposal	\$70
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Electricity is 35% of actual usage during high school season.

American Legion

Electricity is 35% of actual usage for each season.

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.

ALL OTHER GAMES MUST BE APPROVED BY THE PARK BOARD/CHARGE WILL BE \$155.

Bleachers:

Bleacher rental for special events held in a city park will be \$93 per bleacher (5 row only), per event. The city will deliver and pick up – contingent upon availability.

Clinics:

Non-Profit (if sponsor is a local organization, i.e., Legion, AYSO, Youth Softball, etc.)	\$57 (includes refuse disposal)	\$60
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Private (defined as "Profits to be used for Individual's benefit.")

\$215/Day
\$240/Day, if lights are used

Park Board Approval Required

Commercial Nature:

\$10

For anything of a commercial nature in any park where electricity is used, a \$9 fee will be assessed or if additional cleanup is required, a \$47 fee will be assessed.

\$50

Cleanup for Columbus Days events in Frankfort Square \$190/Day

Concessionaire:

\$16/Day \$20
\$31/Month \$35

For those wishing to sell goods and services on property under jurisdiction of the Park Board.

Concession Stand Rentals:

Armory, Gerrard, Centennial, Pawnee Park Baseball, Bradshaw (incl. Midget Football) and Wilderness

Non-Profit Concession Stands \$130/Season, plus cleanup

Private \$295/Season, plus cleanup

Disc Golf:

Tournaments \$31 \$35

League Play \$31 \$35
Once per week/12 consecutive week maximum

Football: (Pawnee and Bradshaw Parks)

Scotus & Columbus High Schools \$800/Varsity Game

JV, Junior High, Freshman, Middle School
and Soap Scrimmages (under lights) \$400/Game

JV, Junior High Including Freshman
and Middle School \$200/Game

All other games must be approved by the Park Board \$1,000/Game

Events may be cancelled, postponed, or relocated due to weather or extenuating circumstances upon discretion of the Park Superintendent or Public Property Director.

Horseshoe Courts:

Electricity	\$98/Season \$100
Tournaments	\$63/Tournament \$65

Shelter Reservations:

Glur Park Shelter	\$50/Day
Pawnee Park West Shelter	\$25/Table
Pawnee Park East Shelter	\$20/Table \$50 per day

Payable at time reservation is made. No refunds.

Soccer:

Electricity is 35% of actual usage for each season.

Softball:

High School/College Softball	\$70 \$67 for refuse disposal
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Electricity is 35% of actual usage for each season.

Stadium Reservations:

\$150
\$130 plus cleanup per event where no admission is charged or concession used. Park crew wages will be added to the \$130 fee for cleanup.

\$150
\$225/event where admission is charged.

\$300
\$295/event where concession is used.

\$650/event where admission and concession is used.

\$50
\$25/hour for video board usage

Stadium – Marching Band Festival: **\$775** **\$800**

Events may be cancelled, postponed, or moved to another sight upon discretion of the Park Superintendent or Public Property Director due to weather or extraordinary circumstances.

Tennis:

High School \$500/School year

Six Courts

\$35

All Reservations & Tournaments
having Park Board approval

\$31 for 6 courts, 2 hours per day

\$98 for 6 courts per day

\$100

Per Court

Park Board Approval

\$26/Court/Day

Tennis Association Electricity Fee

\$263/Season

\$275

Tournaments: (Softball, Baseball, and Soccer)

Weekend or Holiday Tournaments Requiring Extra Cleanup

(Garbage Receptacles Emptied Only)

\$62/Day **\$70**

Track:

Practice per season, per school

\$335

(Columbus and Scotus High Schools,
Columbus Middle School & Scotus Jr. High)

Invites and Relays

\$195/Meet

Districts or Conference

\$270/Meet

\$395/Meet (not involving Columbus
schools)

Dual/Triangular Meets

\$67/Meet

\$70

Electronic Timing System

\$210/Meet

Special Olympics

\$42 **\$50**

No track practice can be held when a scheduled track meet is in progress. 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 anywhere in the track and football field area.

Cost for items such as hurdles, jumping standards, jumping pits, and pole vault boxes will be split between the City, Columbus High School, and Scotus High School.

Wedding Reservation

\$36

Condition of area for wedding is "as is".

YMCA: eliminate

Tennis	eliminate	\$80
T-Ball	eliminate	\$130

PARKS AND RECREATIONAL PROGRAMS:

High School Coed Sand Volleyball League	\$75/Team
High School Girls 4 on 4 Sand Volleyball League	\$50/Team
Junior High Girls 6 on 6 Sand Volleyball League	\$75/Team
Pickleball League	\$40/Team
Men's Pickleball Tournament	\$15/Individual
Fitness Bootcamp in Pawnee Park	\$90/Participant (9 classes)
(Participants must register for full bootcamp session)	\$10 per day
Family Fitness in Pawnee Park	\$10/Family/Day
Fundamental Tennis Clinic	\$60/Participant (4 days)
Fall High School Coed Slow Pitch Softball Rec League	\$120/Team
Adult Coed Kickball	\$200/Team
Adult Coed Flag Football	\$200/Team
Adult Softball Leagues	\$575/Team

5. Update on management of Quail Run and Van Berg golf courses.

Request for Proposal
for
Management of the
Columbus Municipal Golf Courses

City of Columbus, Nebraska

Request for Proposal Management of the Columbus Quail Run Golf Course and Van Berg Golf Course

This Request for Proposal (RFP) is issued by the City of Columbus (hereinafter referred to as the "City"). The purpose of this RFP is to secure a contract with a qualified golf operator (Proposer) to operate, maintain, and market the City's municipal golf courses known as Quail Run and Van Berg. Quail Run is a 18-hole Golf Course, cart shed, maintenance building and clubhouse, Van Berg is a 9-hole Golf Course, maintenance building and clubhouse. The Proposer will perform all services identified in this RFP including all services set forth in the Attachments. The Attachments are a part of this RFP unless indicated otherwise. Services to include, but not limited to providing:

1. Provide high quality, state-of-the-art golf course operations with emphasis on excellent course playability and an exceptional level of customer service.
2. Maintain golf course and all facilities to preserve and enhance the City's investment.
3. Operate and manage the pro shop, facilities, driving range and golf cart operation.
4. Provide limited food service and refreshment in the clubhouse and on the course.
5. Promote and market the course.
6. Develop and implement recommendations for a capital improvement master plan.
7. Initiate new programs and services to increase usage of the golf course.

The City desires to make this opportunity available to all qualified Proposers. The City is looking for firms or individuals to partner with the City who share its vision for maintaining and operating top quality public golf courses.

The successful Proposer shall be an independent contractor and shall furnish all management, supervision, labor, grounds maintenance and all other services, as required by the City, consistent with generally accepted operations of a public golf course facility.

Any questions in responding to this RFP should be directed to Doug Moore, Public Property Director at (402) 562-4240.

The Proposer, legal counsel, or anyone affiliated with the Proposer are prohibited from communicating or lobbying in any other manner about this project with any other City employee, elected official, or evaluation team member from the date of issuance of this RFP until the final selection unless authorized by the City Administrator. Other means of communications or contact may disqualify the Proposer.

Submittals must be signed by a duly authorized official of the Proposer. Consortiums or joint ventures submitting proposals must establish that all contractual responsibility rests solely with one legal entity. Each submittal should indicate the entity responsible for execution on behalf of the proposal team.

RFP Schedule of Events

This schedule of events represents the City's best estimate of the schedule that will be followed for this RFP. If a component of this schedule such as the deadline for receipt of proposals is delayed, the rest of the schedule will be shifted by the same number of days.

The approximate RFP schedule is as follows:

- RFP Issued: June 24, 2022
- RFP Due: July 19, 2022, 4:30 p.m. local time
- Interviews: date to be determined.
- Contract Negotiations: date to be determined.
- Execute Contract: dependent on negotiation

Return Mailing Address and Deadline for Receipt of Proposals

Proposers must submit six (6) hard copies of the proposal in a sealed envelope or package to the City no later than **4:30 p.m., Local time, July 19, 2022**. A digital copy on a USB port.

No proposals will be accepted after that time. Responses received after the stated time will be returned unopened and will not be considered.

Envelopes or packages containing proposals must be clearly addressed as described below to ensure proper delivery and to avoid being opened by the City before the deadline for receipt. Envelopes or packages must be addressed as follows:

City of Columbus
Attention: Janelle Kline, City Clerk
Management of the Columbus Quail Run and Van Berg Golf Courses
2424 14 Street
P.O. Box 1677
Columbus, NE 68602-1677

Proposals must be received by the City Clerk's Office no later than **4:30 p.m., Local time, on July 19, 2022**. Proposals will not be publicly read at the opening.

The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt by the City. A Proposer's failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation.

Excluding proprietary information, the successful firm's proposal and contract are deemed public records and shall be available to the public upon request. If the proposer deems any information as proprietary, they need to state that in the proposal. In addition, the City shall maintain a "Register of Proposals for this Contract" that shall contain the names of companies who submitted a proposal and the name of the company who was awarded the contract; however, the proposals of the submitting firms not awarded the contract are nonpublic records and will remain confidential.

Scope of Services

The City is seeking individual operators, joint ventures, or firms who are interested in operating and maintaining the City's municipal golf courses known as Quail Run an 18-hole Golf Course and clubhouse and Van Berg a 9-hole Golf Course and clubhouse.

Proposals from responsible firms or teams must include a business plan for managing golf operations and related services (including but not limited to golf course, pro shop, concessions, and special events), handling all maintenance needs (including detailed maintenance standards and specifications), excelling at customer service, effectively marketing the golf facility, hiring and supervising all staff, making facility improvements, and implementing strategies to ensure the long-term success of the facility. Proposers to this RFP must demonstrate substantial experience in the operation and maintenance of golf course, and sufficient financial capability to operate and maintain the facilities. The management agreement will be administered by the City, under the direction of the Public Property Director or designee.

