

# Agenda Packet

## NORFOLK PARKS BOARD MEETING

Thursday, June 22, 2023  
5:30 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 5:30 p.m. on Thursday, June 22, 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

June 22, 2023

CALL TO ORDER

1. 5:30 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. Election of Officers.              | <b>Motion</b> |
| 6. Parks and Recreation Board Bylaws. | <b>Motion</b> |

OTHER BUSINESS

7. Monthly Parks and Recreation supervisor reports.
8. Open topics on any concerns the Board has towards current and future planning for the City Parks and public comment. No action can be taken.
9. Adjourn.

**DRAFT BY-LAWS OF THE PARKS AND RECREATION BOARD  
OF THE CITY OF NORFOLK (2023)**

Article I. By-laws of the Parks and Recreation Board

This organization shall be called the “Parks and Recreation Board of the City of Norfolk” existing by virtue of the provisions of Chapter 18 Article IV of the Official City Code, and exercising the powers and authority and assuming the responsibilities delegated to it under said Article.

Article II. Responsibilities

The duty of the Parks and Recreation Board is to provide recommendations to the Norfolk City Council regarding the following responsibilities: lay out, improve, beautify, and design all grounds, bodies of water, and buildings owned or acquired for public parks and recreational facilities, and employ such persons as may be necessary for the proper direction, care, maintenance, improvement, and beautification thereof, and for program planning and leadership of recreational activities, to the extent that funds may be provided for such purposes. The board shall also have the duty of continued study and promotion of the needs of the City of Norfolk for additional parks and recreational facilities.

Article III. Board Members

Section 1. Appointment of members: At the first regular meeting of the City Council in June each year, the Mayor shall appoint new members to the board, with the approval of the City Council. The board shall be made up of nine members, who shall serve under the control and supervision of the City Council.

Terms: Unless otherwise provided by law or ordinance, the term of appointment shall be for three (3) years. Terms of members shall be staggered to ensure that, to the extent possible, the terms of proportionately equal numbers of members shall expire annually. No person shall serve more than two (2) successive terms without at least one year intervening, unless the City Council shall waive such requirement. A person appointed to fill an unexpired term may be appointed successively for two (2) complete full terms.

In addition to the nine-member board, the City Council may appoint one of its own Council members to serve as a liaison member to represent the City Council.

Section 2. Duties of the board

(1) Adopt By-laws for the conduct of their business and adopt policies with approval of the City Council.

- (2) Approve an annual capital improvement request to the City Council.
- (3) Meet once each month to conduct Parks Department business.
- (4) Approve an annual report to the City Council.

Article IV. Officers of the Board

- Section 1. The board shall elect from its number a President, Vice President and Secretary.
- Section 2. The officers shall serve a term of one year. Vacancies in office shall be filled by election at the next regular meeting.
- Section 3. The Vice President shall in absence of the President exercise the President's functions.

Article V. Meetings

- Section 1. The order of business for regular meetings shall include.
- (a) Call to order
  - (b) Current Business
  - (c) Other Business
  - (d) Adjourn
- Section 2. Special meeting may be called by the President or at the request of the majority of the board members.
- Section 3. All Parks and Recreation Board meetings shall be open to the public, except that executive session or closed meetings may be held for such purposes as are authorized by Nebraska State Statute 84-1410. Any official action concerning such matters shall be made at an open official meeting.

An executive session or closed meeting shall be held only upon a majority vote of the members of the board present and voting.

Notification of each meeting shall be made to each member by the Secretary of the board.

- Section 4. A quorum for the transaction of business at any meeting shall consist of five members of the board present.
- Section 5. Proceedings shall be conducted in a manner complying with generally accepted rules of parliamentary procedures and Norfolk City Code.

Article VI. Attendance

Section 1. Board members shall attend at least 2/3 of all regular meetings. If a member cannot maintain this record of attendance, or if three consecutive regular meetings are missed, the member will be urged by the board President and Director to submit a letter of resignation.

Section 2. Attendance records will be reviewed annually by the board, Mayor and City Council.

Article VII. General

Section 1. The board is under the control and supervision of the City Council and the City Council shall prescribe all rules, consistent with law.

Section 2. Any recommendations by the board to the City Council shall be by resolution.

Section 3. These By-laws may be amended by a simple majority of the members present at any regular or special meeting that a quorum is represented.

