

Agenda Packet

NORFOLK PARKS BOARD MEETING

Thursday, October 19, 2023
5:00 p.m.

Created 10/16/2023 10:31 AM

**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, October 19, 2023, in the Training Room, 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

October 19, 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 Training Room and accessible to members of the public
3. Roll call.

CURRENT BUSINESS

- | | |
|---------------------------------------------------------------------------|-------------------|
| 4. Approval of full agenda. | Motion |
| 5. Approval of the minutes of the September 28, 2023 Parks Board meeting. | Motion |
| 6. 2024 Fee Schedule for review and discussion. | Discussion |

OTHER BUSINESS

7. 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, September 28, 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: Patrick Gerhart, Jerrett Mills, Terry Rasmussen, Melissa Temple, Austin Truex, and Angie Bailey. Absent: Ann Dover and Becki Wulf.

City staff present: Parks & Rec Director Nathan Powell, Assistant Rec Director PJ Evans, Parks Supervisor Ryan Beed, Athletics Supervisor Ron LaMie, Parks & Rec Admin Assistant Jen Olson, Communications Director Nick Stevenson, Admin Assistant Kylee Soderberg.

Temple moved, seconded by Truex to approve the August 29, 2023, agenda. Roll call: All Ayes. Nays: None. Absent: Dover and Wulf.

Bailey moved, seconded by Truex to approve the August 29, 2023, minutes. Roll call: All Ayes. Nays: None. Absent: Dover and Wulf.

Powell presented background information regarding the Skyview Lake dock design and location. The youth fishing dock, along with a picnic table and bench by the stage area, is made possible by a 250K donation from Jack Kohler as part of his last will and testament. Because of his generosity a 24' x 60' composite dock with side railings will be built at Skyview Lake. During the design/build selection committee meeting, a representative from Game Fish and Parks suggested removing any boat access on the dock so it can be enclosed by a railing making it safer for youth. Also, because it is specifically a fishing dock, the dock needs to be about 50' out into the lake so the water depth is greater than three feet. Powell is looking for a recommendation to approve the concept and location. Board discussion followed. Temple asked if different locations would change the cost and Powell said no. Bailey asked about longevity and Powell said maybe fifteen years but not sure and will get an answer before he brings the final design to the Board. Temple suggested lighting on the dock. Rasmussen asked if the horizontal railing is allowed per code and Powell said he will check with our Planning and Zoning division on that and report back. Mills asked if there were other alternatives to the cable railings and Powell said he will check with Planning and Zoning on that as well. Rasmussen asked if Powell expects this project to exceed the 250K budget. Powell said no, the design shown will be within budget by 200K. Temple asked

if there will be seating on the deck; Powell replied yes, they plan on having five benches and there could be additional seating with the removal of boat access. Rasmussen asked if there will be something put on it to commemorate it and Powell said yes. Powell explained that because only one proposal was received, staff will be soliciting bids via a second proposal. That is a 30-day process, so hoping within 60 days he would have a design to present to the Board. Mills asked for a motion to recommend approval of the concept design of the Skyview Fishing Lake Dock. Gerhart moved, seconded by Rasmussen. Roll call: All Ayes. Nays: None. Absent: Dover and Wulf.

Powell provided background information on the location for the final takeout of the North Fork Water Trail. The suggested takeout is on City property located along the Elkhorn River off E Bluff Avenue. There would be a small parking area then a takeout area along the embankment. There will need to be some work to get the embankment accessible because of the steepness of it. Eventually, there will be a small playground on that property as well. Board discussion followed. Rasmussen agreed a takeout is necessary and that is a good location. Mills asked for a motion to recommend approval of the location for the takeout and the parking lot. Bailey moved, seconded by Rasmussen. Roll call: All Ayes. Nays: None. Absent: Dover and Wulf.

Powell presented an updated version of the 2024 Fee Schedule for review and discussion. Changes made from the last fee schedule that was presented: adult softball leagues - conversations have started to bring back partnerships with them like there used to be. The City would have an MOU with the leagues and the fees will be built into the programming. Powell also said staff discussed the fees for AquaVenture and brought down the season pass from \$275 to \$250 and group pass had previously been removed but then was brought back and down from \$45 to \$42. All other fees are staying the same from the last discussion. Board discussion followed. Mills asked about youth teams and their fees. Powell said he did talk to them and they are currently paying \$3/athlete and are trying to get it closer to \$10/\$12 an athlete and that once he showed them what they are paying and what the increase would be they were ok with that. Temple asked about scholarship opportunities or lower pricing for AquaVenture and recreation activities so the facilities and programs are available to all socioeconomic groups. Evans said yes, and that Parks is partnering with the coalition to help with lower income and senior citizen program fees and passes. Temple suggested discounted prices on certain days or evenings. Evans said currently they do half price days on Wednesdays. Evans also responded to a question from a previous meeting regarding the revenue generated from group passes. That amount is \$14,420. Powell suggested running promotions or doing a 10% discount later in the season and look at maybe building that into the fee schedule and seeing what Council thinks. Bailey asked how many pool rentals AquaVenture does a season. Evans responded there was \$4190 dollars from pool rentals and 5-10 is her best guess. Powell asked for Board input on increasing the pricing for the day use cabins at Ta-Ha-Zouka and that those fees have not been increased in 10 years or more. Rasmussen asked what the annual usage numbers were. Powell did not know and said he would get back to him with that. Beed responded

that the Elkhorn Lodge is rented almost every weekend. Temple asked why the Skyview Stage rental was so low. Powell said he did not know.

