

AGENDA  
PARK BOARD  
CITY OF YUTAN, NEBRASKA  
November 10, 2023, 6:00 p.m.  
City Hall – 112 Vine St.

**\*\*\* Statement informing the public that the poster regarding the Open Meetings Act is posted on the west wall of the meeting room. \*\*\***

6:00 Open Meeting

- a) Approve Minutes of the September Meeting
- b) Park Fees - Discussion/Possible Action
- c) Setting Park hours and rules - Discussion/Possible Action
- d) Items for the next meeting

Meeting Adjourned

Yutan Park Board  
Friday, September 29, 2023  
6:00 p.m. Yutan City Hall

EXTRACT FROM MINUTES OF A REGULAR MEETING OF THE PARK BOARD OF THE CITY OF YUTAN, IN THE COUNTY OF SAUNDERS, STATE OF NEBRASKA HELD AT THE CITY OFFICE IN SAID CITY ON THE 29th DAY OF SEPTEMBER 2023, AT 6:00 p.m.

Notice of the meeting was given in advance thereof by posting notice, a designated method for giving notice, as shown by the Affidavit of Publication and Certificate of Posting Notice attached to these minutes. Notice of this meeting was given to Mayor Kelly and all members of the Yutan Park Board, and a copy of their acknowledgment of receipt of the notice and the agenda is attached to these minutes. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

The meeting was called to order at 6:04 p.m. by City Administrator CJ Heaton. Park Board Members Michelle Smith-Dahlhauser, Justin Barney, Aaron Archer, Ken Davis, and Brett Lawton were present. Administrator Heaton informed all the individuals present of the location of the Open Meetings Act and Code of Conduct.

A motion was made by Archer and Seconded by Smith-Dahlhauser to approve the minutes from the August 25th Meeting. Upon roll call the vote was as follows YEAH: Davis, Barney, Archer, Smith-Dahlhauser, Lawton. NO: None. Motion Carried.

Administrator Heaton discussed needing to appoint officers to help manage the park board. The chairperson would help organize and run meetings, while the secretary would help keep notes and roll during the meetings. A motion was made by Smith-Dahlhauser and seconded by Archer to Appoint Aaron Archer as Chairperson. Upon roll call the vote was as follows YEAH: Davis, Barney, Archer, Smith-Dahlhauser, Lawton. NO: None. Motion Carried.

A motion was made by Barney and Seconded by Lawton to Appoint Michelle Smith-Dahlhauser as Secretary of the board. Upon roll call the vote was as follows YEAH: Davis, Barney, Archer, Smith-Dahlhauser, Lawton. NO: None. Motion Carried.

Mayor Kelly and Administrator Heaton discussed the status of the Yutan Sports Courts. Kelly stated that some minor touchups are needed on the concrete and the surfacing of the courts. Heaton noted that the CRA is meeting next week to discuss funding landscaping and equipment for rentals. Barney suggested a small fee as a deposit to rent equipment. Davis suggested that we could reach out to the school for basketballs that are no longer in use there to have at the park. A general discussion was had regarding signage and possibly brochures with rules of pickleball. The grand opening will be scheduled along with pumpkins in the park on October 28th. City Clerk Brandy Gahan was present to discuss pumpkins in the park, the city is planning on having inflatables, pumpkins, face painting, food, and treats for the kids. Heaton invited the park board to come and help out at the event.

Heaton opened a discussion about the current set of prices for the use of city-owned fields.

Currently, no local teams or organizations are required to pay, in the past the schools have had an interlocal that paid \$1500 to the city each year. Heaton explained the costs that are involved with maintaining the fields and running the lights. Heaton noted that the city currently pays between 15 and 20 thousand dollars each year to maintain the fields including man hours, products, and lights. Archer felt that trying to recapture at least 50% of these fees would be good for the city and would allow for more improvements. Davis suggested bringing all interested parties to the table to discuss the needs and what they could contribute. Everyone agreed that the goal should not be to make a profit on the fields, but simply to cover some of the costs. The board asked the city administrator to have a more detailed list of costs and a budget ready for the next meeting to consider.

A motion was made by Lawton and Seconded by Archer to adjourn the meeting at 6:45. Upon roll call the vote was as follows. YEA: Smith-Dahlhauser, Archer, Barney, Lawton, Davis. NO: None. Meeting adjourned.

The next meeting is scheduled for Nov 10, 2023

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CJ Heaton, City Administrator

