

Agenda Packet

NORFOLK PARKS BOARD MEETING

Thursday, December 21, 2023
5:00 p.m.

Created 12/19/2023 5:06 PM

**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 Thursday, December 21, 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 5th Street, Norfolk, Nebraska during normal business hours.

AGENDA
NORFOLK PARKS BOARD MEETING

December 21, 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. **Motion**
5. Consideration of approval of the minutes of the November 16, 2023 Parks Board meeting. **Motion**
6. Parks and Recreation Master Plan update and survey results.
7. Approval to recommend an update to the winter signage for the lake at Skyview Park and Ta-Ha-Zouka Park. **Motion**
8. Approval to recommend a concept design for the Briggs and Barrett Garden in Winter Park. **Motion**

OTHER BUSINESS

9. Monthly Supervisor Reports.
10. Open topics on any concerns the Board has towards current and future planning for the City Parks.
11. No action can be taken on matters discussed.



Parks and Rec Board Meeting Minutes

Thursday, November 16, 2023

5:00 p.m.

City Council Chambers

Melissa Temple called the meeting to order at 5:00 p.m.

Temple informed the public of the Open Meetings Act posted in the Council Chambers.

Roll Call found the following members present: Ann Dover, Terry Rasmussen, Angie Bailey, Austin Truex, Melissa Temple, and Becki Wulf. Absent: Jerrett Mills and Patrick Gerhart.

City staff present were: Parks & Recreation Direction Nathan Powell, Assistant Director – Recreation PJ Evans, Parks Supervisor Ryan Beed, Sports Supervisor Ron LaMie, Administrative Assistant Kylee Soderberg and Communication Manager Nick Stevenson.

Truex moved, seconded by Dover to approve the November 16, 2023 agenda. Roll call: All ayes. Nays: None. Absent: Mills and Gerhart.

Rasmussen moved, seconded by Wulf to approve the October 19, 2023 minutes. Roll call: All ayes. Nays: None. Absent: Mills and Gerhart.

Powell began discussion on the proposed changes to the 2024 fee schedule. Rasmussen moved, seconded by Bailey to approve the 2024 Parks and Recreation fees and to forward on to the City Council. Roll call: All ayes. Nays: None. Absent: Mills and Gerhart.

Supervisor reports were given by LaMie, Beed, Evans and Powell.

Discussions were had on the citizen survey, Riverfront improvement projects, and Johnson Park features.

With no further business, the meeting was adjourned at 5:29 p.m.

The next meeting will be on December 14, 2023 at 5:00 p.m. in the City Council Chambers at 309 N 5th Street, Norfolk, NE.

Minutes recorded and taken by Kylee Soderberg, Administration Admin Assistant.



Norfolk Parks and Recreation Master Plan



Norfolk Parks and Recreation - Findings and Public Engagement
Presentation

Comprehensive Master Plan Process

Where Are We Today?

Site & facility assessments
Park classification and level of service standards
Related plans review
Program review
GIS Mapping

Where Are We Going Tomorrow?

Statistically-valid survey
Online survey
Demographics and trends analysis
Benchmark analysis
Stakeholder interviews and focus groups
Public meeting

How Do We Get There?

Needs prioritization
Operational review
Capital improvement planning
Funding and revenue planning
Strategic action plan

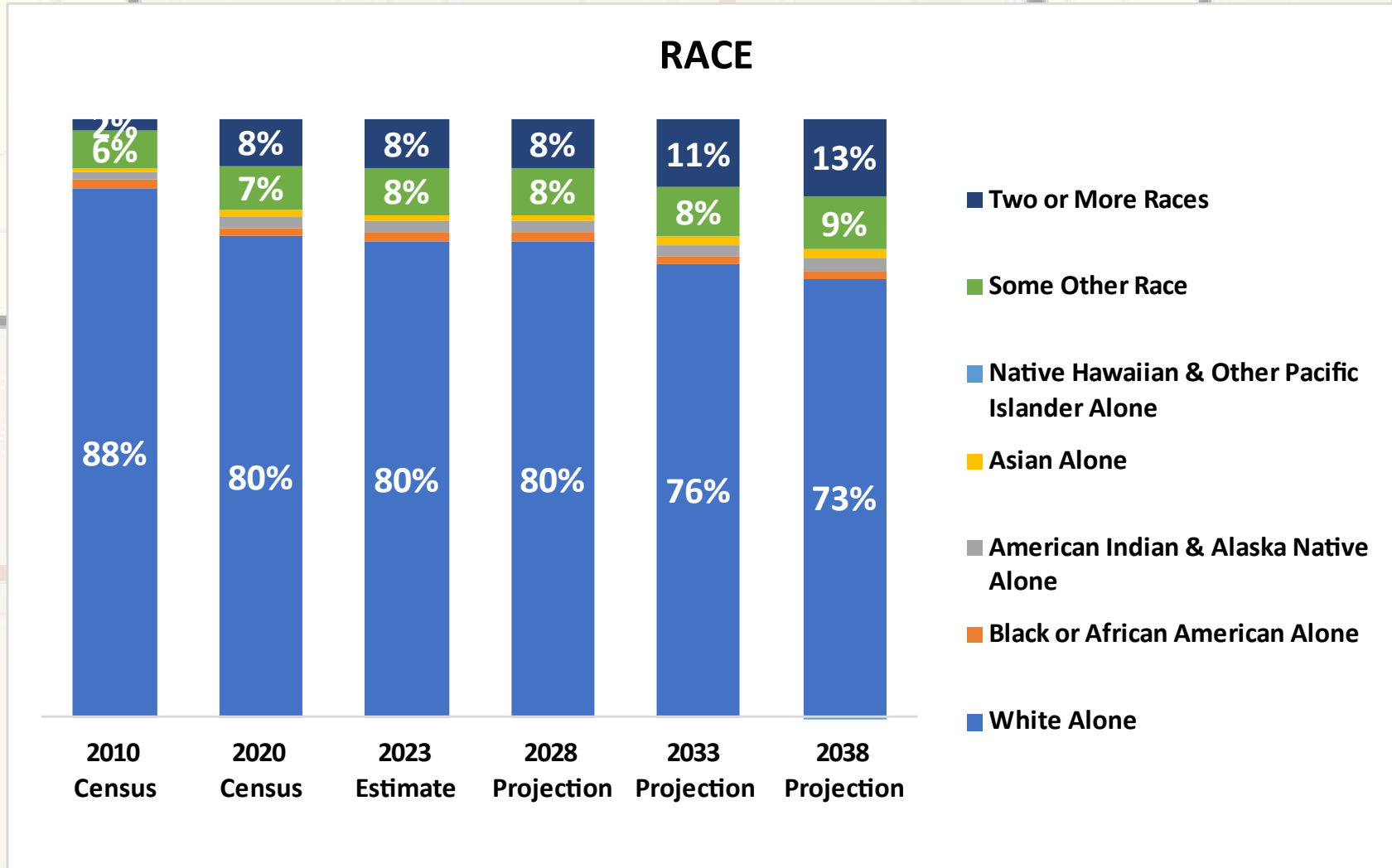
 = Completed



12/21/2023

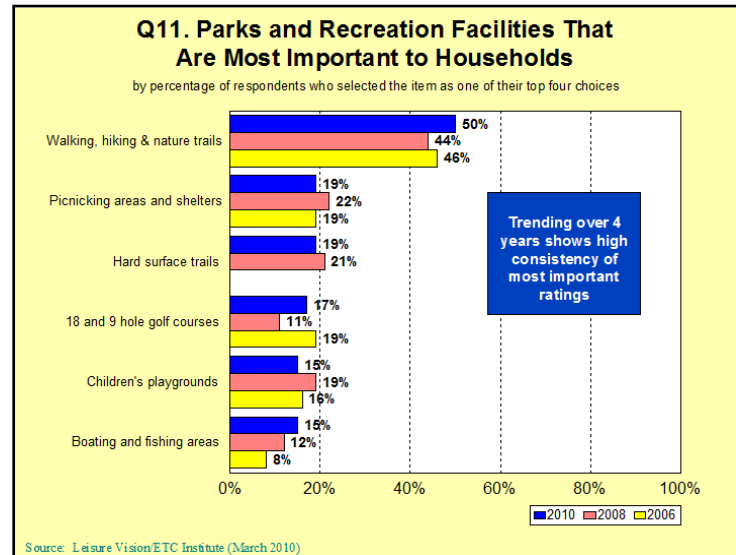
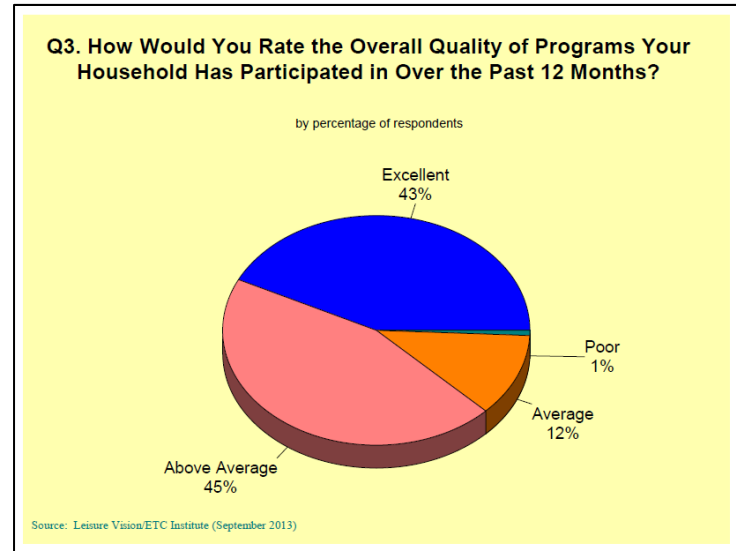
Demographics