The City requires that the courses will feature excellent playing conditions and continue to be operated as accessible, affordable, and user-friendly golf facilities for players of all ages and skill levels.

The key goals of this process are to identify a management company, which will **maximize financial performance, provide great value and affordable access for citizens, and enhance these valuable community assets.**

Operating Experience/Minimum Qualifications

The Proposer must be an established firm in the business of providing golf course operations. Upon request, during the proposal evaluation phase, the Proposer shall furnish to the City such additional information necessary to satisfy the City that the Proposer has the necessary experience, expertise, competent and qualified personnel, and adequate equipment to perform all requirements of the work in the event of an award. Failure to provide the requested information in sufficient form necessary to satisfy the City that the Proposer has the ability to perform the work will result in its proposal being rejected.

Accepted Course Management Arrangements

All Proposers must submit a response that includes a fee proposal for a management contract.

Proposal Format and Content Submittal Requirements

The submittal must contain the following information:

In order to provide each firm with an equal opportunity for consideration, adherence to a standardized proposal format is required. The format of your proposal must contain the following elements organized into separate chapters and sections. Failure to adhere to this format may result in the disqualification of your proposal(s).

- Title Page and Table of Contents
- Transmittal Letter
- Operations and Business Plans
- Golf course management
- Grounds maintenance
- Golf course marketing
- Operating Experience/Project Team(s) Qualifications/Financial Capability
- Financial Reporting and Accountability
- Detailed Financial Proposal
- Annual Operating Budget—Expense/Revenue (Management Option)
- Capital Improvement Plans

- Comparable Municipal References

Consortiums, joint ventures, or teams submitting proposals must establish contractual responsibility that rests solely with one company or one legal entity. Each submittal should indicate the entity responsible for execution on behalf of the proposal team. The Proposer's offer must be good for 120 days.

These elements parallel the basis of the City's proposal evaluation criteria. The City is not responsible for failure to locate, consider, and evaluate qualification factors presented outside of this format. The following paragraphs provide guidelines to each firm for information to include in the proposal.

A. Title Page and Table of Contents

The proposal should begin with a title page bearing the name and address of the Proposer and the name and number of this RFP. This should be followed by a table of contents for the proposal. Information, which is claimed to be confidential, is to be identified after the Title Page and before the Table of Contents.

B. Transmittal letter

The purpose of this letter is to transmit the proposal and acknowledge the receipt of any addenda. The letter should include the address of the office that would provide the services requested, telephone number, fax, email address, and website, if applicable. The letter should be signed by an individual who is authorized to commit the Proposer to the services and requirements as stated in this RFP.

C. Operations/Business Plan

Proposers must provide the outline of a detailed operations/business plan for the future operation of the City's municipal golf course, to include, at a minimum, the operations and maintenance elements described in Attachment B of this RFP.

Annual Operating Budget—Expense/Revenue

Proposers must include proposed expense/revenue projections for the first two years of operations under the contract.

Staffing Plan

Proposers should include an estimated number of full-time and seasonal employees, respectively, and the positions these employees will fill.

- An organizational chart showing all full-time and part-time positions planned denoting the salary ranges or wage scales and the employee benefits for each position.
- A detailed resume of the experience, education, and certifications of all supervisory staff.
- A detailed timeline for the hiring of all employees.

Other Required Elements of Operations/Business Plan Submission.

- Description of marketing/promotion plan (including yield management).
- Description of customer service plan (tee reservations, pace of play, surveys, etc.).
- Description of player development programs (juniors, female players, senior citizens).
- Description of food and beverage operations (hours of operation and policies/procedures for sale of alcoholic beverages).
- Pro shop operations (hours of operation, merchandising, and services plan).
- Maintenance and clubhouse equipment plan.

D. Operating Experience

The Proposer must be an established concern in the business of providing golf course operation. Upon request, during the proposal evaluation phase, the Proposer shall furnish to the City such additional information necessary to satisfy the City that the Proposer has the necessary experience, expertise, competent and qualified personnel, and adequate equipment to perform all requirements of the work in the event of an award. Failure to provide the requested information in sufficient form necessary to satisfy the City that the Proposer has the ability to perform the work will result in its proposal being rejected.

The City may make such investigation as deemed necessary to determine the responsibility of the Proposer and the ability of the Proposer to perform the work. Proposers shall furnish the City with all such information and data for this purpose as the City may request. The City reserves the right to reject a proposal if investigation of a Proposer fails to satisfy the City that the Proposer is properly qualified to carry out the obligations of the contract.

Proposers should submit a resume or detailed description of the Proposer's professional qualifications, demonstrating extensive experience in the management, maintenance, and operation of golf and food and beverage facilities. Include the names and addresses of all corporate officers of the entity submitting the proposal.

E. References

Proposers should attach a list of professional references associated with municipalities with which the Proposer is currently managing or leasing. Reference must be able to describe such matters as the Proposer's financial and operational capability. Include the name of the reference City and course, a description of the nature of the listed reference's experience with the Proposer and the name, title, address, telephone number, and email address of a contact person at the reference entity.

Proposers shall attach a list of all golf facilities that they have managed/leased in the last ten years, including current contracts. Include the name, type (municipal, daily fee, private), and location of the facility; a description of the nature of the business relationship with the facility; length, current status of the contract, and reason(s) for termination (if applicable).

Additionally, Proposer must have and demonstrate in its proposal:

- Minimum of three years' experience in the following golf-related fields:
 - Marketing and promotion of municipal golf course.
 - Customer service including Internet-based and mobile application tee-time reservations and pace-of-play improvement strategies.
 - Pro shop operations.
 - Golf instruction programs.
 - Player/customer development programs.
 - Merchandise sales.
 - Golf cart operations.
 - Environmentally friendly golf course maintenance practices.
 - Food and beverage operations.
 - Financial reporting.
- A Class A PGA Golf Professional or equivalent professional through related experience and education to operate, manage and supervise the Pro Shops, Pro Shop employees, and to plan and implement tournaments, outings, merchandise selection and sales, and the golf instruction programs. The City

requests the successful Proposer offer the opportunity for an employment interview to current municipal golf employees and that any current employees deemed appropriate by the successful Proposer be retained.

- A competent record of employment or history of contract service in the operation of similar golf facilities as verified and supported by references, letters, and other necessary evidence from all employers public or private.

Subcontractors

The successful Proposer shall clearly state if it is proposing to subcontract any of the work herein. List any subcontracting disciplines needed to provide any and all requirements of this RFP and identify all subcontractors and describe what portions of the requirements they would perform along with their experience, qualifications, and capabilities to provide the specified services. The successful Proposer assumes full liability for the performance of all subcontractors.

The City reserves the right to require the successful Proposer and any third party (sub) contractors to also indemnify and hold harmless other federal, state and local governmental entities, and where required at no additional cost. All subcontractors assigned to this project shall adhere to and deliver required Certificates of Insurance.

F. Financial Capability

The Proposer should have a demonstrated record of financial responsibility commensurate with the obligations contemplated under this RFP. Proposers should include:

- Previous two years of certified or audited financial statement or statements prepared in accordance with standard accounting procedures.

G. Financial Reporting and Accountability

Proposers shall demonstrate how they propose to ensure full deposit and accountability for all revenue, and provide sample reports.

H. Other Miscellaneous Required Elements:

- Proposer's Questionnaire. Complete and return the attached Proposer's Questionnaire Form (Attachment K) with your proposal. Failure to complete and return this document may result in the disqualification of your proposal.
- Golf Course Maintenance Standards—Attachment F.

- Provide capital improvement plan that includes golf course and equipment upgrades.

Review of Proposals and Evaluation Criteria

Proposers are advised that the City intends to select the Proposer that the City determines is the most responsive and responsible and will provide the City with the highest quality management, efficient services, and highest revenue or lowest appropriation based on the criteria set out below.

Upon receipt of the proposals, an evaluation team will determine the best proposal deemed most qualified.

The evaluation team will rely on the information contained and presented in the proposals and the reference checks made. Selection criteria will be based on the following:

Evaluation Criteria (100-Point Potential Score)

The committee members will independently evaluate the proposals based on the following criteria and associated point values:

A. Proposed Operations and Business Plan	15
B. Operating Experience	15
C. Fee Offer/Management Fee	20
D. Capital Improvement Plan Feasibility	20
E. Financial Capability/Reporting and Accountability	15
F. References	15

Based on the committee members' evaluation of the proposals, a composite rating will be developed which indicates the committee's collective ranking of the highest rated proposals in descending order.

Upon review of the proposals, the City will score the proposals and may shortlist and interview the highest ranking Proposers. Upon completion of the interviews, the highest ranking Proposer will then be asked to enter into contract negotiations with the City. If an agreement cannot be reached with the highest ranked Proposer, the City will move to the next highest ranked Proposer. The same process will be repeated with the other ranked Proposers if no such agreement can be reached. The City reserves the right to not select a Proposer as part of this process if an agreement cannot be reached with the Proposers.

Standard Proposal Information

Authorized Signature

An individual authorized to bind the Proposer to the provisions of the RFP must sign all proposals.

City Not Responsible for Preparation Costs

The City will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

Conflict of Interest

Proposers must disclose any instances where the Proposer or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict (e.g., employed by the City). The City reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the Proposer's proposal. The City's determination regarding any questions of conflict of interest is final.

Request for Proposal as Part of Contract

Part or all of this RFP and the successful proposal may be incorporated into the contract.

Proposer's Certification

By signature on the proposal, the Proposer certifies that it complies with:

- The laws of the state of Nebraska.
- All applicable local, state, and federal laws, codes, and regulations.
- All terms, conditions, and requirements set forth in this RFP.
- A condition that the proposal submitted was independently arrived at without collusion.
- A condition that the offer will remain open and valid for the period indicated in this solicitation and any condition that the Proposer and/or any individuals working on the contract do not have a possible conflict of interest (e.g., employed by the City).