# CITY OF YUTAN

Account	Account Name	Fiscal Year 23 - 24			Budget			Fiscal Year 22 - 23	
		Current	Year To Date	%Used	Current	Total	Remaining	Year To Date	Total
<b>Expense</b>									
14050	UTILITIES-PARK	680.32	680.32	9.72 %	7,000.00	7,000.00	6,319.68	8,597.79	8,597.79
14060	INSURANCE-PARK	0.00	0.00	0.00 %	9,000.00	9,000.00	9,000.00	8,993.51	8,993.51
14070	WAGES-PARK	0.00	0.00	0.00 %	2,524.50	2,524.50	2,524.50	5,469.27	5,469.27
1407F	PAYROLL TAXES-PARK	0.00	0.00	0.00 %	195.00	195.00	195.00	4.22	4.22
14260	SUPPLIES-PARK	1,784.93	1,784.93	39.67 %	4,500.00	4,500.00	2,715.07	5,411.87	5,411.87
14320	GRAVEL-PARK	52.92	52.92	2.65 %	2,000.00	2,000.00	1,947.08	1,257.57	1,257.57
14340	REPAIRS-PARK	0.00	0.00	0.00 %	7,500.00	7,500.00	7,500.00	11,709.89	11,709.89
14390	PARK IMPROVEMENTS	0.00	0.00	0.00 %	5,000.00	5,000.00	5,000.00	28,360.77	28,360.77
14400	PLAYGROUND EQUIPMENT	0.00	0.00	0.00 %	325.00	325.00	325.00	0.00	0.00
14410	TMBRCRST/SPLSHPAD IMPROVE	0.00	0.00	0.00 %	0.00	0.00	0.00	340.69	340.69
14900	CAPITAL OUTLAY-PARK	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
14910	PARK RESERVE APPROPRATION	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Expense</b>		<b>2,518.17</b>	<b>2,518.17</b>	<b>6.62 %</b>	<b>38,044.50</b>	<b>38,044.50</b>	<b>35,526.33</b>	<b>70,145.58</b>	<b>70,145.58</b>
PROFIT / (LOSS) :		<b>(2,518.17)</b>	<b>(2,518.17)</b>		<b>(38,044.50)</b>	<b>(38,044.50)</b>	<b>(35,526.33)</b>	<b>(70,145.58)</b>	<b>(70,145.58)</b>

Date Range : 10/1/2023 To 9/30/2024  
 Report is for 14050 through 14910.  
 Only Active accounts are included.  
 Report order = Account  
 Transaction Source Code = Include All

# Memorandum

**To:** Park Board  
**From:** CJ Heaton, City Administrator  
**Date:** 11-3-23  
**Re:** Recreation Field Fees

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Currently, the City of Yutan does not charge local groups or organizations to use the fields. The school does have an interlocal where they currently pay 1500 per year to hold school events at the Itan and Hayes. There are actual costs associated with maintaining and running the fields. Each year the utility department employees spend thousands of dollars on fertilizers, conditioners, and other field products, watering, mowing, and lighting.

Itan Lights averages 350 a month about 4200 per year, Hayes is 96 a month. The average is highest during baseball/softball seasons.

Field Products about 7000-8000 per year

Mowing 2-3 times a week - 3 hours - 4000-5000 per year

Total is about \$21000 in costs for the city to maintain the fields

## **Current Fees**

Games and Practices - 75.00

Tournaments - 400 per field, per day, 3 games, 100 for each additional game

Soccer field - 125

Lights - 20 per game after 6:30

Park Shelters - None

Splash Pad Building - 100

## **Recommendations**

Seeking a motion and a second to recommend updated costs to the city council. Proposed \$40 per game. this would bring in an estimated \$9000.00, this would be a good midpoint in compensation vs fee. Also recommend setting the shelter rental at 100 for all shelters, and splash pad for a party.

City	Baseball	Softball	School	Tournament	Soccer	Deposit	Agreement In Place	Insurance Required	Notes
Yutan (Current)	100	100					0	No	
Wahoo	75/100	25	75	50/100			0		
Holdrege	0	0			0		0	No	
Ashland	0	0			0		0	No	
Beatrice	0	0			0		0	No	
Central City	0	0			0		0	No	
Sutton	0	0	0	0	0		0	No	Uses games as a community boost, banner program to sell advertisement space. Concession vendor fee.
Hastings	400	20-75	50	200	35	100			Cost for single games, about half off for a double header. \$400 for college team. Extra for out of town teams.
Omaha	5	5					0	No	
Papillion	5	5					0	No	Yes
Bellevue	50	30					0	No	Cost per hour
Lincoln	22/30			200/400			0	No	Lights 15 per hour.
<b>Averages</b>	56	16.5	72.5	100	35	100			
<b>Yutan Recommended</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>200</b>	<b>40</b>	<b>250/200/40</b>	<b>Yes</b>	<b>Yes</b>	<b>Deposit for Season/Tournament/Game, require a signed agreement, liability waiver, and insurance, sell banner space, concession contract, lights 20 per hour</b>

Yutan Does not charge legion or youth rec, both collect concession and gate, school currently has 1500 per year contract. All entities have been willing to split costs of major purchases.

Location	Utilities	Field Products	Field Prep	Mowing	Totals	Number of events, Estimated off schedules	Cost Per event	20% - 20.5/16.50	50% - 51.25/41.18
Hayes	\$100.00	\$750.00	\$600.00	\$600.00	\$14,350.00	140	\$102.50	\$2,870.00	\$7,175.00
Itan	\$350.00	\$250.00	\$200.00	\$200.00	\$7,000.00	85	\$82.35	\$1,400.00	\$3,500.00
<b>Totals</b>	<b>\$450.00</b>	<b>\$1,000.00</b>	<b>\$800.00</b>	<b>\$800.00</b>	<b>\$21,350.00</b>	<b>225</b>		<b>\$4,270.00</b>	<b>\$10,675.00</b>

**Recommended**

\$40.00 Per Game - Estimated income 9000 per year.