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

Meeting adjourned at 6:00 p.m.

Next meeting will be on October 19 at 5:00 p.m. in the City Council Chambers at 309 N 5th Street, Norfolk, NE.

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

2024 Fee Change Parks & Recreation (DRAFT)

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Explanation
Aquaventure															
Day Pass 55 and up/Veterans		\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$8	
Day Pass (Ages 4-15)		\$6	\$6	\$6	\$6	\$6	\$6	\$6	\$6	\$6	\$6	\$6	\$6	\$7	
Day Pass (Ages 16-54)		\$8	\$8	\$8	\$8	\$8	\$8	\$8	\$8	\$8	\$8	\$8	\$8	\$9	
Season Pass							\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	
Season Pass Group (Up to 6)							\$220	\$220	\$220	\$220	\$220	\$220	\$220	\$250	2.5 x season pass
Group Day Pass (Up to 6)							\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$42	
Each Additional Person to Group Pass							\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$40	
Special Event Pass		\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$7	
Pool Rental (Catered Food)		\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$500	\$500		
Pool Rental		\$375	\$375	\$375	\$375	\$375	\$375	\$375	\$375	\$375	\$375	\$500	\$500	\$500	Per Hour
Private Swim Lessons (1/2 Hours Sessions)		\$13	\$13	\$13	\$13	\$13	\$13	\$13	\$13	\$13	\$13	\$15	\$15	\$15	
Swim Lessons		\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$50	
Birthday Parties		\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$18	\$18	\$18	
Birthday Parties (19+)		\$14	\$14	\$14	\$14	\$14	\$14	\$14	\$14	\$14	\$14	\$14	\$14		
Lifeguard Training/Non-Employees		\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100		
Life Jacket Rental		\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	
Locker Rental		\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	
Seasonal Lockers (large)		\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	
Seasonal Lockers (small)		\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$20	\$20	\$20	
Recreation and Athletics															
Recreation Programs	\$0-255	\$0-255	\$0-255	\$0-255	\$0-255	\$0-255	\$0-255	\$0-255	\$0-255	\$0-255	\$0-255	\$0-275	\$0-275	\$0-275	
Sports															
Baseball - Practice and games , annual per athlete				\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 10	Per Athlete
Football and Soccer Practice, annual per athlete				\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 10	Per Athlete
Baseball/Softball/Football/Soccer Games with practice contract														\$ 20	Per Day/Per Field Exempt Fields: #4 & #5
Tennis - Practice and Meets annual per athlete				\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 10	Per Athlete
Cross Country Course at Skyview				\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 10	Per Athlete
Memorial Football/Soccer/Baseball Adult Practice		\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 15	Per Athlete
Memorial Football/Soccer/Baseball (Youth) Game w/out practice contract		\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	Per Day/Per Field
Memorial Football/Soccer/Baseball Game with practice contract														\$ 50	Per Day/Per Field
Memorial Football/Soccer Adult Tournament		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000		
Memorial Football/Soccer/Baseball Youth Practice		\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50		
Memorial Football/Soccer Youth Tournament		\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250		
Memorial Football/Soccer/Baseball Adult Practice		\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125		
Memorial Football/Soccer/Baseball (Adult) Game w/out practice contract		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	Per Day/Per Field
Memorial Football/Soccer Adult Tournament		\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250		
Memorial Football/Soccer/Baseball Youth Practice		\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75		
Memorial Football/Soccer Youth Tournament		\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250		
Maintenance Fee - Request for Staff During the course of games/tournaments														\$ 15	Per Hour/Per Employee
Request for Diamond Dry														\$ 30	Per Bag
Cabin Shelter Rentals															
Club House Daily Rental Fee	\$ 60		\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 70	
Elkhorn Lodge Daily Rental Fee	\$ 200		\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 210	
Shelter House Daily Rental Fee	\$ 35		\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 45	
Woodland Cabin Daily Rental Fee	\$ 45		\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ 55	
Picnic Shelter	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 45	
Stage	\$ 35				\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 45	

Stage Skyview	\$ 35				\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 45	
Camping															
Regular Campsite	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 24	\$ 26	
Primitive Campsite		\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 16	\$ 18	
Tournament Fees															
Tournament Gate Fee (Local)				10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	
Tournament Entry Fee (Local)				5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	
Tournament Gate Fee (Outside City)				20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	
Tournament Entry Fee (Outside City)	-			10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	