If any Proposer fails to comply with the provisions stated in this paragraph, the City reserves the right to reject the proposal, terminate the contract, or consider the proposer in default.

No Contact Policy

Any contact with any City representatives, related officials, or representatives other than those outlined in the RFP is prohibited. Such unauthorized contact may disqualify your proposal from this procurement.

Special Conditions

Special conditions include the following:

Proposers are expected to raise questions, exceptions, or additions they have concerning the RFP document. If a Proposer discovers significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, they should immediately notify the above-named individual of such error and request modification or clarification of the RFP document. Failure to complete or provide the information requested in this RFP may result in disqualification by reason of “non-responsiveness.”

All information submitted in response to this RFP shall become the property of the City.

This RFP does not commit the City to procure or award a contract for the scope of work described herein. The City has sole discretion and reserves the right to reject any and all proposals received with respect to this RFP and to cancel the RFP at any time prior to entering into a formal agreement. The City also reserves the right to reasonably request additional information or clarification of information provided in the proposal without changing the terms of the RFP.

Proposers acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit), or liabilities incurred as a result of, or arising out of, submitting a proposal, negotiating changes to such proposal, or due to the City’s acceptance or nonacceptance of the proposal.

The City shall determine at its sole discretion and provide the release of all public information concerning this RFP process, including selection announcements and contract awards. Those desiring to release information associated with this RFP to the public must receive prior written approval from an authorized representative of the City.

All Proposers are encouraged to independently verify the accuracy of any information provided. The use of any of this information in the preparation of a response to the RFP is at the sole risk of the Proposer.

The Proposer shall not collude in any manner or engage in any practices with any other Proposer(s), which may restrict or eliminate competition or otherwise restrain trade.

Violation of this instruction will cause the City to reject the Proposer's submittal. This prohibition is not intended to preclude joint ventures or subcontracts.

The City reserves the right to:

1. Amend, modify, or withdraw this RFP.
2. Revise any requirements under this RFP.
3. Require supplemental statements of information from any responding party.
4. Extend the deadline for submission of responses hereto.
5. Negotiate or hold discussions with any Proposer to correct insufficient responses that do not completely conform to the instructions contained herein.
6. Waive any technicalities or irregularities with this RFP.
7. Cancel, in whole or in part, this RFP if the City deems it is in its best interest to do so.
8. Request additional information or clarification of information provided in the response without changing the terms of the RFP.
9. Waive any portion of the selection process in order to accelerate the selection and negotiation with the top-ranked Proposer
10. Not award a contract as a part of, or result of, this RFP process.

The City may exercise the foregoing rights at any time without notice and without liability to any Proposer, or any other party, for expenses incurred in the preparation of responses hereto or otherwise.

Special Provisions

1. Compliance with Contract. The City will decide all questions, which may arise as to the quality, or acceptability of work performed, the manner of performance and

the rate of progress of the work, the interpretation of the requirements, request for proposal, successful Proposer's proposal and contract, as well as, acceptable fulfillment of the contract on the part of the successful Proposer.

2. **Building and Grounds Audit.** The successful Proposer may be required to undergo an annual independent maintenance audit, inclusive of all structures and grounds. Recommendations to the successful Proposer may be made from these audits for implementation in the following season. Responsiveness to these audits will be considered in the contract extension negotiations.
3. **On-site Employees.** Head golf professional/manager and superintendent shall be full-time employees dedicated to these facilities. The management company with its proposal shall provide a staffing matrix identifying the key personnel and the timeline for the hiring of such employees. The City has the right of reasonable rejection and approval the head golf professional/manager by the successful Proposer.
4. **Public Information Requests.** Information, documentation, and other materials submitted under this proposal may be subject to public disclosure under various open records acts. The successful Proposer is hereby notified that the City strictly adheres to this open records requirement and the interpretations thereof rendered by presiding courts and tribunals. The successful Proposer shall be deemed to have knowledge of these laws and how to protect the legitimate interests of the City.
5. **Cost Reduction/Savings.** It is the City's intent that this request for proposal encourages maximum competition. Proposers are requested to identify in their proposal alternative approaches or methodologies, which if adopted, would reduce project costs and generate additional cost savings. Proposers also should identify any aspect of the specifications that contribute unnecessarily to increased project cost.
6. **Right to Audit.** During the term of any subsequent agreement, an annual audit will be required of the successful Proposer. In addition, for a period of four (4) years thereafter the City or its duly authorized audit representative of the City, at the successful Proposer's expense and at reasonable times, reserves the right to incrementally audit the successful Proposer's records. In the event such an audit by the City reveals any errors/overpayments by the City, successful Proposer shall refund the City the full amount of such overpayments within thirty (30) days of such audit findings, or the City at its option, reserves the right to deduct such amounts owing the City from any payments due the successful Proposer.

General Conditions

1. **Federal Tax ID Number:** Each bidder shall state its federal tax identification number on the line provided on the bid form. The City is required to report to IRS on Form 1099 all payments involving labor or services provided by vendors, and lack of this number may delay contract payments until the number is provided.
2. **Right to Protest:** Any bidder who is aggrieved in connection with the award of a contract may contact the Public Property Director to discuss the basis for an award. Such protests and appeals regarding the request for bids and bid proposals are governed by and must be construed in accordance with Nebraska law.
3. **Civil Rights Requirements:** The successful bidder shall be subject to the laws of the State of Nebraska regarding discrimination. It is declared to be discrimination for the successful bidder, because of race, color, sex, creed, religion, ancestry, national origin, or disability, to fail or refuse to hire, to discharge an employee, or to accord adverse, unlawful, or unequal treatment to any person or employee with respect to application, hiring, training, apprenticeship, tenure, promotion, upgrading, compensation, layoff, discharge, or any term or condition of employment.

If the successful bidder is guilty of discrimination, this invitation for bid may be terminated in whole or in part by the City and the successful bidder shall be liable for any costs or expense incurred by the City in obtaining from other sources the work and services to be rendered or performed or the goods or properties to be furnished or delivered to the City under the invitation for bid so terminated or canceled.

This section shall be binding on all subcontractors or suppliers.

Section 6—Attachments

Attachment A:	City Goals
Attachment B:	Performance Expectations
Attachment C:	Management Agreement Criteria
Attachment D:	Recent Operating Performance
Attachment E:	Fee Schedule
Attachment F:	Golf Course Maintenance Standards
Attachment G:	Building Maintenance Standards/Custodial Maintenance Standards

Attachment H:	Background Information
Attachment I:	Proposer's Questionnaire
Attachment J:	Capital Improvement Plan
Attachment K:	City of Columbus Execution of Offer Form

Attachment A City Goals

The City desires to continue to provide high-quality and well-maintained public golf facilities with competitive fees and a customer service level commensurate with the best public access golf courses in the region. The City has identified the following goals:

- Provide the citizens of Columbus with a great and affordable customer experience—including ease of obtaining tee times.
- Achieve revenue growth for City of Columbus golf courses through increased rounds played and the enhancement of ancillary revenue opportunities.
- Eliminate or reduce future taxpayer support for golf course operations.
- Ensure that the golf course assets (both existing and new) are properly maintained.
- Contain expenditure growth by incentivizing efficient golf course management.
- Contribute toward high priority capital improvements and maintenance needs.
- Work with the City to develop a comprehensive master plan and capital improvement plan.
- Develop highly effective customer communication and marketing initiatives, including cooperative marketing with community organizations and businesses.
- Evaluate and implement leagues, tournaments, outings, and other types of organized play and programming while maintaining good public access to the course.

Attachment B Performance Expectations

Philosophy, Intent, and Expectations

It is the philosophy, intent, and expectation of the City to provide for its citizens a quality golfing environment with course playing conditions and a customer service level commensurate with other quality golf courses in the area. The daily fees are to be comparable to those fees charged by other competing municipally owned golf courses for similar services and facilities.

The City fully expects the facilities to be operated within golf industry standards from both the management of the operations as well as the maintenance of the putting surfaces, tees, fairways, sand traps, landscaping, overall turf quality and agronomy. These high standards can be met only through a professional operator that has the adequate staffing, training and experience to provide these services on behalf of the City. The successful Proposer will be required to procure all goods and services necessary for the operation of the facilities, and to develop plans for any needed facility improvements. Full-service management Proposers will work with the City to plan and implement capital improvements.

The intent of this Request for Proposal (RFP) process is to award a contract to manage and operate the City's municipal courses. Under such contract, the management company will be responsible for the day-to-day operation and management of the golf courses; including, but not limited to, golf course maintenance, golf course operations, clubhouse operations, retail operations, concessions, special events, promotion/marketing, and facility improvements, and the rate structure, which may be subject to City approval.

The City shall have the right to approve the annual budget as well as any proposed capital improvement expenditures for the golf course and capital equipment prior to implementation by the management company.

General Municipal Golf Course Requirements

A. Responsibilities, Policies and Procedures

- The successful Proposer will provide a level of service (customer service, maintenance standards, etc.) at least equal to or superior to the standards that currently exist at the Columbus Municipal Golf Courses.
- The course shall be operated as a public facility in a nondiscriminatory manner.
- The successful Proposer will provide course maintenance and day-to-day playability conditions of the highest standards—See Attachment F.

