

# Agenda Packet

## NORFOLK PARKS BOARD MEETING

Tuesday, August 29, 2023  
5:00 p.m.

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**NOTICE OF MEETING  
CITY OF NORFOLK, NEBRASKA**

NOTICE IS HEREBY GIVEN that a meeting of the Norfolk Parks Board of the City of Norfolk, Nebraska, will be held at 5:00 p.m. on Tuesday, August 29, 2023, in the Council Chambers, 309 N. 5th Street, which meeting will be open to the public.

An agenda for such meeting, kept continually current, is available at the City of Norfolk Administration Building, located at 309 N 5<sup>th</sup> Street, Norfolk, Nebraska during normal business hours.

AGENDA  
NORFOLK PARKS BOARD MEETING

August 29, 2023

CALL TO ORDER

1. 5:00 p.m. Call meeting to order.
2. Inform the public about the location of the Open Meetings Act posted in the Council Chambers and accessible to members of the public
3. Roll call.

CURRENT BUSINESS

- |   |                        |
|---|------------------------|
| 4. Approval of full agenda.   | <b>Motion</b>          |
| 5. Consideration of approval of the minutes of the July 20, 2023 Parks Board meeting. | <b>Motion</b>          |
| 6. Master Plan update and presentation by PROS Consulting.                            | <b>Discussion Item</b> |

OTHER BUSINESS

7. Supervisor reports.
8. No action can be taken on matters discussed.



## Parks and Rec Board Meeting Minutes

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**Thursday, July 20, 2023**  
**5:00 p.m.**  
**City Council Chambers**

The meeting was called to order at 5:00 p.m. Roll call found the following members present: Ann Dover, Patrick Gerhart, Jerrett Mills, Terry Rasmussen, Melissa Temple, Austin Truex, Angie Bailey, and Becki Wulf. Absent: Bill Robinson.

City staff present: Parks & Rec Director Nathan Powell, Parks Supervisor Mike Leise, Interim Sports Complex Supervisor, Ryan Beed, Parks & Rec Admin Assistant Jen Olson, City Engineer Steven Rames, Assistant City Engineer Anna Allen, Engineering Division staff Pat Boyle, Communications Director Nick Stevenson.

Others present: Councilman Webb, Councilman Granquist, and 16 members of the community.

Mills moved, seconded by Bailey to approve the July 20, 2023, agenda. Roll call: All Ayes. Nays: None. Absent: Robinson.

Gerhart moved, seconded by Wulf to approve the June 22, 2023, minutes. Roll call: All Ayes. Nays: None. Absent: Robinson.

Recreation Coordinator, Ron LaMie arrived at 5:05 p.m.

Powell provided an overview of the landscape design for the 1<sup>st</sup> and Braasch roundabout. Discussion followed. Dover made a motion to recommend approval of the landscape design for the 1<sup>st</sup> and Braasch roundabout, seconded by Bailey. Roll call: All Ayes. Nays: None. Absent: Robinson.

Parks Board member, Bill Robinson, arrived at 5:07 p.m.

Powell provided the history of the Trail Advisory Board and asked the Board if they would be interested in serving in that capacity or if they feel it should continue as a stand alone board. Discussion followed. Gerhart made a motion to recommend approval of the Parks Advisory Board to take over as the Trail Advisory Board as well, seconded by Dover. Roll call: All Ayes. Nays: None.

Mills asked Powell if they could skip over agenda item #8: discussion for the proposed Parks and Recreation Fees, and first have the monthly supervisor reports. Powell said yes, that was permissible.

Anna Allen left at 5:35 p.m.

Mike Leise provided his monthly report. Tree plantings, preparation of parks for events, well repairs, preparing for dirt work at Johnson Park, repairs at Embrace Park, preparation of pump track at the skate park, removal of equipment at Liberty Bell prior to the build week, and bids for concrete at the Skyview Shop. Board asked if the Liberty Bell equipment would be sold or donated. Leise explained it is hard to remove equipment without damaging it.

Ryan Beed provided his monthly report. Working on completing the bridge at Ta-Ha, pond cleaning, tree clean up after the storm, daily maintenance and field prep. Future projects: two back stops, field four ball padding, water/sewer bids at campground, field five updates, and dog park updates.

Ron LaMie provided his monthly report. Active program updates, summer recreation programs, partnerships, and fall catalog preparation. Trying to push advertising for programs.

Nathan Powell provided his monthly report. Master plan progress, survey, open house, and budget meetings. Responded to questions from the Board.

Powell provided a history of the Parks and Recreation fees and that the item was for discussion only. Powell showed the current fees and the fees he is suggesting and asked the Board for their input. Board discussion followed. Temple asked about swimming scholarships or assistance with the cost of passes, Robinson asked if we had a matrix to determine assistance and LaMie responded that there is not a matrix but they look at how they are paying for other things, e.g. food stamps, Medicaid etc. Mills opened the floor to the public.

Pat Boyle left at 6:24 p.m.

Dave Fauss expressed concern over the fees and was not in support of the increase for fees related to field use and the impact on their teams. Tina Kassmeier, Jeff Borer, Brant Wolff, and Keith Ragland spoke and also expressed concerns with the fee increase.

Gerhart motioned to adjourn the meeting at 6:38 p.m., Rasmussen seconded. Roll call: Ayes: Dover, Gerhart, Mills, Rasmussen, Temple, Truex, Bailey, Robinson and Wulf. Nays: None. Absent: None.

Next meeting will be on August 24, 2023, 5:00 p.m. in the City Council Chambers at 309 N 5<sup>th</sup> Street, Norfolk, NE.