Slight Diversification





- Market research firm of nearly 100 people based in Kansas City
- Partners with PROS Consulting on over 500 surveys over the past 28 years
- Extensive experience conducting services in English and Spanish
- Over \$2 billion of voter approved initiatives

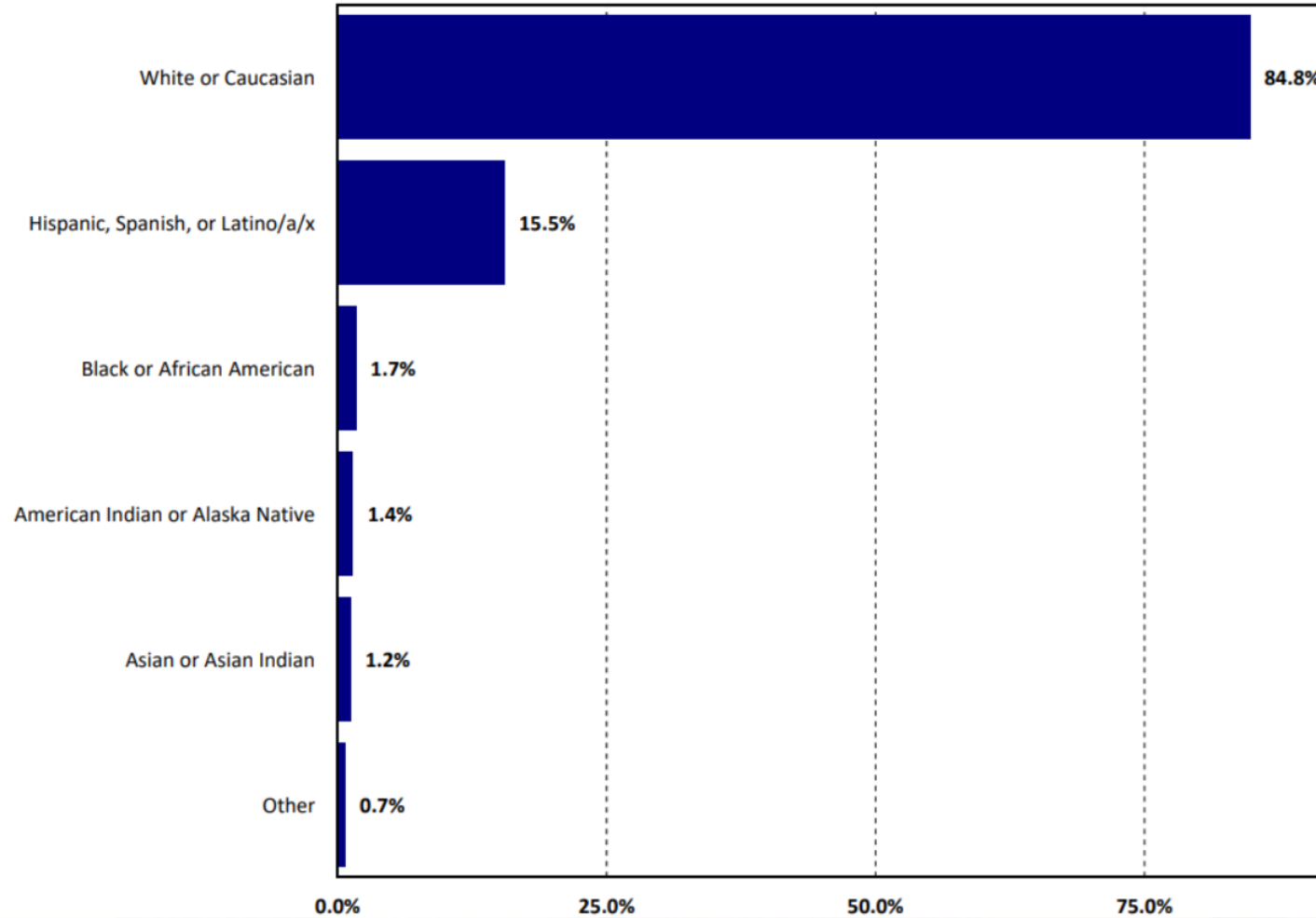


Survey Results

Norfolk, NE 2023 Survey

Q22. Which of the following best describes your race/ethnicity?

by percentage of respondents

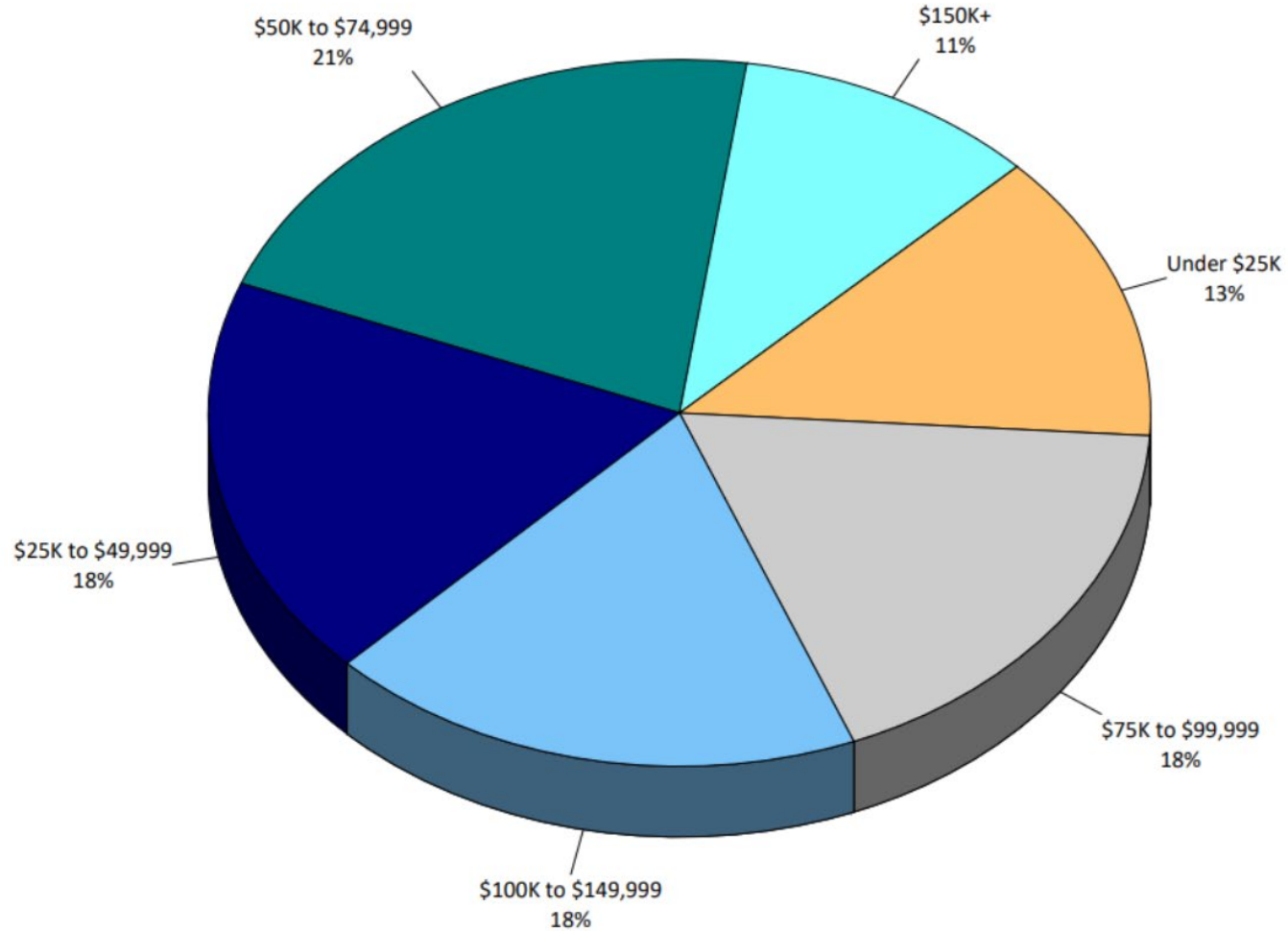


Survey Results

Norfolk, NE 2023 Survey

Q23. What is your total annual household income?

