

MINUTES

Parks & Recreation Advisory Board Meeting

Room 113, City-County Bldg..

Thursday, February 10, 2011

Members Present:

Andrew Barry	Justin Carlson	Keelan Chapman	Jonathan Cook
Susan Deitchler	Curt Donaldson	Karen Hand	Anne Pagel
Bob Ripley	Susan Rodenburg	Dennis Scheer	Jeff Schwebke
Joe Tidball			

Members Absent:

Molly Brommond	Todd Fitzgerald	Jane Raybould
Joe Tidball		

Recognition of 'Open Meetings Act': As per law, Chairperson Joe Tidball announced that the Board follows the regulations of this Act, as posted.

*** APPROVAL OF MINUTES:** *It was moved (Ripley) and seconded (Carlson) to approve the minutes of the January 13, 2011, Parks & Recreation Advisory Board meeting as mailed. Motion carried by unanimous vote of members present.*

PUBLIC COMMENTS FOR ITEMS (other than those listed on the current Agenda): None

COMMITTEE REPORTS

Fees & Facilities Committee - Susan Deitchler, Chair - 488-4224

- *** Recommendation re: proposed changes to facility use permit regulations:** Lynn Johnson reported that this a continuation of discussions regarding consolidating and clarifying the permit process currently used by the Parks Department for rental facilities. Jocelyn Golden, Assistant City Attorney, said the Parks Department and Law Department looked at the Lincoln Municipal Code to see what needed to be addressed in the revision of the code so it would conform to procedures to be followed. In the current code there is an Exclusive Use Permit and a License for long term use of certain facilities. They would like to consolidate these two permits whereby both would require insurance and the fee would be set from a scale of fees yet to be determined by the Parks Department. They would also like to clarify in the code that if there's a facility rental that would be different than if a special use permit is required for a certain area of a park.

Jocelyn said a proposed code amendment has been drafted that will now be called a Special Use Permit. A new fee structure was discussed at a previous Fees & Facilities Committee meeting. The Committee recommended that a more uniform, flat fee be established rather a percentage fee and decided that it would be some type of graduating fee scale depending on number of participants. They also discuss the need for an insurance form for certain rentals. They also discussed if the event was to be co-sponsored with the City, they would have to submit an application for co-sponsoring where a fee would not be charged but they would still need to provide insurance.

Johnson said current hourly fees will still be used for certain activities (renting of a picnic area, meeting room, a gym, practice field or pool) and no liability insurance would be required. If

someone wants to use a large area of a park that includes multiple facilities and would have larger attendance, then a special use permit process would be necessary. If in addition to that activity, they want to sell tee shirts, concessions, etc., or exchange money, they would need to secure a permit to conduct business on park property.

Johnson asked the Board to: 1) make a recommendation to the City Council regarding the Special Use Permit; and 2) recommend code changes for the permit to conduct business on park property.

Discussion took place regarding the guidelines the Department uses when the City chooses to co-sponsor an event and if that event is co-sponsored by the City, the application fee would be waived (insurance would still be required). Johnson said the goal is to get the code as clear as possible so there's no gray area that could be misinterpreted. Also, the question as to whether or not there should be a provision included that would allow the fee to be waived if the applicant could demonstrate the inability to pay - the Department decided not to recommend that be included in the code. The Department will recommend that the fee scale begin at 250 participants and increase by 250 person increments up to either 1500 or 2000 persons. After that it would go up by either 500 or 1000 person increments. At the next Fees & Facilities Committee they will discuss what the increments and fees will be. Jocelyn said she would like to see the Parks & Recreation Advisory Board be the one who would review applications from larger groups who request to reserve an entire park area. Johnson said he would like to see groups who use the same facility several times every year, would need to bring a list of their events to the Board only once for approval of all their events. Discussion also occurred regarding being very specific when referring to for-profit and non-profit groups - if they are a non-profit, they should be required to furnish a copy of their 501-C-3 paper work.

Jocelyn and Lynn responded to questions from Board members.

After further brief discussion, it was moved (Ripley) and seconded (Pagel) that the Board recommend approval of the amendments/revisions to the Lincoln Municipal Code for Use of Parks & Recreation Department Facilities and Permit to Conduct Business on Park Property and that they be forwarded to the City Council for their approval. Motion carried by majority vote of members present with Cook abstaining. A copy of the amendments/revisions will be attached to the file copy of these minutes.

- Lynn Johnson asked members to refer to the copy of draft Guidelines Regarding Co-Sponsorship of Event by Parks & Recreation Department that was included in their packets. The City has identified support of community events that provide opportunities for positive social interaction among community residents as a desired outcome. The Parks & Recreation Department co-sponsors a limited number of community events each year that are deemed to be of broad community interest and/or involve fundraising activities where the proceeds support a parks and recreation facility or program.

Johnson proposed setting up a process that will determine whether it will always be the PRAB who decides or does the Director have any authority/responsibility in the decision for these events and what are the guidelines that would be needed to evaluate events. Proposed criteria that the Parks Department and Law Department determined regarding co-sponsorship of events is:

- the organization is a local non-profit organization related to the arts, human services, recreation or environmental conservation;
- the event is of broad community interest, and is open to the general public;
- the event does not involve political or religious activities; and
- if a registration fee is charged,(or revenue is generated), the net proceeds are given back to the Parks & Recreation Department for support of facilities or programs.

A license agreement would be secured for use of parks and recreation facilities. The permit fee would be waived if the event is co-sponsored. and the sponsoring organization will be required to

secure event insurance naming the City of Lincoln as additionally insured if an admission fee is charged. The sponsoring organization may also be requested to cover costs incurred by the Parks and Recreation Department associated with the event.

Due to potential time constraints issues, the Board members recommended that the Parks Department staff be responsible for the decision on requests for large events to use park property rather than the Parks Board members. However, if an unusual request was submitted and the Department wanted input from citizens, the Board could serve in their advisory capacity in assisting the Department with a decision.

The Parks Department will bring back the revised version of these guidelines to the next PRAB meeting on March 10th.

Futures Committee - Bob Ripley (Chair) 471-0419 or 488-5131

- No report

Golf Committee

- No report

Executive Committee - Joe Tidball (Chair) - 730-5638

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Staff Reports:

- **Summary of meeting with ECCO NA Board re: miniature golf course proposal:**
Lynn Johnson updated the Board on Tom Madsen's miniature golf course proposal at ECCO Park. The Parks & Recreation Department met with the East Campus Neighborhood Association and the reaction from the board was generally favorable. Before they endorse it, they would like to expand the number of people who review it. Madsen agreed to host an open house at Madsen's Bowling & Billards on February 17th, 4:30 to 6:30 p.m., to allow additional people to look at the plans. Signs are also being placed in the park and flyers are being distributed to the neighborhood.

Announcements:

- GPTN annual meeting on Feb. 13th @ 1:00 p.m. with guest speaker, Andy Clarke, President of the League of American Bicyclists. The meeting will be held at Bryan-LGH College of Health Sciences, 5035 Everett St., Room 204.

Meeting adjourned at 5:00 p.m.

Respectfully Submitted:

Jeanne Bowling, Secretary to the Director
Parks & Recreation Dept.