DATE June 22, 2023

BOARD PRESIDENT \_\_\_\_\_

SECRETARY/TREASURER \_\_\_\_\_

**Department Report  
June 2023**

**Major Incidents/Significant Events/Meetings**

- Master Plan Stakeholder meetings and site visit completed with Pros Consulting on June 5th-7<sup>th</sup>
- City council meetings on 1<sup>st</sup> and 3<sup>rd</sup> Mondays
- Warren Cook story walk trail ribbon cutting
- Arts Council meeting
- Public auction at Ta Ha complete
- June tree board meeting
  - Green leaf award process started

**Project Outcomes**

- 2023-2024 budget request submitted to finance
- Sidewalk completed along Skyview parking lot
- Curb gutter and parking lot extension completed at Liberty Bell
- Storybook trail completed at Warren Cook Park
- New sports field mower arrived at Ta Ha Zouka
- APU replacement postponed to pay for heater replacement
- Skatepark agreement approved by council
- Team Locker agreement with NECC and NPS approved by council

**Current Project**

- Green Leaf Award press release out
- Paving the area around the Skyview shop
- Adding additional sidewalk in Liberty Bell for ADA access to the fields and to the new restroom
- Liberty Bell restroom RFP is out
- Master Plan process underway
- Repairing the Ta Ha bridge
- Liberty Bell park playground design underway
- FRP out for Team Lockers at Ta Ha
- Johnson Park is out for bid
- Warren Cook Playground ordered
- Skate Park pump track 100% design complete
- Skyview dock RFP out
- Parks Signage installations
- Logo for whitewater park
- Landscaping, nature playground, wayfinding & historical panel design needed for Johnson Park

**Upcoming Significant Events & Meetings**

- Public input meeting for Master Planning scheduled for August

**Change in Park/Facility Status**

- AquaVenutre opened of the summer season

**Public Requests**

- Keep restrooms open until later at Johnson Park
- Address mosquitos at Ta Ha
- Additional trash cans and benches around downtown

**Sports Complex Report  
June 2023**

**Project Outcomes**

- Public Auction completed at Ta Ha
- 2023-2024 budget request submitted to Nate
- New sports field mower arrived at Ta Ha Zouka
- Skatepark agreement approved
- Team Locker agreement with NECC and NPS approved by council

**Current Project**

- Repairing the Ta Ha bridge
- FRP out for Team Lockers at Ta Ha
- Skate Park pump track 100% design complete
- Leveling the fields at TaHa and Memorial baseball
- Replace field signs to help find field locations
- Paint/Epoxy floors
- Paint shelters and shelter posts, shade posts, bollard posts, foul poles, dog fence & hydrants
- Add irrigation on south dog park
- Add dog water fountain on south dog park
- Repair cracked vinyl siding on softball complex shed



**Parks Report  
June 2023**

**Project Outcomes**

- Paving Jobs
  - Warren Cook Park - Story Walk
  - Skyview Park - Sidewalk
  - Liberty Bell – Parking Lot
- 2023-2024 budget request submitted to Nate
- Planted 26 trees this year
- Prepared Riverpoint Square for downtown events
- Prepared Skyview Lake for the Christian Cross Festival
- Replanted a tree blocking the view of a stop sign at 4<sup>th</sup> & Braasch

**Current Projects**

- Watering 40 hrs/wk due to the dry conditions
- FRP out for restroom at Liberty Bell
- Installing new drinking fountain at Liberty Bell Park
- Trimming and improving trees located at Liberty Bell Park
- Preparing for Big Bang Boom event at Skyview Park

**Recreation Report  
June 2023**

**Major Incidents/Significant Events/Meetings**

- All-star football classic
- Four baseball/softball tournaments
- Group swimming lessons session one is complete :224 participants
- Parent/Child swimming class session one is complete:7 participants
- Skateboard school has been going for three sessions and continue to grow:24 participants
- Movie night in the park:80 plus in attendance
- Rec-baseball is finishing up the last week in June:336 participants
- Briggs and Barrett meeting to start planning for garden at Winter park
- Parks and Recreation brochure created, printed, handed out to schools and area businesses
- Scheduling is going to be available for fields on Active
- Kaboom design day event
- ADA access poured for playground donation at Liberty Bell park
- Playground design was voted on by public and staff for Liberty Bell park
- New drinking fountain purchased for Liberty Bell
- Heater broke at AquaVenture
- New heaters purchased
- Lifejacket station designed and purchased for Johnsons park
- Instructional hockey started in preparation for the Johnson Park Ice Rink.
- New Recreation Camps have been implemented.
- Received a \$500 donation for lifejacket station and \$500 in lifejackets from another company

**Project Outcomes**

- Brochure was a success
- Football classic was slower than usual
- All swimming lessons completed
- Rec van is wrapped
- Top dressing is being done weekly at Memorial field
- Heaters are waiting to be installed, waiting on quotes
- Playground donation for Liberty is being built by Kaboom
- Lifejacket station received and waiting to be installed after construction
- Active functions for campground and field rentals.
- Screen printing sponsors logo and parks and rec logo on lifejackets

**Current Project**

- Recreation
- Swimming lessons
- Top dressing
- Field maintenance
- Concessions
- AquaVenture
- Ad panels
- Ad signs
- Lifejacket donations
- Fall and Winter Catalog
- Lifeguard Instructor Training
- Delegating to recreation leaders
- Contacting school for Active scheduling

**Upcoming Significant Events & Meetings**

- Swimming lesson session 2
- Taha East is finishing up for the season

**Change in Park/Facility Status**

- AquaVenture opened of the summer season
- AquaVenture will be open 11:30-6:00 on July 1 and July 4

**Public Requests**