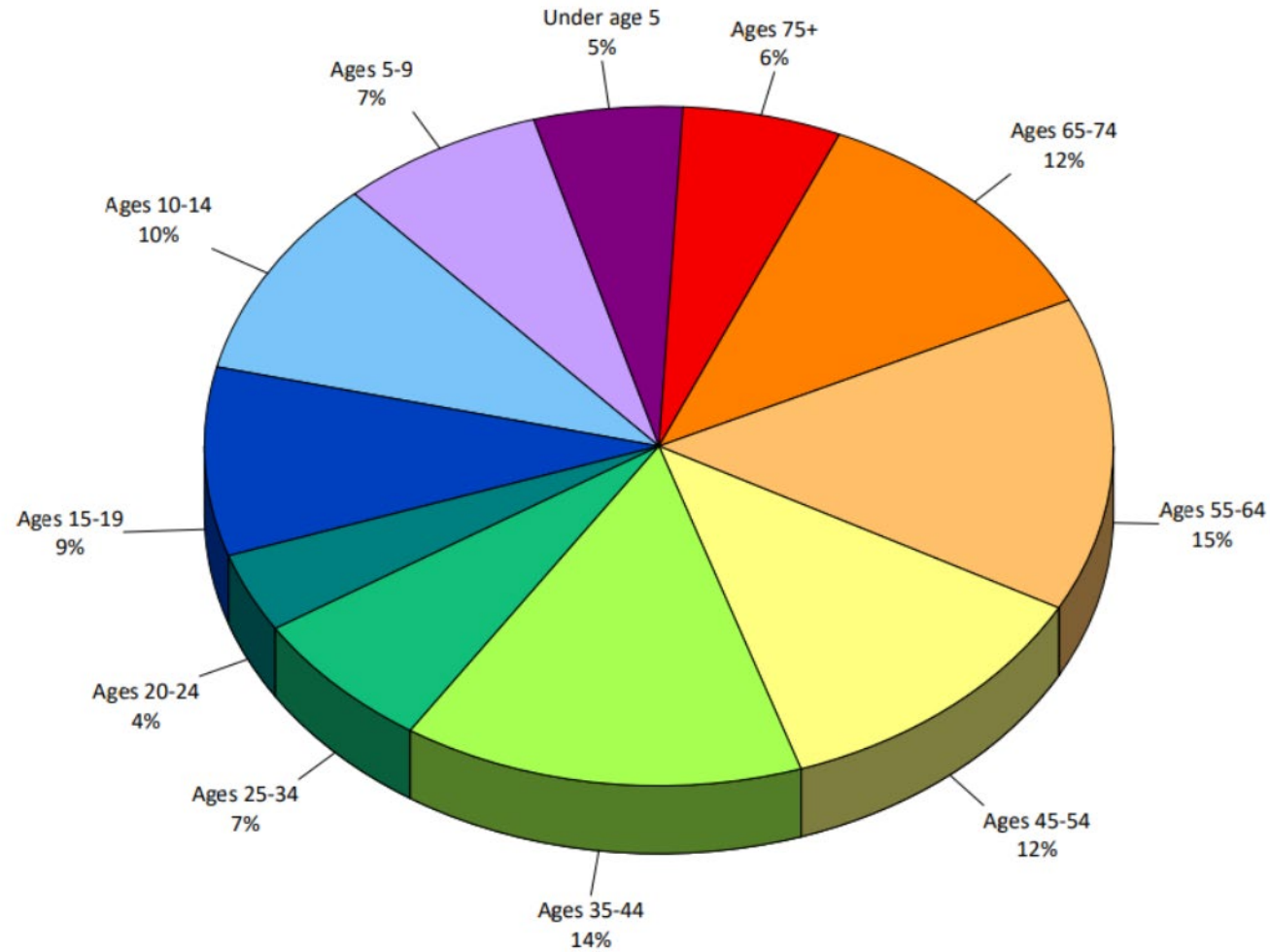
by percentage of respondents (excluding "not provided")



Survey Results

Norfolk, NE 2023

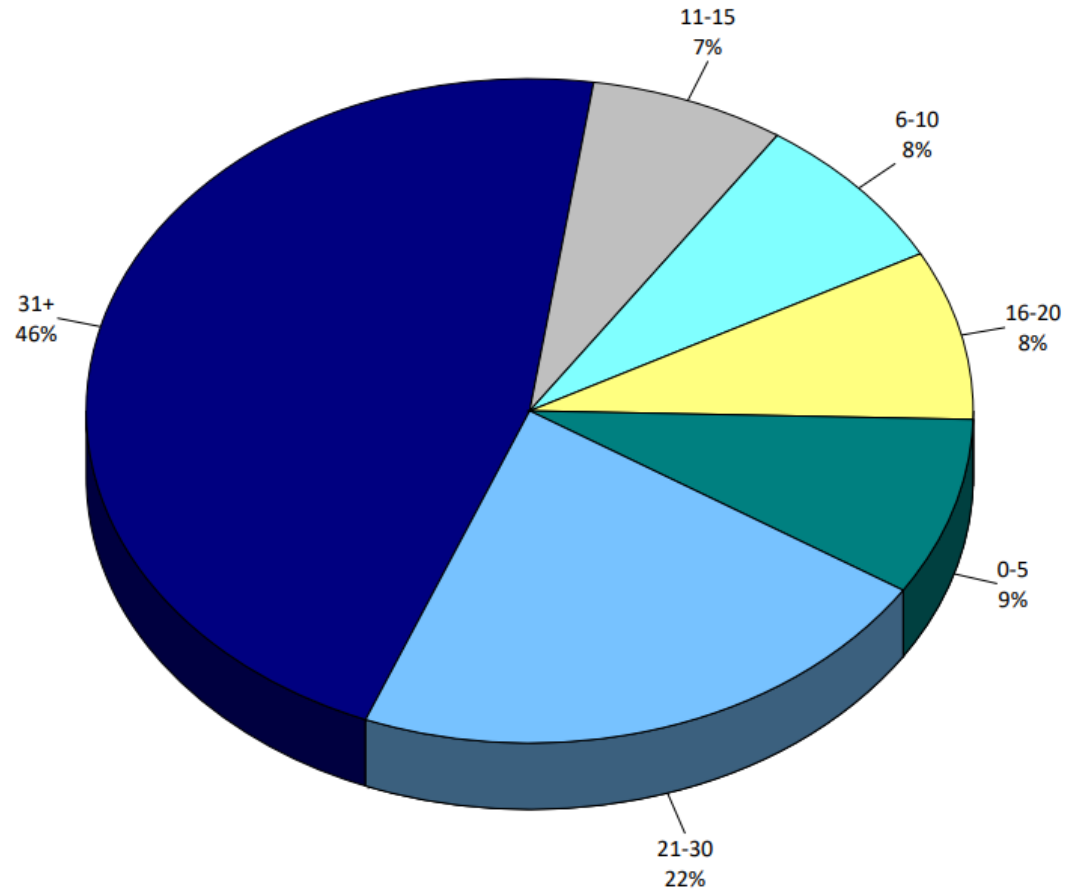
Q1. Counting yourself, how many people in your household are...
by percentage of persons in household



Survey Results

Q20. How many years have you lived in the City of Norfolk?

by percentage of respondents (excluding "not provided")