Minutes recorded and taken by Jennifer Olson, Parks and Recreation Administrative Assistant.

## Department Report August 2023

### **Major Incidents/Significant Events/Meetings**

- City council meetings on 1<sup>st</sup> and 3<sup>rd</sup> Mondays
- Arts Council meeting
  - 18<sup>th</sup> and Pasewalk art piece roundabout selected
- 2023-2024 Budget Review with Council
- Rotary Club Parks and Rec presentation
- UNK MBA Community Tour Presentation
- Liberty Bell Park public build day
- Disc golf club meeting at Ta Ha
- Lawn conversion program meeting
- June tree board meeting

### **Project Outcomes**

- Liberty Bell playground phase I complete
- Skyview Dock RFP complete/Huff construction selected to move forward
- Team Locker RFP process closed
- Liberty Bell restroom RFP is closed
- Logo for whitewater park complete
- Skate Park pump track work started
- ARPA grant awarded for Johnson Park in the amount of \$2,000,000
- LWCF grant application submitted for ballfield at Johnson Park
- First and Braasch roundabout approved by board
- Johnson Park equipment removed
- Heaters installed at AquaVenture
- First discussion with board regarding fees complete

### **Current Project**

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• 2024 Fees</li><li>• Green Leaf Award press release out</li><li>• Paving the area around the Skyview shop</li><li>• Adding additional sidewalk in Liberty Bell for ADA access to the fields and to the new restroom</li><li>• Master Plan process underway</li><li>• Johnson Park projects are out for bid<ul style="list-style-type: none"><li>◦ Water structure test the week of August 25<sup>th</sup></li></ul></li></ul> | <ul style="list-style-type: none"><li>• Warren Cook Playground ordered</li><li>• Phase 2 liberty bell playground ordered</li><li>• Parks Signage installations underway</li><li>• Skate Park Pump track work</li><li>• Landscaping, nature playground, wayfinding &amp; historical panel design needed for Johnson Park</li><li>• Trails Committee plan</li></ul> |
|--|---|

### **Upcoming Significant Events & Meetings**

- Public input meeting for Master Planning scheduled for August 30<sup>th</sup>
- NERPA conference
- Master Plan updated presentation

### **Change in Park/Facility Status**

- Aquaventure open on weekends through Labor Day

### **Public Requests**

-

## **Recreation Report Aug/2023**

### **Major Incidents/Significant Events/Meetings**

- Liberty playground installed and opened to the public.
- Fall brochure complete.
- Pump track construction started.
- Bleachers at Memorial field have been repaired.
- Fall sports have begun.
- Sprinklers fixed at Memorial.
- Sod laid at Memorial.
- Major top dressing at Memorial completed
- Fields at North Pine marked for soccer from U8 to Adult for more usage.
- AquaVenture adjusted hours 11:30-5:00 open on weekends – Labor Day
- Received \$2000 donation for side projects at Liberty.
- Skyview weeds addressed and cut down around pond.

### **Project Outcomes**

- Bleacher repair-successful
- Memorial field improvements continue.
- Fall programs created
- Fall brochure printed
- Kayaking at AquaVenture with local partnership has been successful.
- Lifejacket screen printing design complete by Stadium sports.
- Ad panels total \$12,500 in revenue.

### **Current Project**

- |  |               |
|--|---------------|
| • Recreation programs                              | • Pump track  |
| • AquaVenture                                      | • Fall sports |
| • Top dressing                                     | • Concessions |
| • Field maintenance                                |               |
| • Concessions                                      |               |
| • Lifejacket donations - received 3 confirmations. |               |
| • Winter Catalog for recreation                    |               |
| • Field improvements                               |               |

### **Upcoming Significant Events & Meetings**

#### **Change in Park/Facility Status**

- AquaVenutre hours adjusted weekends only 11:30-5:00 – Labor day

#### **Public Requests**

**Parks Report  
August 2023**

**Current and ongoing**

- Setup/cleanup for Aug 3 Music in the Park at Skyview
- Location meeting for six new trees between 4<sup>th</sup> and 5<sup>th</sup> Streets – three on each side
- Removed old equipment from Liberty Bell Park
- Dirt work at Liberty Bell Park for new playground
- Tree Board Meeting
- Dirt work for new pump track at the Skate Park
- Kaboom Event – setting up new playground at Liberty Bell Park
- Setup/cleanup for final concert at River Point Square
- Tree watering
- Planning started for new fall protection at Central Park for the playground
- Planning started for new concrete at the parks shop located at Skyview
- In progress to complete the irrigation west of the playground at Skyview and where the old pool was located at Liberty Bell



**Ta-Ha-Zouka/Sports Fields Report**  
**August 2023**

**Current and ongoing**

- Pulling and spraying puncturevine and sandburs in sandy areas of park
- Spraying and weed eating lake and banks
- Bids for field 2 backstop project
- Signage for campground and dog park
- Mowing daily
- Cleaning facilities daily
- Maintenance of park
- Watering trees and flowers as needed
- Trash runs (twice weekly)
- Cleaning picnic shelters and cabins as needed
- Field prep for games as needed
- Sprinkler maintenance
- Supply and tool purchases for the Kaboom Project at Liberty Bell
- Clean-up at Liberty Bell for Kaboom Project
- Working with contractors for the field 2 install
- Layout and install Liberty Bell Park border
- Work with campground host on campground related issues
- Mower maintenance (campground)
- Working on state boiler inspection violations
- Order and install of pole padding on field 4