- The successful Proposer will be responsible to develop and implement a robust and effective marketing program that produces positive results in terms of growth of golf rounds purchased, cart rentals, as well as concession and event sales, pro shop sales and instructional programs.
- The successful Proposer will employ state-of-the-art maintenance practices.
- The golf course and concession operations shall be open on a daily basis, from dawn to dusk, with the exception of closures due to inclement weather conditions, scheduled maintenance days shall be approved by the Public Property Director or authorized designee.
- The successful Proposer will be responsible for maintenance and daily custodial cleaning of the clubhouse facilities at quality standards (refer to Attachment G for details).
- The successful Proposer will be responsible for maintaining and cleaning the maintenance facilities that include the maintenance shop, equipment and parts storage, and offices.
- The successful Proposer will be responsible to maintain all areas of the golf course facilities litter and trash free, including the parking lot, clubhouse area, ponds, and the golf course proper.
- The successful Proposer will be required to cooperate with the City during special events and other unanticipated eventualities.
- Establish and maintain effective working relationships with the employees, City officials, golf patrons, and the general public.
- The successful Proposer will be responsible for regular pest control inspections and extermination, in compliance with all Nebraska Department of Agriculture regulations concerning pesticide applications and nutrient management.
- Smoking in any building is strictly prohibited. The successful Proposer will be required to adhere to and enforce this policy.
- Repair and maintenance items which include seeding, reseeding, and other general landscaping, tee box revisions and extensions, bunker reconstruction and restoration, and cart path repair, paving, and repaving, irrigation system, buildings, plantings, and landscaping shall be the sole responsibility of the Proposer.
- The successful Proposer will obtain and maintain all alcohol licenses and permits necessary for operation on the golf courses.

- The successful Proposer will be responsible for maintenance, repair and cleanliness of the city owned golf carts and equipment. The proposer will provide a proposal to lease city owned equipment. If the proposer chooses to not use city owned carts or equipment, that needs to be stated in the proposal. The City will then liquidate the inventory.

B. Operations and Programming

The successful Proposer shall:

- Create and maintain a high-quality golfing experience for the public.
- Implement customer service practices that will enhance and maintain the satisfaction of patrons, including, but not limited to, ideas to promote faster speeds of play. These practices shall be outlined in the proposal.
- Not permit use of the golf courses without a reasonable charge for such use.
- In addition to general operation and management staff, provide course marshals, starter, and courtesy cart services.
- Implement innovative and effective player development programs, particularly for juniors, female golfers, and senior citizens.
- Develop and implement marketing and promotion programs that will effectively improve the City's market share in the local/regional golf market, and to employ yield management strategies to encourage play during traditional slow play periods.
- Provide high-quality golf instruction programs for players of all ages and abilities, including individual and group lesson opportunities with well qualified instructors.
- Continue to enhance the facilities existing leagues as a mechanism to promote increased activity and group camaraderie at the facility. In addition, the successful Proposer is expected to host other tournaments and outings, including the Nebraska Schools Activities Association events.
- Offer a convenient Internet and mobile application based tee time reservation system with customer service benefits comparable to systems offered within the local/regional market. The successful Proposer will be required to utilize a golf-specific point-of-sale (POS) system that has proper modules for maintaining a database of customer information (e.g., zip codes, emails), electronic marketing, electronic tee sheet management, retail management, reporting, and accounting.

- Provide competent and neatly attired employees in the following areas: golf pro shop, golf course maintenance, food and beverage concession, and driving range.

C. Operating Revenues and Expenses—Reporting and Audit

- The successful Proposer will be required to submit monthly financial reports at a level of detail and in a format approved by the City. At the end of each operating year, the successful Proposer will be required to submit audited financial statements for the past year. The successful Proposer will be required to maintain cash handling and revenue control systems to ensure the accurate and complete deposit and recording of all revenues, in a form and manner acceptable to the City.
- Provide all accounting procedures requested by the City.

D. Food and Beverage Operation

The successful Proposer shall:

- Offer a quality food and beverage operation, including the indoor concession operation at the clubhouse and on the courses.
- Explain in detail its plans for operating these facilities, including proposed hours of operation and the types of merchandise, food, and beverages that will be sold.
- Attach a comprehensive company policy covering the distribution and consumption of alcoholic beverages as part of this proposal.

E. Pro Shop

The successful Proposer shall operate and manage the pro shop at quality standards, as the primary, customer friendly point of sale for course access and by providing golf merchandise for sale as appropriate.

Proposers shall explain in detail plans for operating the pro shop, including proposed hours of operation and the types of merchandise and services that will be provided.

F. Capital Improvements

The successful Proposer will annually assess needs and develop plans, including implementation strategies, for necessary and desirable capital level improvements to the golf course, training facilities, clubhouse, pro shops, food and beverage facilities, carts, maintenance facilities and maintenance equipment.

The successful Proposer shall annually submit a proposed five-year plan for capital improvements. Any capital improvement, which may include building construction, cart path construction, and development of new holes, shall be subject to City approval.

- The successful Proposer will work with the City cooperatively to plan and implement capital improvement projects. Major renovation and improvement projects will be subject to City review and will require written City approval prior to implementation.
- See Attachments C or D for more information regarding responsibilities of the successful Proposer.

G. Golf Course and Clubhouse Security

The successful Proposer will provide and maintain procedures and systems to ensure the security of the golf courses and the clubhouses, including but not limited to a fire and burglar alarm system.

H. Compliance with Laws

The successful Proposer shall comply with all City, State, and Federal requirements to provide safe and accessible recreational opportunities for everyone, including persons with disabilities; in addition, the successful Proposer is encouraged to exceed accessibility requirements whenever possible and not simply provide the minimum level required. The successful Proposer shall also comply with all environmental laws in the operation and maintenance of the golf course.

Agreements and Arrangements

It is the expectation that the successful Proposer will fully comply and uphold all agreements and partnership arrangements entered into by the City.

Attachment C Management Agreement Criteria

Management Option—Fee Offer

Proposer shall submit a proposal that includes a required fee to be paid by the City to the management company. The fee offer may include an annual guaranteed minimum payment, plus any proposed, incentive-based payments. The structure and timing of the management fee payments are open to negotiation.

The successful Proposer shall maintain and provide to the City monthly and annual financial reports reflecting all revenues, expenditures, and balance sheet accounts.

Basic Requirements for Management Contract

Prior to commencement of the contract, the successful firm shall work cooperatively with the City's senior staff to further clarify the intended goals and purpose of the management contract, discuss and clarify any issues, gain an understanding of City operations, and establish responsibilities and timeframes.

The successful Proposer will assume responsibility for the following operations associated with each City golf course on an annual basis:

- Formulating and implementing business plans, maintenance, and operating programs, and budgets to be submitted to the Public Property Director or designee for approval for each fiscal year.
- Developing recommendations for green and cart fees, subject to City approval, and indexed to local or regional competitive golf facilities of similar type and quality. Setting of fees will be subject to a negotiation process and partnership between the City and the successful proposer.
- Maintain all city owned equipment used in operation of the golf facility, any additional equipment needed will be provided by the Proposer.
- Purchasing of all supplies, consumables, etc. for use in the operation of the golf course.
- Developing facilities improvements master plan, with specific recommended projects, and an implementation schedule and plans. NOTE: Under the management contract option, the City will review the facility improvements master plan and work with the management company on cost estimates, detailed design, bidding, and implementation plans. The extent of City involvement will be dependent on the size, scope, and budget of each proposed facility improvement project.

- Meeting with the City monthly, or as deemed necessary by the City, to review operations, expense/revenue reports, marketing/promotion programs, repair and improvement projects, long-range plans, etc.
- Presenting quarterly reports for both maintenance and expense/revenue reports to the Public Property Director or appointee.

City retains responsibility for the following:

- Administration of all terms and conditions of the contract.
- Approval of all fees based on proposals from the management company.
- Monitoring maintenance performance according to agreed-upon standards, specifications, and operating policies.
- Annual approvals of operating and capital budget.
- Prior approval of any and all expenses not budgeted.
- Prior approval of any alterations to existing facilities and partnering on facility improvement projects.
- Attending meetings per above.

Agreement Terms for Management Contract

A. Management Fee for Operations

Under the terms of a Fee-for-Service Management Contract, the successful Proposer may be paid a base management fee, plus an incentive management fee. Proposals should clearly indicate the basis upon which any payments will be based.

B. Term of Agreement

The term of the Agreement shall begin on an agreed-upon date, no later than [insert date], and shall end on the last day of the month preceding the fifth anniversary of the start date unless terminated by the City prior to that date. The contract may be renewed for one (1) additional five (5) year period at the City's sole discretion.

C. Capital Improvements

In addition to everyday course and facility maintenance and repairs, the successful Proposer, in cooperation with the City, will be expected to develop plans for capital improvements, to the golf course, driving range, clubhouse, and other areas. Renovations to the golf facilities may include the tee boxes, greens, bunkers, cart paths, and other projects.

Management proposals should include a proposed capital improvement plan that includes improvements to the golf course, practice facilities, and clubhouse during the term of the agreement. Proposers are to describe all proposed capital work, provide cost estimates for each discreet project. In addition, include a preliminary capital/design timetable that clearly outlines proposed improvements and the anticipated commencement and completion dates for these improvements (i.e., the expected duration of each improvement). A brief listing of capital improvement needs are listed in Attachment J.

- The successful Proposer will annually submit a proposed five-year plan for capital improvements.
- The City shall not be liable for any encumbrances or expenditures for capital improvements that have not received the prior written approval from the City.

D. Performance Bond

The successful Proposer will be required to provide the City a performance bond, which must remain in effect for the duration of the term. The bond, in the amount of \$500,000, will be due upon contract signing.

E. Termination for Convenience

The agreement may be terminated upon mutual consent of the successful Proposer and the City.

F. Termination for Cause

The City shall have the right to terminate this agreement for cause, based on the management company's performance, as follows:

- Consistent inability to achieve mutually agreed upon financial performance goals.
- Persistent or repeated failure to meet the performance standards for the facilities.
- Persistent or repeated disregard of laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction.
- Persistent or repeated failure to supply properly skilled workers.
- Breach of fiduciary obligations under the agreement.
- Filing of a voluntary petition for protection under federal bankruptcy laws; or the failure to obtain the dismissal of an involuntary petition under federal bankruptcy laws within 90 days.
- Discontinuance of its business or activities at the facility.
- Any other substantial breach of the agreement.