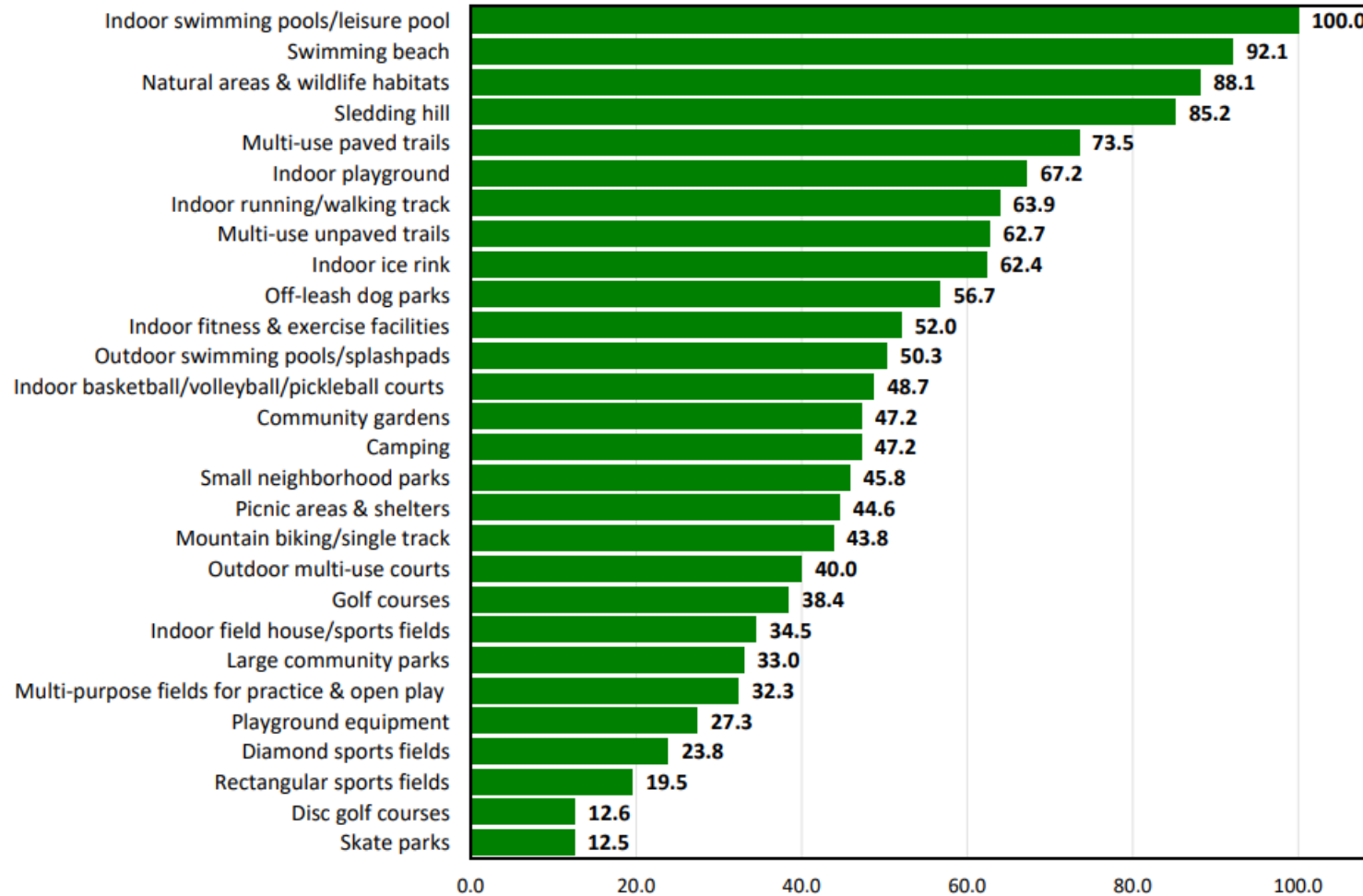


Unmet Needs - Facilities

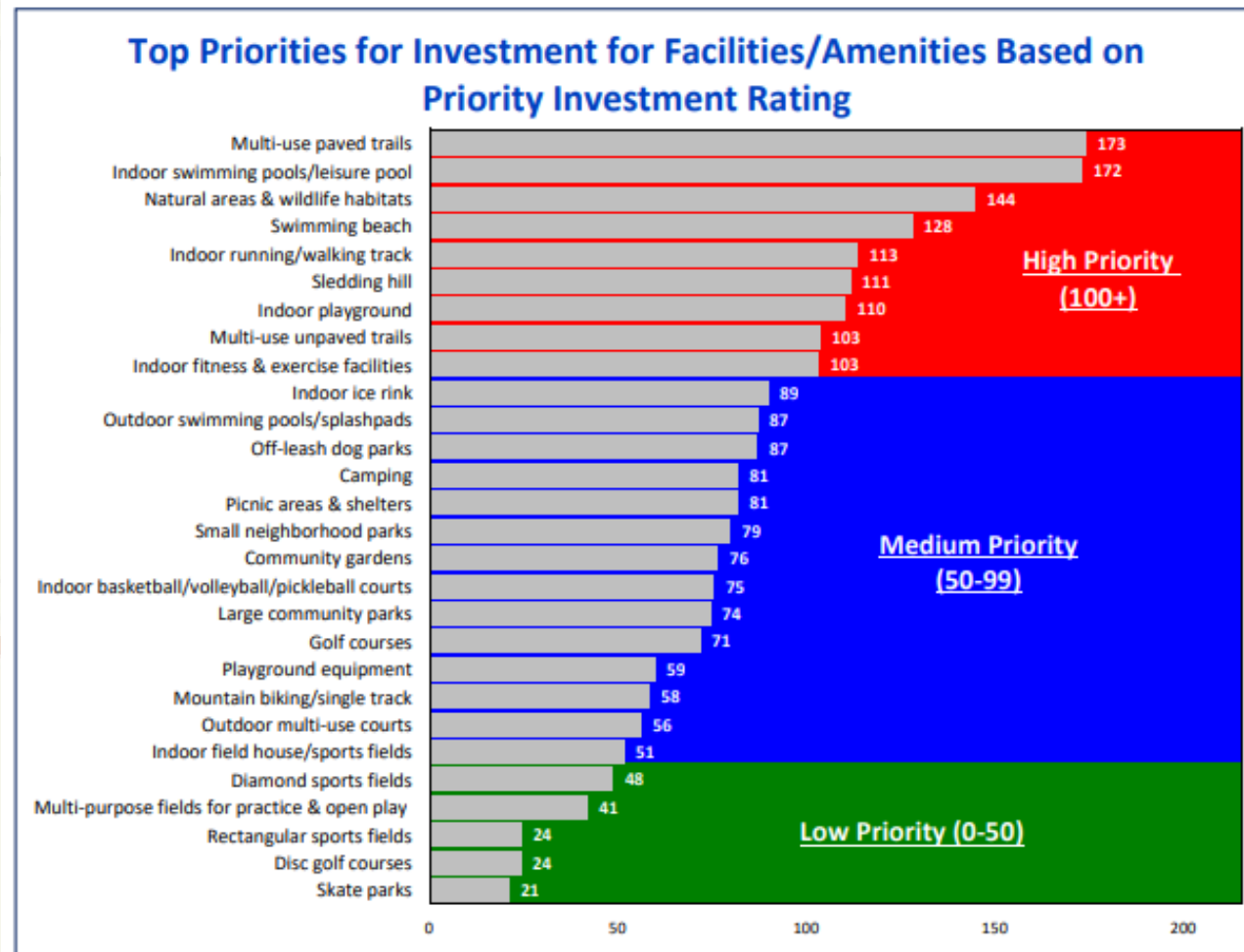
Unmet Needs Rating for Facilities/Amenities

the rating for the item with the most unmet need=100

the rating of all other items reflects the relative amount of unmet need for each item compared to the item with the most unmet need



Priorities - Facilities

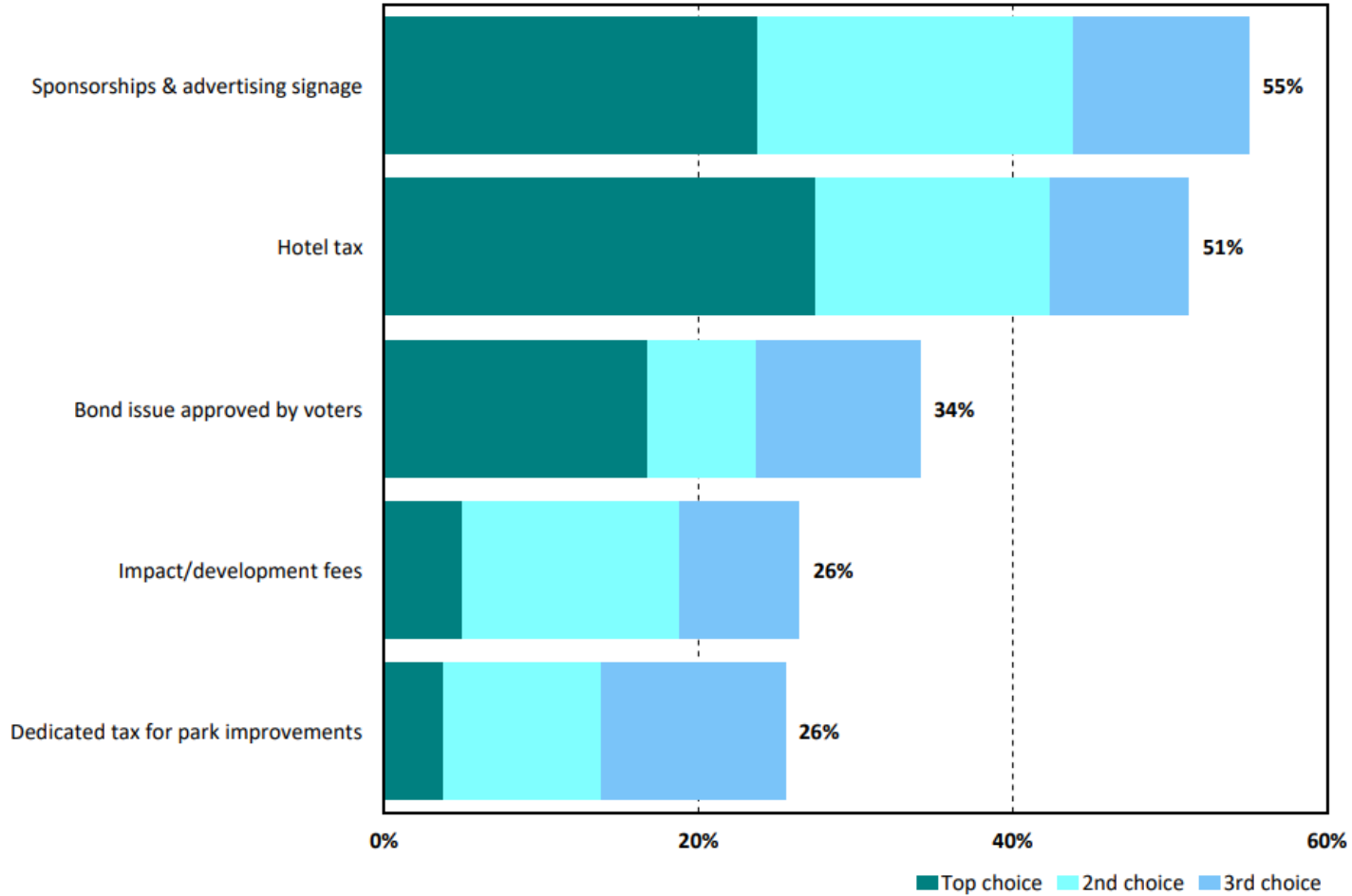


Funding Support

Norfolk, NE 2023 Survey

Q19. Which THREE funding mechanisms listed in Question 18 do you/your household most support?