**Parks Report
October 2023**

Completed projects

- **Finished E. Bluff memorial project**
- **Landscape W. side of Elkhorn Lodge / Fix drainage**
- **Painted campground restrooms TAHA**
- **Fertilize irrigated areas**
- **Fertilize small areas**
- **Shutdown / winterize splash pad**
- **Landscape terraces at 2nd and Norfolk Ave.**
- **Clean- up overgrowth at Regency circle**
- **Clean-up overgrowth along 25th street at Skyview park**
- **Lights at Memorial Park**
- **Finished downtown tree plantings (8 more)**
- **Planted 9 trees for Nursery of Hope (Warren Cook Park)**

Current Project

- **Replace brick pathway with stamped brick (stage approach Central Park)**
- **Install concrete edging around butterfly garden (Central Park)**
- **Install edging and fall protection around playground (Central Park)**
- **Install playground (Warren Cook Park)**
- **Bid river bank work from Johnson Park to Hyvee Gas**
- **Started Fall clean-up (removing flowers, winterizing where possible)**

On Going Duties

- **Daily cleaning of restrooms/facilities**
- **Twice weekly garbage runs**
- **Mowing**
- **Flower bed maintenance**
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Recreation Report October 2023

Major Incidents/Significant Events/Meetings

- City council meetings on 1st and 3rd Mondays
- NOH meeting
- DNA meeting
- Pump track
- Supervisor's meetings
- NRPA conference

Project Outcomes

- NOH trees planted at Warren Cook
- RFP for pool heater
- Backstop removal
- Spreadsheets for NOH
- Bullpen netting installed at Memorial
- Turf installed in bullpen at Memorial
- Flag reel replaced at Memorial

Current Project

- Quarterly budget prioritization
- NOH
- Hiring of a new Recreation coordinator
- Pickleball court donation
- Tennis and Pickleball courts at Central Park
- Instructor certification
- Warren Cook Playground with Ryan
- Signage for athletic fields at Ta-Ha-Zouka
- Concessions
- Ta-Ha concessions deep cleaning
- Winter catalog with Ron
- Holiday lights and decorations

Change in Park/Facility Status

- Splash Pad closed for the season

Athletics Supervisor Report

October 2023

Current Projects

- Continuing to prep for practice and games at Memorial Field and Ta-Ha Sports Complex.
- Working on field projects before the winter sets.
- Final Ta-Ha Posts have been removed.
- The batting cage at the memorial baseball field has been updated with black paint.
- We removed the old backstop fence on field 2 at our adult softball complex.
- New backstop polls are scheduled to be set next week.
- Fertilized all fields and other areas in preparation for the winter.
- Working on the preparation for irrigating and sodding the skatepark pump track. Hoping to start that project very soon.
- Working on quotes for turf in the middle area of the pump track.
- Starting to winterize the fields. Removal of shades at Ta-Ha and Memorial.
- Finished securing curb stops in the Ta-Ha Parking lots.
- Finishing goal replacement at North Pine soccer fields.
- Deep cleaning field bathrooms before they are unavailable this winter.
- Working on quotes for new tennis court equipment at Winter and Central Park Winter.
- This equipment includes nets, polls, and windbreakers.
- Working to find quotes to resurface our tennis courts for the 2024/25 budget.
- Working to find quotes on constructing our new pickleball courts at Liberty Field. This would include fencing, cement pads, lighting, pickleball surfaces, and the equipment for the courts.
- Finalizing quotes for new Ta-Ha field signs.
- Working on multiple quotes for electric strike locks on the skate park bathrooms.
- Getting out storage corrected at Memorial and Ta-Ha fields for the upcoming winter.
- Our fall recreation programs are still ongoing. Instructional Hockey, Skateboarding School, and NFL Flag football are our weekly programs.
- We also continue to offer Saturday programs for adults, families, and youth.
- Our winter activity catalog is in the works. I hope to have that available in early November.

**Department Report
October 2023**

Major Incidents/Significant Events/Meetings

- City council meetings on 1st and 3rd Mondays
- Arts Council meeting
- Tree board meeting
- Citizens Academy Presentation
- Stormwater Training
- NRPA conference

Project Outcomes

- Green Leaf awards presented
- Trees added downtown
- Skate Park Pump track installed
- 2023-2024 budget complete
- RFP for pool heaters ready
- Water trail takeout location approved
- Dock design approved
- RFQ for nature playground ready

Current Project

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• 2023 – 2024 budget• 2024 Fees• Paving the area around the Skyview shop• Adding additional sidewalk in Liberty Bell for ADA access to the fields and to the new restroom• Master Plan process underway• Johnson Park projects | <ul style="list-style-type: none">• Warren Cook Playground• Phase 2 liberty bell playground ordered• Parks Signage installations underway• Skyview Fishing Dock• Ta Ha Team Lockers• Pool heater replacement |
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Upcoming Significant Events & Meetings

- Master Plan Public Survey