**Attachment D
Recent Operating Performance**

Van Berg Golf Course Revenue	2019-20 Activity	2020-21 Activity	2021-22 Budget
CITY & STATE SALES TAX	7,670	9,390	7,400
SALES TAX FROM GOLF PRO	0	1,810	0
CART RENTALS	38,050	46,490	30,000
FOOTGOLF	1,050	1,490	1,300
GREEN FEES	58,800	68,180	52,000
PUNCH CARDS	3,670	3,890	5,000
PASSES	7,970	14,030	18,500
CONCESSIONS	510	710	500
LIQUOR REVENUE	9,410	13,320	12,000
PRO SHOP REVENUE	0	0	0
DONATIONS	0	0	0
MISCELLANEOUS REVENUE	0	2,310	500
TRANSFERS IN	105,750	0	120,320
LAND OR PROPERTY SALES	0	0	0
TOTAL REVENUE – VAN BERG GOLF COURSE	232,880	161,620	247,720

**Van Berg Golf Course
Expenditures**

SALARIES - REGULAR	55,200	62,870	59,100
OVERTIME	1,740	2,290	1,270
TEMPORARY AND SEASONAL	23,990	21,640	24,180
SOCIAL SECURITY	6,470	5,910	5,990
GROUP INSURANCE	21,980	25,180	22,000
RETIREMENT	2,710	3,480	3,550
UNEMPLOYMENT	0	0	1,000
WORKERS COMPENSATION	760	30	750
TRAINING AND TUITION EMPLOYEE	30	90	200
RECRUITMENT/RETENTION	80	230	500
COMPUTER SUPPORT/MAINT	180	90	250
COMMISSION ON CARTS	3,810	4,660	3,000
COMMISSION ON LIQUOR	6,150	7,250	6,000
CONTRACT SERVICES	23,360	25,630	25,000
COMMISSION ON GREEN FEES	2,900	3,310	4,200
COMMISSION ON PASSES	400	630	600
BUILDING MAINTENANCE	3,420	1,990	3,500
EQUIPMENT MAINTENANCE	5,430	8,290	8,000
VEHICLE MAINTENANCE	340	0	500

GOLF CART/COURSE MAINTENANCE	1,480	1,450	7,500
IRRIGATION MAINTENANCE	2,420	2,410	2,500
EQUIPMENT RENTAL/PURCHASE	1,080	780	630
INSURANCE	2,,880	4,170	4,500
ADVERTISING AND PROMOTION	0	600	1,000
MISCELLANEOUS	200	0	200
MISC. FEES	0	20	0
REFUNDS	0	0	0
COVID-19 EXPENSES	0	0	0
SUPPLIES	1,890	2,100	2,000
OFFICE SUPPLIES	30	20	50
POSTAGE AND FREIGHT	0	0	0
FUEL	3,810	5,880	5,000
CHEMICALS	11,990	12,300	12,000
FERTILIZER	6,000	6,000	6,000
PLANTS SOD SEED FLOWERS	1,180	1,200	1,200
PRO SHOP SUPPLIES	590	780	400
PERSONAL PROTECTIVE SUPP	90	20	500
NATURAL GAS	1,680	1,830	2,500
ELECTRICITY	9,310	8,380	8,000
WATER AND SEWER	1,910	2,860	4,000
TELEPHONE	520	290	520
FOOD COSTS	0	0	0
MEMBERSHIP DUES	150	150	150
SALES TAX REMITTANCE	8,650	10,980	9,000
CAPITAL-LAND & BUILDINGS	0	0	0
CAPITAL-NEW CONSTRUCTION	0	0	0
CAPITAL-EQUIPMENT	0	0	1,000
CAPITAL-VEHICLES	0	0	0
TOTAL EXPENDITURES – VAN BERG GOLF COURSE	214,240	235,790	247,720

	2019-20 Budget	2020-21 Budget	2021-22 Budget
Quail Run Golf Course Revenue			
DEPRECIATION	34,090	30,030	0
CITY & STATE SALES TAX	15,910	21,250	15,000
SALES TAX FROM GOLF PRO	0	4,550	2,040
FEDERAL GRANTS	0	0	562,500

CART RENTALS	73,180	92,400	120,000
GREEN FEES	83,690	111,630	150,000
PUNCH CARDS	25,310	20,010	50,000
PASSES	45,140	79,510	110,000
CONCESSIONS	1,220	1,780	5,000
DRIVING RANGE	3,050	3,830	5,000
LIQUOR REVENUE	18,490	33,910	55,000
PRO SHOP REVENUE	0	0	0
GOLF LESSONS	0	0	0
DONATIONS	0	0	600
MISCELLANEOUS REVENUE	20	208,620	0
REFUNDS	0	0	0
TRANSFERS IN	758,230	422,800	349,820
LAND OR PROPERTY SALES	940	0	0
BOND PROCEEDS	0	0	0
TOTAL REVENUE – QUAIL RUN GOLF COURSE	1,059,270	1,030,320	1,424,960

	2019-20 Budget	2020-21 Budget	2021-22 Budget
Quail Run Golf Course Expenditures			
SALARIES AND WAGES	125,260	122,110	133,380
OVERTIME	2,220	2,380	19,710
TEMPORARY AND SEASONAL	56,180	54,940	65,000
SOCIAL SECURITY	13,680	14,090	16,690
GROUP INSURANCE	24,450	33,440	30,000
RETIREMENT	5,780	8,290	10,200
UNEMPLOYMENT	3,680	(1,180)	4,500
COMPUTER SUPPORT/MAINT	180	90	250
COMMISSION ON CARTS	3,810	4,660	3,000
COMMISSION ON LIQUOR	6,150	7,250	6,000
CONTRACT SERVICES	23,360	25,630	25,000
COMMISSION ON GREEN FEES	2,900	3,310	4,200
COMMISSION ON PASSES	400	630	600
BUILDING MAINTENANCE	3,420	1,990	3,500
EQUIPMENT MAINTENANCE	5,430	8,290	8,000
VEHICLE MAINTENANCE	340	0	500
GOLF CART/COURSE MAINT	1,480	1,450	7,500
IRRIGATION MAINTENANCE	2,420	2,410	2,500
EQUIPMENT RENTAL/PURCHASE	1,080	780	630
INSURANCE	2,880	4,170	4,500

ADVERTISING AND PROMOTION	0	600	1,000
MISCELLANEOUS	200	0	200
MISC FEES	0	20	0
REFUNDS	0	0	0
COVID-19 EXPENSES	0	0	0
SUPPLIES	1,890	2,100	2,000
OFFICE SUPPLIES	30	20	50
POSTAGE AND FREIGHT	0	0	0
FUEL	3,810	5,880	5,000
CHEMICALS	11,990	12,300	12,000
FERTILIZER	6,000	6,000	6,000
PLANTS SOD SEED FLOWERS	1,180	1,200	1,200
PRO-SHOP SUPPLIES	590	780	400
PERSONAL PROTECTIVE SUPP	90	20	500
NATURAL GAS	1,680	1,830	2,500
ELECTRICITY	9,310	8,380	8,000
WATER AND SEWER	1,910	2,860	4,000
TELEPHONE	520	290	520
FOOD COSTS	0	0	0
MEMBERSHIP DUES	150	150	150
SALES TAX REMITTANCE	8,650	10,980	9,000
WORKERS' COMPENSATION	1,920	1,030	2,200
TRAINING AND TUITION	990	340	2,000
EMPLOYEE RECRUITMENT/RETENTION	330	760	2,000
PROFESSIONAL SERVICES	0	120	8,000
COMPUTER SUPPORT/MAINT	2,560	5,610	5,000
COMMISSION ON CARTS	7,320	9,240	10,000
COMMISSION ON LIQUOR	13,860	18,580	20,000
CONTRACT SERVICES	46,840	51,930	50,000
COMMISSION ON GREEN FEES	4,780	5,920	7,000
COMMISSION ON PASSES	2,030	3,580	4,000
BUILDING MAINTENANCE	4,020	10,220	9,000
EQUIPMENT MAINTENANCE	25,930	28,630	28,000
VEHICLE MAINTENANCE	490	30	1,000
GOLF CART/COURSE MAINT	13,800	18,970	25,000
IRRIGATION MAINTENANCE	4,840	15,180	15,000
BUILDING RENTAL/LEASE	4,840	15,180	15,000
EQUIPMENT RENTAL/PURCHASE	240	1,600	2,500

INSURANCE	5,470	11,460	12,000
CLAIMS AND SETTLEMENTS	54,900	0	0
ADVERTISING AND PROMOTION	4,040	2,840	7,000
MISCELLANEOUS	5,250	0	2,000
MISC FEES	7,960	13,670	10,000
COVID-19 EXPENSES	0	0	0
SUPPLIES	8,460	6,790	7,500
OFFICE SUPPLIES	50	80	750
POSTAGE AND FREIGHT	0	10	20
FUEL	10,520	12,360	20,000
CHEMICALS	24,670	24,240	35,000
FERTILIZER	15,430	10,730	16,000
PLANT SOD SEED FLOWERS	4,600	3,840	4,500
PRO SHOP SUPPLIES	2,130	2,750	2,500
PERSONAL PROTECTIVE SUPP	90	130	500
NATURAL GAS	1,060	1,170	1,250
ELECTRICITY	24,060	19,850	26,000
WATER AND SEWER	4,770	4,950	5,000
TELEPHONE	1,940	1,480	2,000
REFUSE	70	50	1,250
FOOD COSTS	0	0	0
MEMBERSHIP DUES	670	1,480	1,500
SALES TAX REMITTANCE	17,730	25,540	0
CAPITAL-LAND & BUILDINGS	352,930	1,258,330	750,000
CAPITAL-NEW CONSTRUCTION	0	9780	0
CAPITAL-EQUIPMENT	0	0	50000
CAPITAL-VEHICLES	0	0	0
DEPRECIATION	155,010	204,530	0
TOTAL EXPENDITURES – QUAIL RUN			
GOLF COURSE	1,063,010	2,021,870	1,424,950