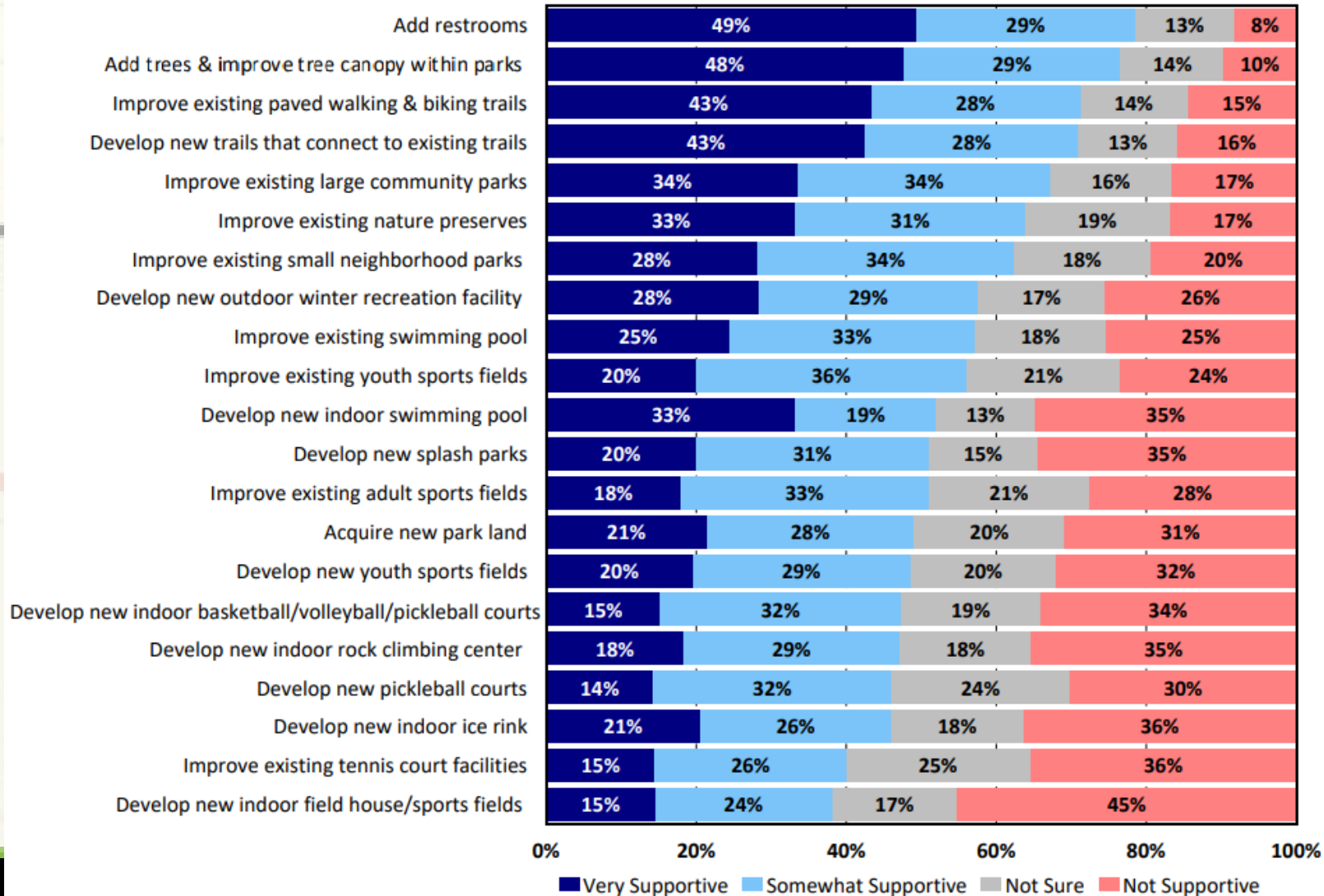
by percentage of respondents who selected the items as one of their top three choices



