

Agenda Packet

NORFOLK PARKS BOARD MEETING

Thursday, January 18, 2024
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 Thursday, January 18, 2024, 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

January 18, 2024

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

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| 4. Approval of full agenda. | Motion |
| 5. Approval of the minutes of the December 21, 2023 Parks Board meeting. | Motion |
| 6. Recommendation to approve locations of amenities at Liberty Bell Park. | Motion |

OTHER BUSINESS

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



Parks and Rec Board Meeting Minutes

Thursday, December 21, 2023

5:00 p.m.

City Council Chambers

Jerrett Mills called the meeting to order at 5:01 p.m.

Mills 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, Jerret Mills, Patrick Gerhart, and Becki Wulf. Absent: Melissa Temple and Jason Tollefson.

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

Rasmussen moved, seconded by Gerhart to approve the December 21, 2023 agenda. Roll call: All ayes. Nays: None. Absent: Temple and Tollefson.

Rasmussen moved, seconded by Bailey to approve the November 16, 2023 minutes. Roll call: All ayes. Nays: None. Absent: Temple and Tollefson.

Powell presented survey results from PROS Consulting as part of the Master Plan process. In April 2024, PROS Consulting will come back with finalized results.

Powell began discussion on proposed changes to the winter signage at the lakes located at Skyview and Ta-Ha-Zouka parks. Updated signage will read “Warning! Areas with open water and thin ice. Enter at own risk.” Dover moved, seconded by Rasmussen to approve the winter signage at Skyview Park and Ta-Ha-Zouka Park and to forward on to the City Council. Roll call: All ayes. Nays: None. Absent: Temple and Tollefson.

Evans and Powell began discussion on a concept design for the Briggs and Barrett Garden in Winter Park. Seth Lange from Ollson and Brittney Melby from Briggs and Barrett presented a slideshow and discussion on the design. Bailey moved, seconded by Truex to approve the concept design for the Briggs and Barrett Garden in Winter Park and to forward on to the City Council. Roll call: All ayes. Nays: None. Absent: Temple and Tollefson.

Supervisor reports were given by LaMie, Evans and Powell.

Discussions were had on the Board member tours of the Parks, trash pickup at Memorial Park, vandalism at Memorial Park, Parks staff trucks parking at Memorial Park, and Johnson Park advertising and promoting.

With no further business, the meeting was adjourned at 5:43 p.m.

The next meeting will be on January 18, 2024 at 5:00 p.m. in the City Council Chambers at 309 N 5th Street, Norfolk, NE.

Minutes recorded and taken by Jen Olson, Parks and Rec Admin Assistant.



Isabelle Circle
Isabelle Ave

existing
indoor batting
cage

existing
softball field

proposed
pickleball
court

proposed restroom and
picnic shelter

existing
parking lot

existing
playground

Liberty Bell
Park

**Parks Report
January 2024**

CURRENT PROJECTS

- Continue working on Warren Cook Park
- Started preventive maintenance on equipment
- Worked on bidding out painting of Aquaventure slides
- Conducted interviews for campground host position
- Ordered new signage for Skyview and Taha lakes
- Snow removal

ON GOING PROJECTS

- Install edging and fall protection around playground (Central Park)
- Install playground (Warren Cook Park)
- Replacement of pool grating at Aquaventure

DAILY DUTIES

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

Recreation Report January 2024

Major Incidents/Significant Events/Meetings

- City council meetings on 1st and 3rd Mondays
- Applications for AquaVenture summer staff posted
- Partnership meeting with Norfolk Softball Association
- Partnership meeting for Instructional Hockey
- Weekly Recreation/Athletics meetings
- Nature Playground with RFQ meeting
- Nature Playground with Bienenstock meeting

Project Outcomes

- Holiday camps
- Backstop fencing
- Johnny Carson sign removal
- 3-Turf quotes
- NOH design concept approval from council
- New fees on Active
- Slide RFP submitted to Nate

Current Project

- NOH garden
- Hiring of seasonal/summer staff
- Pickleball courts at Liberty
- Partnership agreements
- Field reservations
- Wayfinding for athletic fields at Ta-Ha-Zouka Park
- Concessions preparation
- Spring/Summer brochure with Ron
- Advertisements
- Discover Ice Fishing Clinic at NECC and Skyview Lake, with Nebraska Game and Parks
- Spring hockey instruction
- Indoor Winter Instructional Hockey
- Adult Basketball
- Taking down trees and décor at River Point Square
- Taking down holiday décor on Norfolk Ave.
- Nature Playground at Johnson's Park
- Logos for field 2 backstop
- Winter February Activities Camp

Upcoming Significant Events & Meetings

- Master Plan
- Arts Council
- Seasonal positions posting

Change in Park/Facility Status

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Public Requests

-

Athletic Supervisor Report January 2024

Major Incidents/Significant Events/Meetings

- Weekly supervisor meetings
- Athletic staff meeting

Project Outcomes

- Completed the cleaning and organization of most athletic buildings.
- Removal of old sign along the highway.

Current Project

- Routine maintenance on all field equipment.
- Continuing to work with PJ on finding quotes for the pickleball courts.
- Line items for the 2025 budget
- Taking down all holiday decorations.
- Cleaning out storage at the Memorial Shop building
- Clearing out snow on parks, trails, and bridges.
- Updating to electric locks at skatepark bathrooms
- Finalizing quotes for new Ta-Ha field signs.
- Getting bids for handicap-accessible bathroom at Elkhorn Shop.
- New locks and padlocks are being installed for athletic buildings.

Upcoming Significant Events & Meetings

Change in Park/Facility Status

Public Requests

**Department Report
January 2024**

Major Incidents/Significant Events/Meetings

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

Project Outcomes

- Nature Playground RFP process complete

Current Project

- Paving the area around the Skyview Shop
 - Nature Playground firm selected
- Liberty Bell Design
 - Pickleball Courts
 - Restrooms
 - ADA sidewalk
 - Phase 2 playground
- Johnson Park Concession Stand
- Warren Cook Playground
- Parks Signage installations
- Skyview Fishing Dock RFP process
- 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 2024 completion date
- Master Plan process continues
- Johnson Park projects
 - BP1 Fountain and Ice
 - BP2 Grading and Trails
 - BP3 Structures
 - BP4 Electrical
 - BP5 Landscaping and Irrigation

Upcoming Significant Events & Meetings

- First draft master plan presentation the week of February 20th

Change in Park/Facility Status

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Public Requests

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