2022 APRIL GOLF ACTIVITY REPORT

ROUNDS	2022 QR	QR (2021)	2022 VB	2021 VB	2022 VB pass	2021 VB pass	FootGolf 2017		FootGolf 2020	
							Players	Rentals	Players	Rentals
Jan	0	0	21	35	48	61	185	57	9 / 82	7 / 75
Feb	419	0	14	4	32	7	\$1,829.20		\$1,080.45	
March	645	1204	58	183	133	277				
April	2030	2661	560	602	542	633				
May		2751		1200		875				
June		3291		1003		826				
July		3093		1218		991				
Aug		3176		1752		963				
Sept		2011		463		298				
Oct		1495		320		190				
Nov		726		67		84				
Dec		392		36		86				
	3094	20800	653	6883	755	5291				

	Rounds By Comparison			WEATHER DAYS	\$\$ GOLF COURSE REVENUE \$\$				
	QR	VB	Total Rds		Total Rev	QR	VB	Passes/Punch	
2006	14,145	3,636	17,781	33	380,114.13	250,815.13	51,345.00	77,954.00	Jan-Dec 2006
2007	13,856	3,921	17,777	37	374,656.70	247,502.95	52,484.75	74,669.00	Jan-Dec 2007
2008	16,490	3,322	19,812	29	392,168.16	269,130.62	45,071.64	77,965.90	Jan - Dec 2008
2009	24,044	5,805	29,849	30	440,517.65	296,032.27	54,070.01	90,415.37	Jan-Dec 2009
2010	20,100	4,708	24,808	39	430,316.66	282,355.79	44,678.10	103,282.77	Jan-Dec 2010
2011	17,231	4,255	21,486	51	403,737.50	256,447.20	44,311.40	102,978.90	Jan-Dec 2011
2012	20,763	5,554	26,317	36	453,582.16	281,325.80	42,449.43	129,806.93	Jan-Dec 2012
2013	17,780	6,833	24,613	32	435,869.17	242,846.89	58,229.51	134,792.77	Jan-Dec 2013
2014	19,116	6,493	25,609	34	456,925.82	267,817.90	52,747.99	136,359.93	Jan-Dec 2014
2015	21,206	7,014	28,220	47	466,655.67	267,674.40	58,490.34	140,490.93	Jan-Dec 2015
2016	24,008	7,029	31,037	35 + 6	473,738.90	286,042.87	52,593.92	135,102.11	Jan-Dec 2016
2017	21,905	6,230	28,135	43	478,110.61	275,744.95	54,269.26	148,096.40	Jan-DEC 2017
2018	21,434	6,224	27,658	49	474,776.79	269,995.46	59,190.46	145,590.87	Jan-DEC 2018
2019	10,083	8,001	18,084	X	278,628.11	113,332.47	84,097.59	81,198.05	Jan-DEC 2019
2020	17,810	10,898	28,708	X	347,698.60	167,879.17	97,728.87	82,090.56	Jan-DEC 2020
2021	20,800	12,174	32,974		438,628.65	209,528.41	112,344.03	116,756.21	Jan-DEC 2021
Jan-Apr 2021	2021	3,865	1,782	5,647	173,891.37	56,196.58	15,232.44	102,462.35	Jan-Apr 2021
Jan-Apr 2022	2022	3094	1408	4,502	206,805.63	61,786.00	11,838.01	133,181.62	Jan-Apr 2022
					plus 19%	plus 10%	minus 23%	plus 30%	

9 HOLES CLOSE AT QUAIL

**Attachment E
Fee Schedule**

GOLF COURSES

QUAIL RUN

Daily Green Fees	Rate
Weekday 9-hole	\$ 17.76
Weekday 18-hole	\$ 27.10
Weekend/Holiday 9-hole	\$ 23.83
Weekend/Holiday 18-hole	\$ 34.81
Junior/Senior/Super Senior Weekday 9-hole	\$ 14.02
Junior/Senior/Super Senior Weekday 18-hole	\$ 20.56
Twilight (two hours before sunset any day)	\$ 13.08
Winter Rates December 1 – March 31	Rate
9-holes	\$ 14.02
9-holes w/cart	\$ 18.69
18-holes	\$ 20.56
18-holes w/cart	\$ 27.10
Season Pass	Rate
Junior 7-day	\$ 220.26
Young Adult 7-day	\$ 514.02
Single 7-day	\$ 929.91
Family 7-day	\$ 1,308.41
Senior 7-day	\$ 836.45
Super Senior 7-day	\$ 742.99
Additional Spouse Pass for Above Categories	\$ 350.47

Individual Installment Pass	\$274 down payment due no later than February 15 th and four payments of \$185 due February 28 th , March 31 st , April 30 th , and May 31 st
Family Installment Pass	\$351 down payment due no later than February 15 th and four payments of \$263 due February 28 th , March 31 st , April 30 th , and May 31 st
Punch Cards (Individual or Corporate)	Rate
20 Punch 9-hole	\$ 350.47
20 Punch Senior/Super Senior 9-hole	\$ 280.37
20 Punch 18-hole	\$ 542.06
Combo 9/18-hole (10 punches each)	\$ 411.20
High School Teams – with range balls (Monday – Friday)	\$1,916.00
Cart Fees	Rate
9-hole	\$ 10.75
18-hole	\$ 16.12
Senior/Super Senior 9-hole	\$ 9.81
Senior/Super Senior 18-hole	\$ 14.95
Annual 1/2 Cart Pass	Rate
Individual	\$ 654.21
Spouse of Individual	\$ 327.11
Individual Senior/Super Senior	\$ 523.36
Spouse of Individual Senior/Super Senior	\$ 261.68
Age is determined by age at time of purchase.	

Junior – 18 and Under Young Adult – 19-23 Regular Adult – 24-59 Senior – 60-69 Super Senior – 70 and Over	
Passes not valid for corporate/company/state or booster outings	
Fees are set by golf professional and are subject to change.	
Reel Sharpening	Rate
One cutting unit (reel and bedknife) grinding only	\$ 50.00
Additional labor per hour plus parts	\$ 50.00
Minimum charge one hour	\$ 50.00

VAN BERG - Golf

Daily Green Fees	Rate
Weekday	\$ 13.08
Weekend/Holiday	\$ 15.89
Junior/Senior/Super Senior Weekday	\$ 11.21
Twilight (two hours before sunset any day)	\$ 10.28
Junior golfers (15 and under) play free at Van Berg when accompanied by a greens fee paying adult	
Cart Fees	Rate
9-hole	\$ 10.75
18-hole	\$ 16.12
Senior/Super Senior 9-hole	\$ 9.81
Senior/Super Senior 18-hole	\$ 14.95

Season Pass	Rate
Junior 7-day	\$ 220.26
Young Adult 7-day	\$ 514.02
Single 7-day	\$ 929.91
Family 7-day	\$ 1,308.41
Senior 7-day	\$ 836.45
Super Senior 7-day	\$ 742.99
Additional Spouse Pass for Above Categories	\$ 350.47
Individual Installment	\$274 down payment due no later than February 15 th and four payments of \$185 due February 28 th , March 31 st , April 30 th , and May 31 st
Family Installment	\$351 down payment due no later than February 15 th and four payments of \$263 due February 38 th , March 31 st , April 30 th , and May 31 st
Punch Cards (Individual or Corporate)	Rate
20 Punch Regular	\$ 261.80
20 Punch Senior/Super Senior	\$ 224.29
Lockbox (if used) - \$10 for all day – tax included	
Age is determined by age at time of purchase. Junior – 18 and Under Young Adult – 19-23 Regular Adult – 24-59 Senior – 60-69 Super Senior – 70 and Over	
Passes not valid for corporate/company/state or booster outings.	
Fees are set by golf professionals and are subject to change.	

VAN BERG – Foot Golf

Daily Green Fees	Rate
Regular Rate:	
9-holes	\$ 10.00
18-holes	\$ 15.00
Junior Rate (15 and under)	
9-holes	\$ 7.00
18-holes	\$ 12.00
Ball Rental	\$ 3.00

Attachment F

Golf Course Maintenance Standards

Golf Course Maintenance Guidelines

The work includes maintenance of grass on greens (including putting greens and perimeter slopes), tees (including practice tees), approaches, collars, ditches, fairways, roughs, sand traps, driving range, lakes and maintenance of trees, shrubs and landscaping throughout the entire acres covered by this contract. Note: Where specific fertilizers, chemicals, seed, supplies, products, or techniques are specified below, similar items or techniques of equal or better effectiveness that are without additional cost to the City may be used if preapproved by the Public Property Director or appointee.

The maintenance practices included in this section are intended to be an overall outline for the agronomic, horticultural, and recurring service practices of successful Proposer's golf course maintenance operations. While the guidelines are detailed, they are intended to be only minimum rules of operation. The successful Proposer's primary responsibility is for ensuring the integrity of the golf course. Variances from the guidelines will be necessary at times to allow for adjustments resulting in climatic conditions, pest infestations, golf course traffic, tournaments, and other unforeseen problems.

1. Mowing Guidelines:

- a. Greens will be mowed every day the course is open for play at a height of cut that is acceptable to the City without causing undue stress to the turf. Typically, a cutting height between 5/32 inches to 1/4 inch will be maintained. Greens should be maintained to achieve at least an "8-foot "stimpmeter" reading. The integrity of the original size of greens shall be maintained.
- b. Tees will be mowed three times per week. A mowing height of 1/4 inch to 1/2 inch will be maintained. No more than 33 percent of the leaf surface will be removed at any one mowing. The integrity of the original size and design of tees shall be maintained.
- c. Fairways, approaches, and collars will be mowed three times per week during the active growing season and two times per week during the cooler periods. A height of cut of 1/2 inch to 3/4 inch will be maintained. There may be certain times during the summer when this frequency may increase due to changes in climatic conditions. The frequency of cut during the cooler periods may also be increased to three times per week when the fairways are overseeded. No more than 33 percent of the leaf blade shall be removed at any one mowing. The integrity of the original size of fairways shall be maintained.