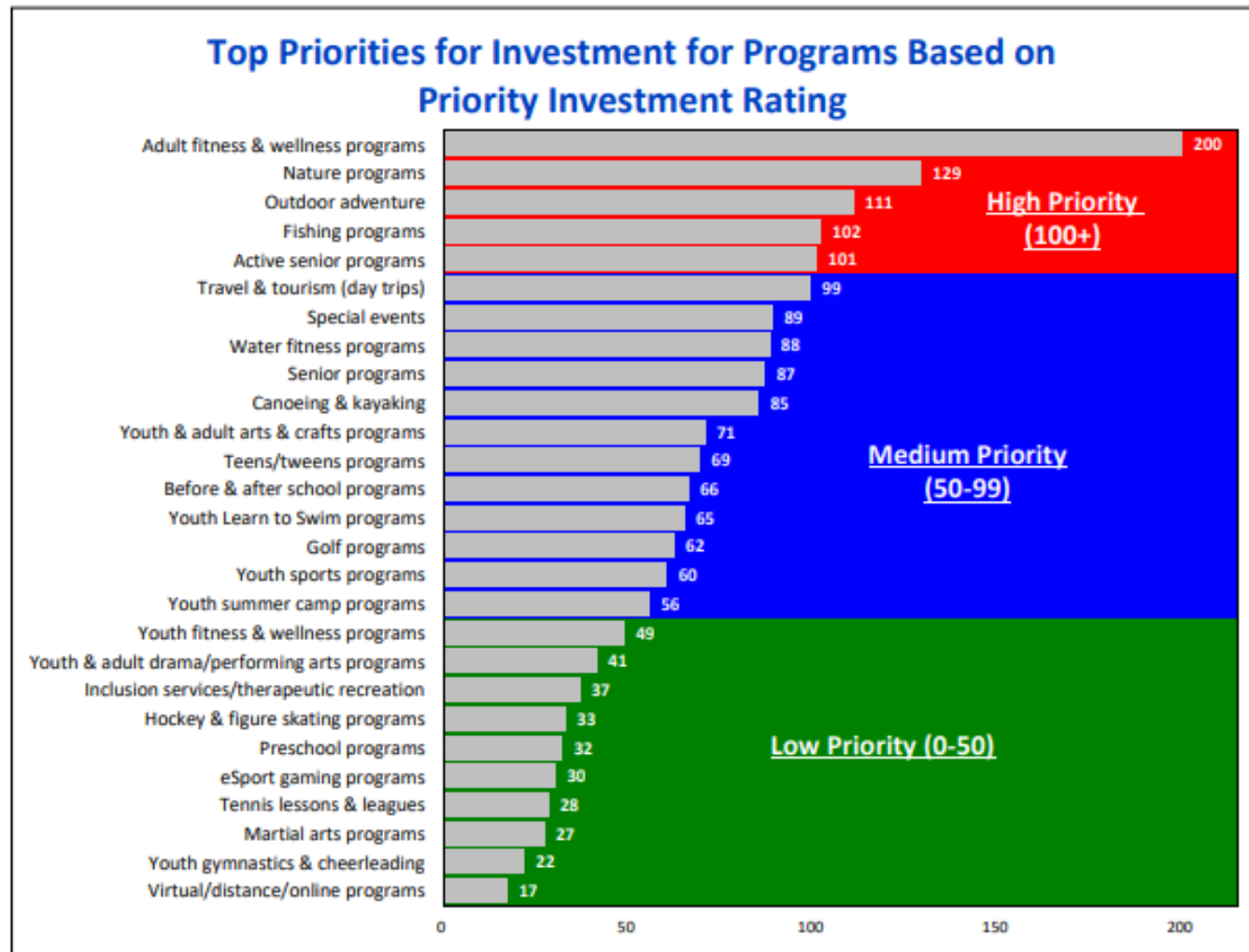
Priorities - Facilities

Q16. Level of Support for Potential Actions

by percentage of respondents



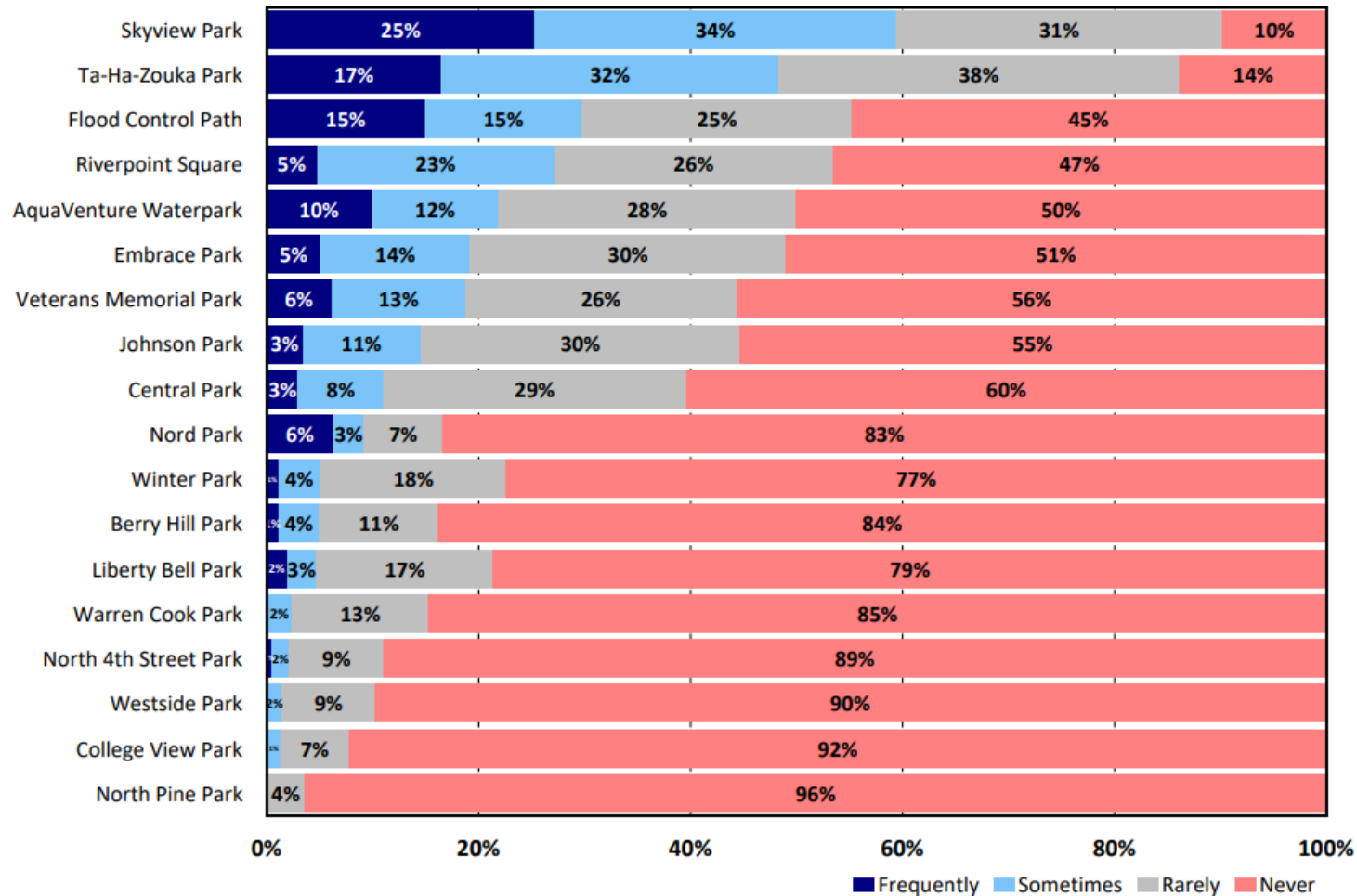
Priorities - Recreation



Park Visits

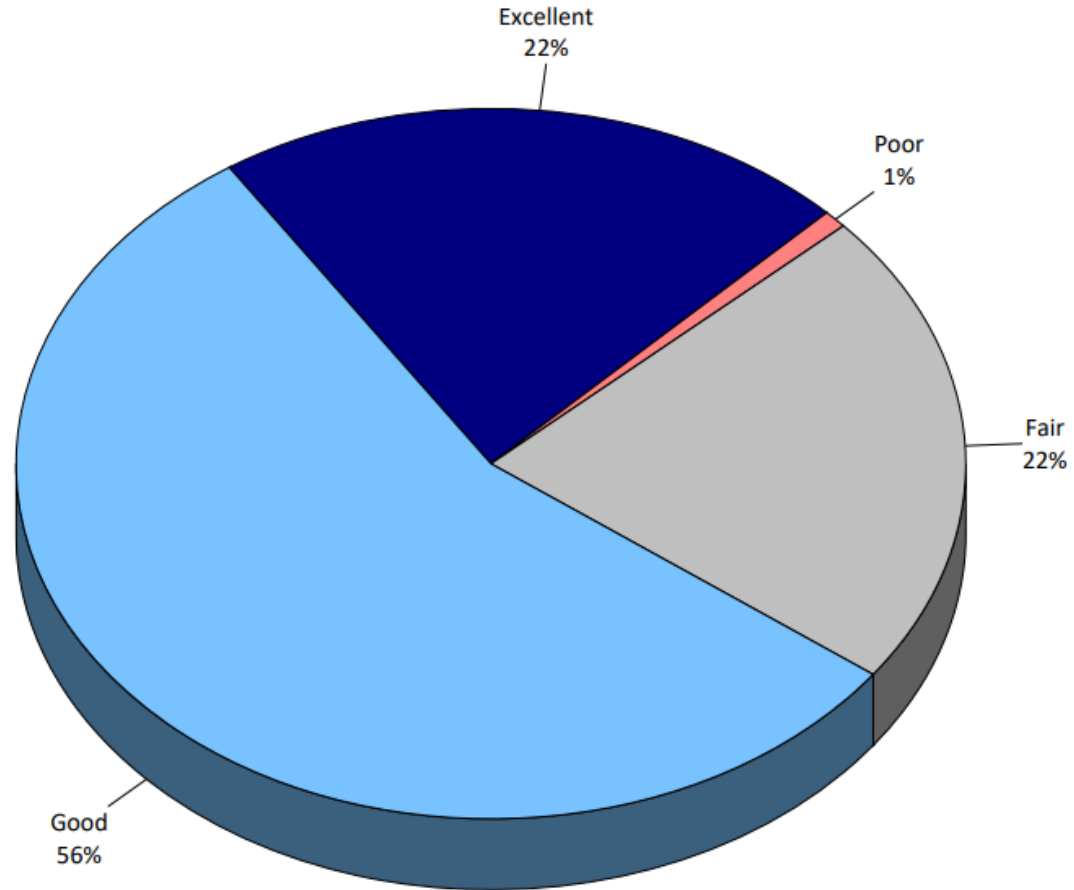
Q2. In the last 12 months, how often have you used the parks and recreation facilities provided by the Norfolk Parks and Recreation Department?

by percentage of respondents (excluding "did not know existed")



Quality of Parks

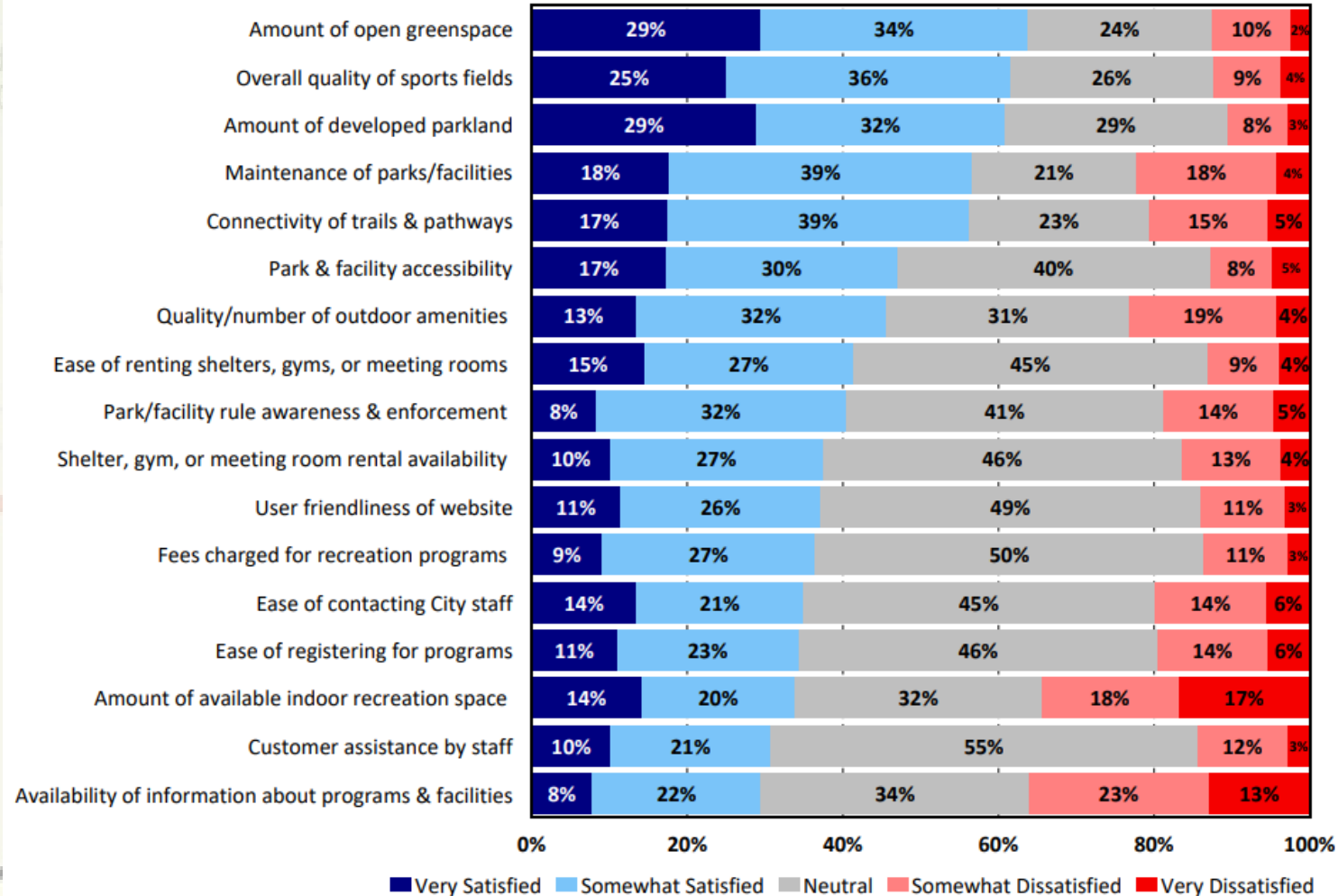
Q2b. How would you rate the overall quality of the parks or facilities that you and members of your household have used?
by percentage of respondents (excluding "don't know")



Satisfaction

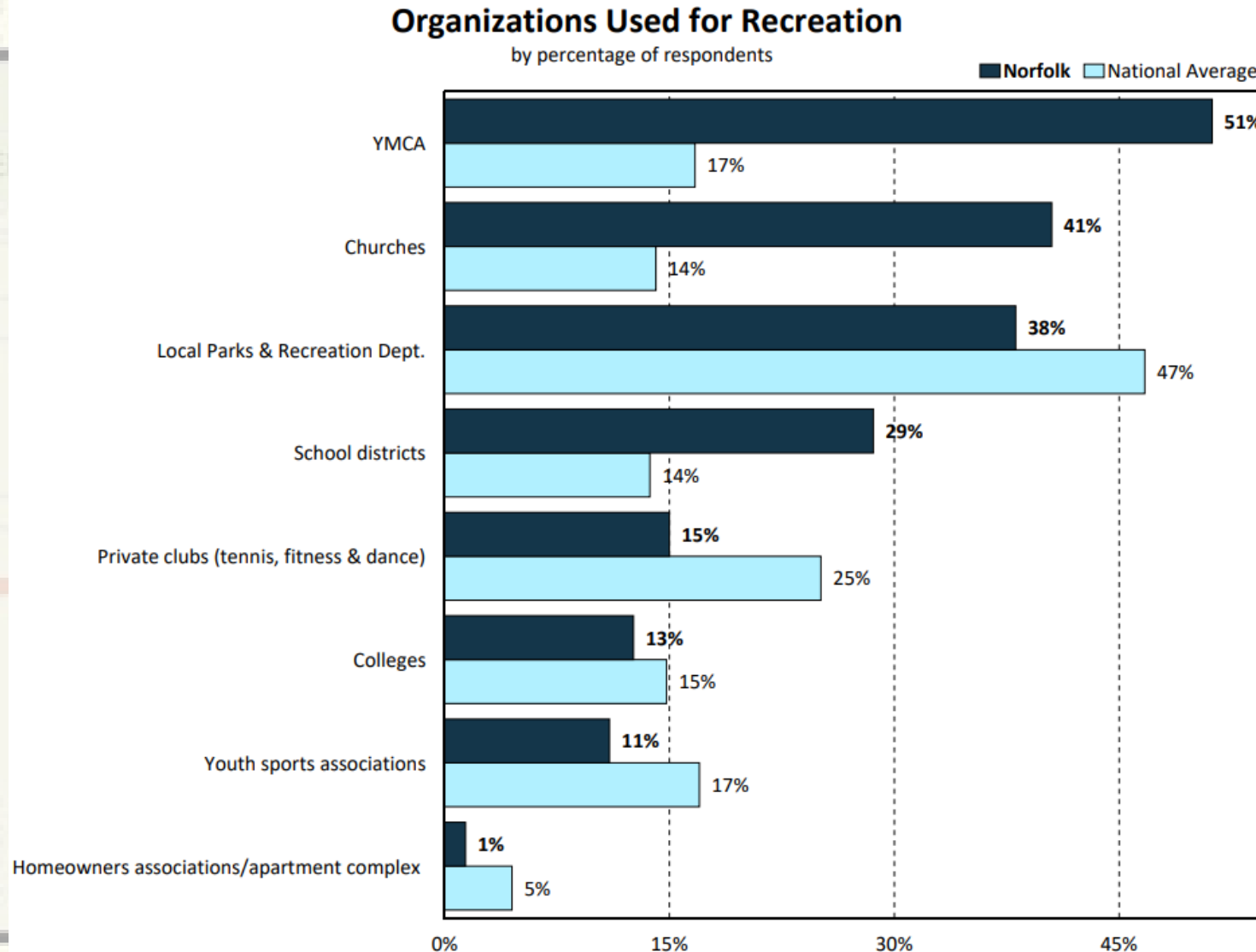
Q10. How satisfied are you with the following Parks and Recreation services offered by the City of Norfolk Parks and Recreation Department?

by percentage of respondents (excluding "don't know")



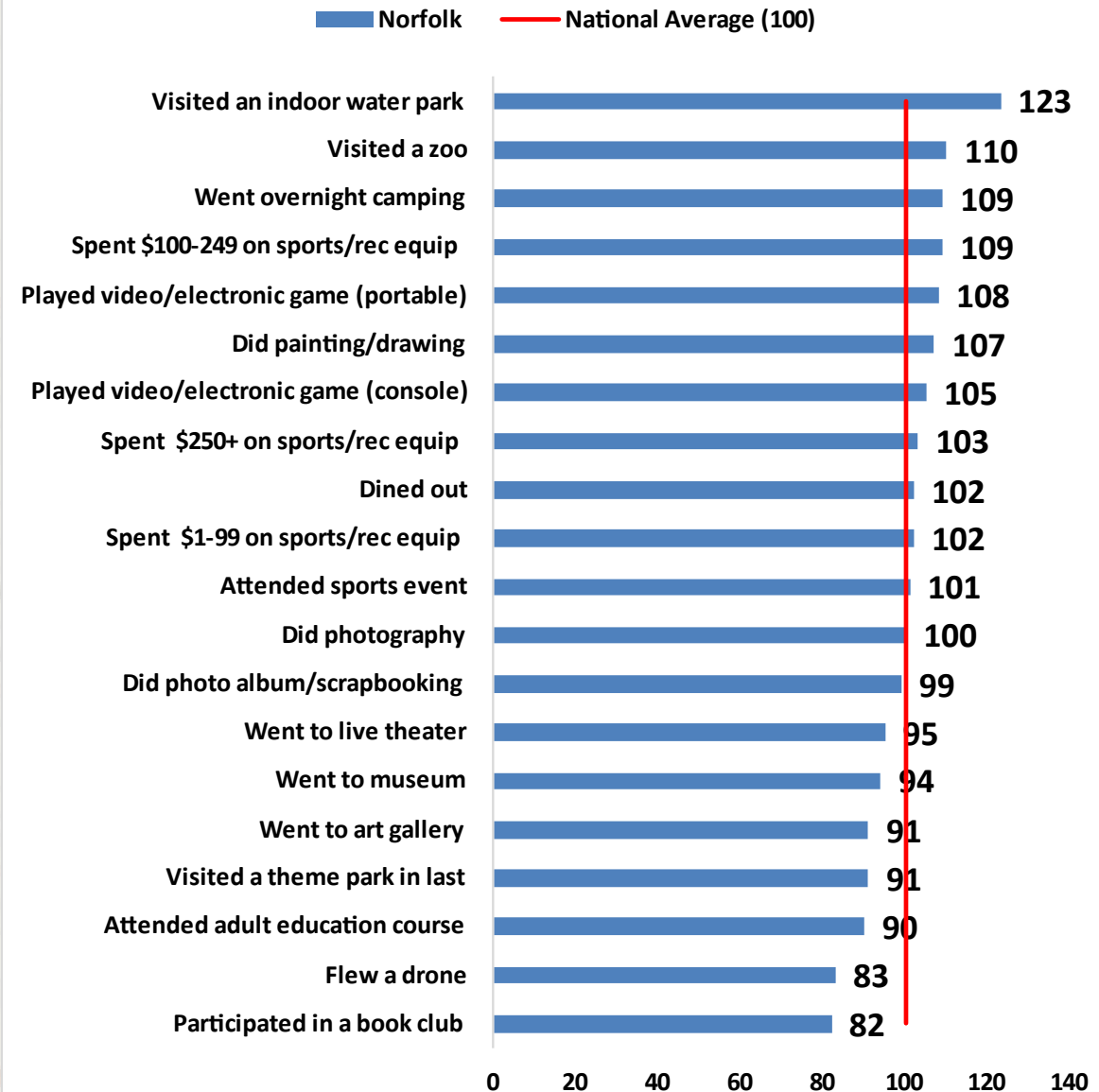
Organizations Used for Recreation

Norfolk, NE 2023 Survey



Local Recreation Trends – Active Community

COMMERCIAL RECREATION MPI (last 12 months)



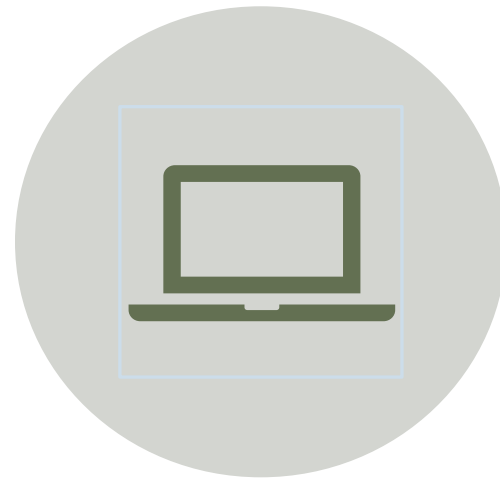
Community Engagement Methods



COMMUNITY FOCUS
GROUPS



STATISTICALLY VALID
SURVEY
GOAL OF 375.
RECEIVED 425 TOTAL



ONLINE SURVEY
174 TOTAL



STAKEHOLDER AND
STAFF FOCUS
GROUPS

PARK AND FACILITY ASSESSMENTS

- 1. Complete Park Inventory and Assessments
- 2. Assemble Park Inventory Matrix
- 3. Generate Final Park Assessment Summaries

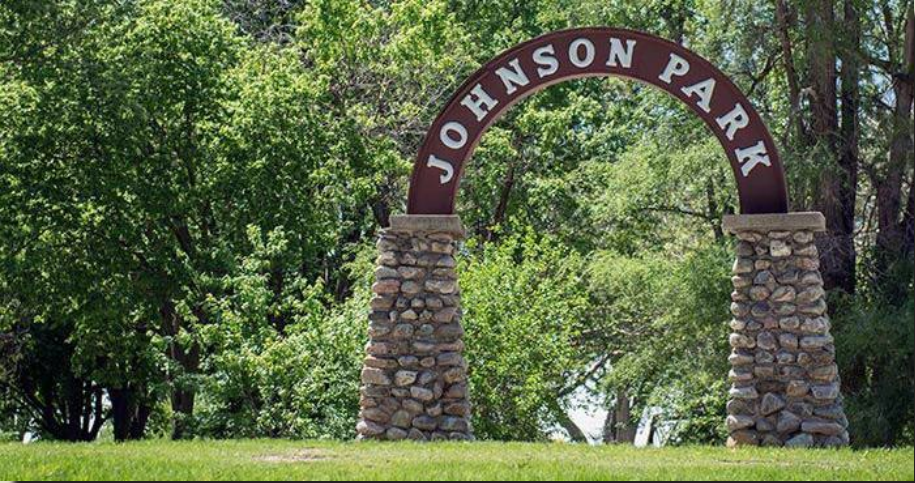
Use information to compare with Community Input and Level of Service Standard.