- d. Tee and green slopes and roughs will be mowed weekly during the active growing season and as needed the balance of the year. A height of cut of 1-1/4 inch to 1-1/2 inch will be maintained.
- e. Growth regulators will be utilized in wet areas during the summer months when excessive rainfall is predicted to keep the turf under a manageable condition.

2. Aeration Guidelines:

- a. Greens will be aerated as needed to provide the soil with the proper air, water, and soil ratio required for healthy putting surfaces. Two to three conventional core aerations (2 inches deep on 2-inch centers, minimally) coupled with one deep tine aeration during the summer months will be performed annually. Spiking of all greens shall be performed between aerations to maintain proper water infiltration.
- b. Tees will be aerated two times, minimally, during the year with a conventional aerator to alleviate compaction and help control thatch.
- c. Fairways/roughs will be aerated one time, minimally, during the summer months to alleviate compaction. Also, supplemental aerations will be done on the heavily compacted areas and may be accomplished with a deep-tine aerator.

3. Verticutting/Spiking Guidelines:

- a. Greens will be vertically mowed during the active growing season to help promote quality putting surfaces. Typically, every two weeks during the active growing season would be considered minimal. A deeper verticutting will be accomplished following aerations in two to three directions to help promote the healing of the damage on the putting surfaces caused by aerations. Spiking of the greens will be performed regularly.
- b. Tees will be vertically mowed in conjunction with the aeration services during the summer. The frequency of vertical mowing will be adjusted accordingly should the playing areas become "spongy."
- c. Fairways and roughs will be vertically mowed or scalped, if necessary, in order to prevent matting and/or the build-up of thatch in these areas.

4. Top Dressing Guidelines:

- a. Greens will be top dressed in conjunction with the verticutting/spiking and aeration operations. This will be accomplished with a soil mix or sand that is similar to the make-up of the existing soil profile.

- b. Greens will be top dressed every two weeks during the active growing season to help maintain a smooth putting surface. In addition to this, during the interseeding period, the greens will be “dusted” with top dressing.
- c. Tees will be top-dressed two times during the summer in conjunction with the aeration operations. In addition, the divots will be filled in on a weekly basis, minimally, to ensure an even playing surface.
- d. Green sand will be made available to both facilities for top dressing of the practice range tee and to fill sand buckets on the golf carts.

5. Fertilization Guidelines:

- a. Greens will be fertilized at a rate of 1.5 pounds of nitrogen per month with an analysis or ratio of N, P, and K determined by soil and tissue testing. Only “miniprill” and materials specifically used on putting surfaces will be utilized. Minor nutrients will be applied as a foliar application in addition to what is available in the granular fertilizer. Only fertilizer specifically formulated for putting greens shall be applied.
- b. Tees will be fertilized at a rate of one pound of nitrogen per month with a fertilizer analysis to be determined by soil testing. During overseeded months, the applications of fertilizer will be adjusted as necessary to ensure that quality teeing areas are present.
- c. Fairways, irrigated roughs, and slopes will be fertilized with 6 to 8 pounds of nitrogen annually through either granular or liquid applications that will be applied throughout the course of the year. Supplemental amounts of fertilizer will be applied to weak and thin areas. Any additional amounts of N, P, and K will be determined by soil tissue tests and adjusted accordingly.
- d. Dolomite lime applications, in conjunction with aeration, will be used as necessary to assist in keeping the pH at a desirable level.

6. Overseeding Guidelines:

- a. Greens will be overseeded as needed each fall with an initial seeding rate of 18 pounds of seed per 1,000 square feet. Additional seed will be added as necessary to ensure a good germination and juvenile development. Standard industry guidelines will be followed during this procedure.
- b. Tees will be overseeded each fall with a perennial ryegrass/Kentucky bluegrass blend at a seeding rate of 15 pounds per 1,000 square feet on par 4 and par 5 and a 20-pound per 1,000 square feet seeding rate will be utilized on par 3. Regular seeding and sanding of divots will be performed throughout the overseeded months.

- c. Fairways will be overseeded each fall with a Kentucky bluegrass blend at a seeding rate of 100 pounds per acre. Regular seeding and sanding of divots will be performed throughout the overseeded months.

7. Bunker Maintenance Guidelines:

- a. Mechanical raking of the bunkers will be performed five times per week. In addition to mechanical raking, the bunkers will be spot hand raked during the days the bunkers are not mechanically raked. The integrity of the original size and design of each bunker shall be maintained.
- b. Edging of the bunkers will be performed monthly to ensure a manicured appearance at all times.
- c. Mowing of the bunker faces will be performed weekly throughout the growing season and as needed throughout the remainder of the year.
- d. Additional sand will be added as needed throughout the year to maintain an average depth of 4 inches in all parts of the bunkers.

8. Equipment Repair Maintenance Guidelines:

- a. The successful Proposer will follow all manufacturers' guidelines in the maintenance and repair of equipment. All of the successful Proposer's equipment technicians will be qualified and are encouraged to attend industry workshops and seminars to stay updated on the latest trends and repairs of equipment.

9. Irrigation Guidelines:

- a. The irrigation systems will be repaired and maintained on a regular basis by qualified staff of the successful proposer.
- b. These employees may be required to attend service seminars to keep updated on the latest irrigation development and trends in the industry.
- c. The successful proposer will be responsible for submitting and implementing a well maintenance/operation program. The well maintenance/operation program should include a routine monitoring of water level, hours run, gallons per minute, and specific capacity of the well.

10. Integrated Pest Management Guidelines:

- a. The goal is to have the City of Columbus golf course as weed- and insect free as possible and to prevent any damaging outbreaks of pests. The successful proposer's approach to the control of damaging pests and weeds

will include curative and preventative types of control measures using the most appropriate products available.

- b. The successful proposer will be responsible for the implementation of an integrated pest management (IPM) program for all playing areas of the course including roughs via regular monitoring, problem and potential problem identification, preventative measures, diagnosis and treatment. All greens will be inspected daily for the presence of damaging pests, insects, or fungus. All greens shall be treated as required to prevent or control fungus and insect activity and damage to the turf. All fairways will be inspected weekly for the presence of damaging pests, insects, or fungus and treated appropriately to prevent turf damage.
- c. Fire ant mounds and worm damage throughout the golf course will be controlled on an as-needed basis.

11. Other Maintenance/Service:

The successful proposer will be responsible for properly moving the cups and tee markers and repairing ball marks every day the course is open for play. In addition, all trash will be removed, divot buckets will be filled, and the ball washers checked for clean towel and soap solution daily. The ball washer soap will be changed a minimum of once per week throughout the year.

12. Trash and Debris Removal:

During the course of the day, any trash or nonorganic debris on the golf course will be picked up. This will be hauled to a legal disposal site and disposed of. Removal from the property, when necessary, will be the responsibility of successful proposer.

13. Organic Materials and Tree Debris Removal:

During the course of the day, any tree debris or organic materials on the golf course will be picked up. This will be hauled to a legal disposal site and disposed of. Removal from the property, when necessary, will be the responsibility of the successful proposer.

14. Deep Rough/Natural Areas Maintenance:

- a. The successful Proposer will maintain the natural areas within the boundaries of the play areas. These areas are to be kept free of fallen limbs, sucker growth, undesirable vegetation, and weeds. Any removal of trees greater than 2 inches in caliper is not the responsibility of the successful proposer, unless the trees are leaning at more than a 45-degree angle.

- b. The successful proposer will be responsible for pruning any plant material and clearing debris that obstructs the cart paths throughout the golf course.

15. Cart Path Maintenance:

All golf cart paths will be kept clean of cut grass and shall be edged monthly during the active growing season and as needed the balance of the year. Standing water problems on cart paths will be promptly corrected by the successful Proposer. The successful Proposer will repair or is responsible for repair to cart path breaks due to irrigation repairs.

16. Lakes:

All aquatic weed control is the responsibility of the successful Proposer. The successful Proposer's personnel will remove litter and trash from the water bodies on a regular basis. All lakes and ponds shall be kept free of all unwanted aquatic plant life.

17. Landscape Beds Maintenance:

The successful Proposer will install and maintain flowering plants in select landscape beds throughout the golf course. This will include weed control, watering, fertilization, and pest control. The successful Proposer will work with the City in determining planting designs.

18. Buildings:

The successful Proposer will maintain the landscape surrounding the maintenance buildings, cart shed, and clubhouse buildings on the golf course in a good, operable, and sanitary order. Any required repairs, replacement, rebuilding, and restoration would be brought to the attention of the Public Property Director immediately. All such repairs, replacements, rebuilding, and restoration will be the responsibility of the successful proposer.

19. Portable Restrooms:

The successful Proposer will provide portable restrooms at both courses. Portable restrooms will be well maintained and serviced as needed.

Attachment G

Building Maintenance Standards/Custodial Maintenance Standards

Daily Custodial Duties and Requirements

- Empty waste receptacles and replace plastic liners as needed. Refuse removal is the responsibility of the successful proposer.
- Clean and sanitize the interior and exterior surface of all trash containers.
- Vacuum all areas of the building's interior carpet. Vacuum any floor mats and entry mats located at entry/exit doors. Spot clean any areas as needed.
- Dust mop all non-carpeted floors then damp mop afterwards.
- Clean and sanitize drinking fountains and remove encrustations, watermarks, etc. Polish as needed, using approved metal polish.
- Remove cobwebs on walls, ceiling corners, or any other places.
- Dust around cleared areas of furniture tops, desk tops, vacant shelves, windowsills, ledges, chairs, benches, etc.
- Clean and wipe down all chairs as necessary.
- Pick up litter, trash and debris at entryways, parking lots and grounds as needed; this is to include areas around the trash dumpsters.
- At entranceways, remove lint, cobwebs, debris, and mud from walkways, steps, floors, canopies, and ceiling corners. If necessary, remove bird droppings.
- Clean and sanitize public telephones and any ledges and side panels of phone area.
- Clean entry door surfaces, door glass, and adjacent glass and frames. Clean entry door handles, push plates, and kick plates.
- Clean top surface of exterior patio tables, chairs and picnic tables.
- In break rooms, lounges, etc., clean sinks and counter tops using sanitizing agent. Clean table tops and chairs. Fill any paper towel and soap dispensers.
- In break rooms, lounges, etc., clean microwave oven inside and outside and exterior surface of refrigerator door.
- Clean surfaces doors, door panels, control panels, and door tracks.
- Spot clean carpets and hard floors as needed.
- Resupply towels, soap, toilet paper, and other items as required.
- Clean all sinks and countertops.

- In restrooms, clean mirrors, countertops, sinks, and fixtures using germicidal solution.
- Clean toilet seats, inside bowl, bowl rims of toilet, base (including hold-down bolts), as well as unclog toilets as necessary. Clean urinals in like manner. USE OF SANITARY DISPOSABLE NON-STERILE RUBBER GLOVES IS MANDATORY. Gloves are to be changed with each restroom cleaning. DO NOT USE ACID BASED TOILET BOWL CLEANER ON ANY METAL SURFACES.
- Spot clean ceramic tile/concrete walls, removing stains, heavy soil, graffiti, candy, gum, or any other foreign material. Clean stall partitions in like manner.
- Mop bathrooms with germicidal solution.
- Spot clean baseboards to remove build-up of dirt and foreign matter.
- Clean and polish all stainless steel and chrome.
- Clean and organize custodial closet at end of each shift.
- Change ceiling tiles as need.
- Report needed building repairs to Public Property Director or appointee.

Weekly

- Blinds and other window coverings are to be dusted or vacuumed on both sides.
- Clean interior and glass surface.
- Spot clean walls and cubicle partitions.
- Heavy sweep all loose soil, rocks, debris, etc. from concrete areas around clubhouse buildings and cart shed.
- Pour one-gallon germicidal or detergent solution into floor drains. Clean grate to remove mildew or other stains.

Monthly

- Wipe dust accumulation on wall artwork, photographs, white boards, bulletin boards, plants, etc.
- Vacuum and clean HVAC supply, return vents, and surrounding ceiling.
- Remove any floor finish, dirt, or other foreign matter from all baseboards.

Quarterly

- Clean ceiling and light diffusers/covers (only if diffusers and covers are removable without tools). Dust/wipe bulbs.

Semiannual

- Extract/shampoo all carpeted areas.

Additional Duties as Needed (but not limited to)

- Repair sheetrock.
- Replace base covers.
- Change out lightbulbs.
- Change out flags.
- Minor plumbing repairs.
- Paint facilities' interior/exterior.

Attachment H Background Information

Columbus is the tenth largest city in Nebraska with a 2020 population of 24,028 and the regional hub to live, work, and play. Columbus has 19 parks covering over 400 acres. Within these parks there are 15 ball fields, 18 playgrounds, 11 soccer fields, three football fields and four lakes. Additionally, Columbus is home to the Pawnee Plunge Water Park, which is next to Van Berg Golf Course and brings thousands of visitors to Columbus each year.

**Attachment I
Proposer's Questionnaire**

The Proposer recognizes that in selecting a company/agent, the City of Columbus will rely, in part, on the answers provided in response to this questionnaire. Accordingly, Proposer warrants to the best of its knowledge that all responses are true, correct, and complete. The City of Columbus reserves the right to contact each and every reference listed below and shall be free from any liability to Proposer for conducting such inquiry.

Company Profile

Number of Years in Business: _____

1. Number of Employees: _____ (company wide) Number of Employees: _____
(servicing location)
2. Annual Sales Volume: _____ (company wide) Annual Sales Volume: _____
(servicing location)
3. State that you will provide a copy of your company's audited financial statements for the past two (2) years.
4. Is your company currently for sale or involved in any transaction to expend or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
5. Provide any details of all past or pending litigation or claims filed against your company that would negatively impact your company's performance under an agreement with the City of Columbus.
6. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.

Attachment J
Capital Improvement Plan

**Attachment K
City of Columbus Execution of Offer Form**

Request for Proposal

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED WITH YOUR PROPOSAL.

PROPOSER AGREES TO PERFORM ALL WORK AS SET FORTH IN THIS REQUEST FOR PROPOSAL, AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS AT THE PRICES SUBMITTED.

If requested, the Proposer will furnish bonding with the following company as surety:

Name of Surety Company

Address and Phone Number _____

Please list the Proposers insurance agent who shall provide the insurance policies required herein.

Name of Agency _____

Address and Phone Number _____
Contact Person _____

Execution

THE PROPOSER IS HEREBY NOTIFIED THAT THIS DOCUMENT SHALL BE SIGNED IN INK IN ORDER FOR THE PROPOSAL TO BE ACCEPTED. BY SIGNING, THE PROPOSER CERTIFIES THAT HE/SHE WILL COMPLY IN EVERY ASPECT WITH THE REQUEST FOR PROPOSAL, ADDENDUMS, PROPOSAL, ANY AND ALL EMAILS/LETTERS OF CLARIFICATION, AND CONTRACT.

The proposal, if submitted by an individual, shall be signed by an individual; if submitted by a partnership, shall be signed by such member or members of the partnership as have authority to bind the partnership; if submitted by a corporation the same shall be signed by the President and attested by the Secretary or an Assistant Secretary. If not signed by the President as aforesaid, there must be attached a copy of that portion of the bylaws, or a copy of a Board resolution, duly certified by the Secretary, showing the authority of the person so signing on behalf of the corporation. In lieu thereof, the corporation may file such evidence with the administration, duly certified by the Secretary, together with a list of the names of those officers having authority to execute documents on behalf of the corporation, duly

certified by the Secretary, which listing shall remain in full force and effect until such time as the administration is advised in writing to the contrary. In any case where a proposal is signed by an attorney in fact, the same must be accompanied by a copy of the appointing document, duly certified.

If an Individual:

NAME: _____

Street and/or P.O. Box

City State Zip Code Fed ID or SSN

Signature Date

Print Signature

WITNESS: _____

Signature

Print Signature

If a Partnership:

NAME OF PARTNERSHIP: _____

Street and/or P.O. Box

City State Zip Code Fed ID or SSN

BY: _____
Signature Date

Print Signature

TITLE: _____ WITNESS: _____

Signature

Print Signature

If a Corporation:

NAME OF CORPORATION: _____

Street and/or P.O. Box

City

State

Zip Code

Fed ID or SSN

STATE OF INCORPORATION: _____

BY: _____

Signature

Date

Print Signature

TITLE: _____ WITNESS: _____

Secretary's Signature

Print Signature

Remittance Address (if different than above)

Street and/or P.O. Box

City

State

Zip Code

NOTE: Firms must use their **full legal** name. Generally, a corporation's name must end with a suffix indicating the corporate status of that business (i.e., Inc., Co., Corp., etc.). Individuals or corporations may indicate trade names with the individual or corporate name followed by "t/a" (trading as) or "d/b/a" (doing business as), respectively. Failure to use your **full legal** name may be cause for rejection of the proposal.

Contact for Administration

NAME:

TELEPHONE:

EMAIL:

Payment Remittance Address

Street and/or P.O. Box

City

State

Zip Code

6. Public Property Director report.



The City of *Columbus*

PUBLIC PROPERTY DEPARTMENT

Director (402) 562-4240

Fax (402) 562-4265

June 2022

Monthly report

Still taking applications in all departments for seasonal and summer staff

Park Department

All irrigation systems have been turned on
Repaired scoreboard at Pawnee Park baseball field
All restrooms have been turned on
Installed windscreens on tennis courts, checked lights and changed clocks
Wind damage to the tennis court fences at Gerrard Park. Hoping to complete repairs soon
Had considerable vandalism to Glur Park, Centennial Park restrooms, Pedestrian overpass, Archery Range, Handball courts, Memorial Stadium bathrooms.
Repairing and painting some benches in Frankfort Square that have been chipped
Pawnee Park Bridge open
Lift station work complete at Airport Park. Installing fencing and white rock.
Repairing damaged picnic tables
Drainage work at Frontier Park completed, seeding is completed
Repaired Pawnee Park baseball field lights
Grass really growing after recent rains, trying to keep up with the mowing.
Placing argi-lime on fields A, B and C at Gerrard Park (purchased by Mariners)
Accepted bids for armor coating at Pawnee Park baseball and football parking lots and Bradshaw Park.
Ken Bos has been promoted to Park crew leader
Alen Eckhardt hired as full time Park maintenance worker
Repaired ball field lights in the park system
Installed bleacher covers.
Repaired batting cages.
Working with ETI engineering on Pawnee Park baseball field lighting project
Glur Park splash pad open
Tree donations from Keep Columbus Beautiful to replace dead trees

Park and Recreation

Hired Joe Krepel as Park and Rec coordinator (Aquatics)
Hired Sydney Winger as Park and Rec coordinator (programming)
Applying for grants for facilities and programming
Ordered field maintenance equipment
Fundraising continues on Fitness Court at Sunset Park
All summer programming and leagues have started
Frankfort Square activities have started

Aquatics report

Working with Sandy Creek Construction/JEO for construction of family slide at Pawnee Plunge

Successful opening weekend at the Plunge, trying to find additional staff, still limited staff on so days

Continuing lifeguard classes

Installed new posts and rope at entrance to Pawnee Plunge

Flowrider down for repairs, shipped pump to Wisconsin, hoping to have it back soon

Mike Krieger hired as full time pool maintenance staff

Golf report

Opening the south side of Quail Run on June 11 with some restrictions

Carts on paths only, some areas will be marked as unplayable

Doing some repairs on irrigation systems

Trying to keep up with mowing, courses looking better every day

Carts now allowed at Quail Run

Have limited play in some of the over seeded areas

Greens are looking much better

Landscapes Unlimited work is completed

Spraying weeds and fertilizing the south side of the course

Fertilizing Van Berg and north side of Quail Run

Need additional seasonal staff for Van Berg

7. Adjournment.