PARK AND FACILITY ASSESSMENTS

Inventory and Assessments

Inventory and document all parks and properties managed and maintained by Norfolk Parks and Recreation Dept.



PARK AND FACILITY ASSESSMENTS

(Draft Complete)

Park Inventory Matrix

Use information to compare with Community Input and Level of Service Standard.

Park Name	Year Established	Address	Acres	Restroom Building	Small Shelter	Large Shelter	Baseball Field (HS/Adult)	Baseball Field (Youth)	Softball Field	Multi-Use Field (Soccer)	Outdoor Basketball Courts	Tennis Courts	Disc Golf	Playground Area	Rink	Sand Volleyball	Skate Park	Aquatics	Dog Park	Beds	Additional Notes
Berry Hill Park	1977	2711 Clearfield Drive	3.51								2			1		1					Neighborhood Drainageway, Baseball Backstop
Central Park	1916	705 South 6th Street	3.79	1	1						1	2		1						1	Tennis Courts Striped for Pickleball, WWII Memorial, Raised Stage, Butterfly Garden, Reading Library, BBQ Grills
College View Park	2010?	2003 Sheridan Drive	6.00																		Neighborhood Drainageway, Currently Undeveloped
Embrace Park	2016	405 West Benjamin Avenue	9.08	1	1					1				1				1			Adjacent to Norfolk YMCA, Full-Size Multi-Purpose Field, Splash Pad, Bicycle Training Course
Johnson Park	1921?	101 East Nebraska Avenue	15.00	2	3						1			2	1					1	Currently Undergoing a Major Renovation (features notes are post-construction) Improvements include Whitewater Park
Liberty Bell Park	1975	700 Georgia Avenue	6.00						1	1				1							Fastpitch Softball Indoor Training Facility, New Playground Planned
Nord Park	2002?	1007 Nord Street	0.75		1						1			1							Fabric Shelter, Small Open Space with Soccer Goals
North 4th Street Park	1968?	600 North 4th Street	3.65								2	3		1							Small Playground, Tennis and Basketball Courts are Lighted
North Pine Park	2010	West Benjamin Avenue	9.00							2											Two Full-Sized Soccer Fields with Bleachers, Accessed Through Fire Training Facility
Riverpoint Square	2021	301 West Norfolk Avenue	0.30		1																Hosts Farmer's Markets and Small Performances, Musical Play Feature
Skyview Park		1900 West Maple Avenue	175.00	2	2	4							1	1						1	±50 Acre Lake, Boat Dock, Privately Operated Kayak Rental, Accessible Fishing Pier, Lg Band Stand, Walk/Bike Loop, Fitness Stn, Arboretum
Ta-Ha-Zouka Park	1936	2201 South 13th Street	223.00	4	2	3	1	6	5	1			1	6		5			1	1	4 Rental Cabins, Horseshoe Court Complex (24), Two Fishing Jetties, Cowboy Trail Trailhead, 2022 Master Plan
Veterans Memorial Park	1949	715 South 1st Street	21.54	1			1			1							1	1		1	Waterpark, Baseball Field (Turf Infield), Football Field (Turf), Skate Park
Warren Cook Park (and Library)		300 Elm Avenue	5.65											1							"Story Walk Trail", New Playground Planned
Westside Park	1976	2406 Westside Avenue	1.00								1			1							Limited Access, Small Basketball 'Pad'
Winter Park	1983	601 North 3rd Street	5.00							1				1							New Kayak Launch, Baseball Backstop, Picnic Tables, BBQ Grill
Total			488.27																		
				11	11	7	2	6	6	7	8	5	2	18	1	6	1	2	1	5	

PARK AND FACILITY ASSESSMENTS

(Draft Complete)

Park Assessment Summary

- Document Park Size, Designation and Special Maintenance
- Summarize Amenities and Document General Conditions
- Identify Notable Strengths and Opportunities



CAPITAL IMPROVEMENT PLAN

(Upcoming Action Item)

Proposed Three-tier Plan for Improvements:

1. Sustainable Alternatives

Prioritized spending within existing budget targets; focused on deferred maintenance and lifecycle replacement of assets and amenities within the existing parks system.

2. Expanded Services Alternatives

Extra services or capital improvement that should be undertaken when additional funding is available. This includes strategically enhancing and renovating existing parks and facilities to better meet the park and recreational needs of residents that would require additional operational or capital funding.

3. Visionary Alternatives

Represents the complete set of services and facilities desired by the community. It is fiscally unconstrained but can help provide policy guidance by illustrating the ultimate goals and by providing a long-range look to address future needs and deficiencies. Funding for visionary projects would be derived from partnerships, private investments and new tax dollars.

Utilize local historical cost info to develop estimates of probable cost.



Next Steps

- Operational review
- Funding strategies
- Needs prioritization
- Capital improvement planning
- Funding and revenue planning
- Strategic action plan

Existing Sign



12/21/2023

Proposed Sign





© Olsson 2023
Note: Conceptual perspectives are only used to convey the general design intent and character of design features.



© Olsson 2023
Note: Conceptual perspectives are only used to convey the general design intent and character of design features.



**Athletic Supervisor Report
December 2023**

Major Incidents/Significant Events/Meetings

- Weekly supervisor meetings
- Athletic staff meeting

Project Outcomes

- Completed the backstop project on field 2 at the Ta-Ha Sports complex
- New dugout fencing for field 2 has been installed

Current Project

- Installing dugout rubber at Memorial baseball field.
- Installing wheels on the soccer goals at North Pine
- Continuing to work with PJ on finding quotes for the pickleball courts.
- Line items for the 2025 budget
- Monitoring the decorations in the downtown area during the holiday season
- Cleaning out storage at the Ta-Ha shop building
- Organizing and clearing out our Ta-Ha truck shop. Turning that into a proper area for sports
- We are working to clear out the Elkhorn shop
- Updating to electric locks at skatepark bathrooms
- Finalizing quotes for new Ta-Ha field signs

Upcoming Significant Events & Meetings

Change in Park/Facility Status

Public Requests

**Department Report
December 2023**

Major Incidents/Significant Events/Meetings

- City council meetings on 1st and 3rd Mondays
- Arts Council meeting (next meeting scheduled for January)
- Tree board meeting (next meeting scheduled for February)
- NERPA Workshop December 1st

Project Outcomes

- Field two backstop construction continues
- Warren Cook Playground construction continues
- 2024 fees approved by council
- Master Plan Surveys Complete
- Parks Signs installed at 4th Street, Warren Cook, Winter Park and Liberty Bell Park
- Snow removal trail map reviewed

Current Project

- Paving the area around the Skyview Shop
- Liberty Bell Design
 - Pickleball Courts
 - Restrooms
 - ADA sidewalk
- Master Plan process continues
- Johnson Park projects
 - BP1 Fountain and Ice
 - BP2 Grading and Trails
 - BP3 Structures
 - BP4 Electrical
 - BP5 Landscaping and Irrigation
 - Nature Playground RFP Due Friday
- Johnson Park Concession Stand
- Warren Cook Playground
- Phase 2 liberty bell playground
- Parks Signage installations underway
- Skyview Fishing Dock RFP out
- Ta Ha Team Lockers Contract Review
- Pool heater replacement
- Pump Track Irrigation and sod
- AV waterslide refurbishment
- Winter Park Memorial Garden
- North Fork Whitewater Park Construction
 - May completion date

Upcoming Significant Events & Meetings

-

Change in Park/Facility Status

-

Public Requests

- Trail lights at Skyview Park

**Parks Report
DECEMBER 2023**

Completed projects

- Continue working on Warren Cook Park playground
- Remove remaining shades (Embrace Park, Skyview)
- Started assembling smaller playground equipment indoors
- Started bidding out painting of Aquaventure slides
- Order replacement shades for Elkhorn Cabin
- Trimmed problem trees
- Finished flower removal
- Worked flower beds
- Prep Aquaventure for winter fill

Current Project

- Install edging and fall protection around playground (Central Park)
- Install playground (Warren Cook Park)

On Going Duties

- Daily cleaning of restrooms
- Cleaning of Elkhorn cabin as needed

Recreation Report December 2023

Major Incidents/Significant Events/Meetings

- City council meetings on 1st and 3rd Mondays
- Briggs and Barrett Garden at Winter Park
- Donation confirmed for \$300,000 for new pickleball courts
- Buddy baseball partnership

Project Outcomes

- Completed concept for NOH garden.
- MOU discussion for partnerships
- Holiday workshop
- Backstop and netting field 2
- Pickleball court pricing
- Pool heater bid awarded to Johnsons' plumbing.
- Fees approved by council

Current Project

- Preparing recreation partnerships
- Cleaning out Ta-Ha shop
- Turf field maintenance standards
- Sports field maintenance standards
- Plans for phases of garden and approval of plan
- Concessions and press box
- New partnerships
- AquaVenture staff hiring
- RFP for slide repainting at AquaVenture

Upcoming Significant Events & Meetings

Change in Park/Facility Status

Public Requests