

Agenda Packet

NORFOLK PARKS BOARD MEETING

Thursday, February 22, 2024
5:00 p.m.

Created 2/17/2024 7:57 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, February 22, 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

February 22, 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

- | | |
|---|---------------|
| 4. Approval of full agenda. | Motion |
| 5. Approval of the minutes of the January 18, 2024 Parks Board meeting. | Motion |
| 6. Approval to recommend a letter of support for a plan for a multi-modal trail running from Skyview to the Cowboy Trailhead at Ta-Ha-Zouka Park. | Motion |
| 7. Approval to recommend a historical trail from Winter Park to Johnson Park and signage concept. | Motion |
| 8. Approval to recommend the location of artwork from Nucor's Ken Iverson Project. | Motion |

OTHER BUSINESS

9. Master Plan Priorities and Strategies presentation.
10. Presentation by Nick Stevenson, Communications Manager, on the City of Norfolk's social media platforms and website.
11. Monthly Supervisor Reports.
12. Open topics on any concerns the Board has towards current and future planning for the City Parks.
13. No action can be taken on matters discussed.



Parks and Rec Board Meeting Minutes

Thursday, January 18, 2023

5:00 p.m.

City Council Chambers

Jerrett Mills called the meeting to order at 5:00 p.m.

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

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

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

Rasmussen moved, seconded by Temple to approve the January 18, 2024 agenda. Roll call: All ayes. Nays: None. Absent: Dover and Wulf.

Rasmussen moved, seconded by Bailey to approve the December 21, 2023 minutes. Roll call: All ayes. Nays: None. Absent: Dover and Wulf.

Powell presented concept of Liberty Bell Park with proposed new amenities: restroom, covered picnic shelter, and pickleball court. Temple made a motion to recommend for approval the locations of the new amenities at Liberty Bell Park seconded by Truex. Roll call: All ayes. Nays: None. Absent: Dover and Wulf.

Supervisor reports were given by LaMie, Evans and Powell.

With no further business, the meeting was adjourned at 5:23 p.m.

The next meeting will be on February 22, 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.

February 22, 2024

Dear Honorable Secretary Buttigieg,

I am writing on behalf of the City of Norfolk Parks and Recreation Board to offer our full support for the planning grant application to the Department of Transportation's National Infrastructure Investments (i.e., Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program under the Bipartisan Structure Law. If the City of Norfolk is successful in its grant application, the funding would propel forward the design, permitting, and public outreach efforts to achieve the goal of the Local Intermodal Network Connection Norfolk (LINC) Norfolk. As stewards of our local parks and recreational areas, we recognize the invaluable impact that our trail system has on our community.

The City of Norfolk has consistently demonstrated a commitment to enhancing our parks, trails, and green spaces through various projects, including the east Benjamin Connector Trail project. This project enhanced the connectivity of the existing City of Norfolk trail system of approximately 6,000 linear feet of 10-foot-wide trail along the north side of Benjamin Avenue. Along with approximately 700 linear feet of 10-foot-wide trail along the west side of Victory Road.

These efforts align closely with the objectives outlined in the grant and would contribute significantly to the needed improvements and trail connections.

The proposed project outlined in the City of Norfolk's grant application will undoubtedly enrich our community by its plan to construct a multimodal path connecting park facilities and areas of recreation, provide drainage improvements in areas prone to street flooding. With this plan, the city will also be providing an efficient and safe connection between underserved and disadvantaged areas of town to schools, business districts, City and social resources hubs, and recreational assets. The 4 ½ mile multimodal path through Norfolk would make a great addition to the community. This aligns perfectly with our mission to promote healthy living, community engagement, and the provision of accessible recreational opportunities for all.

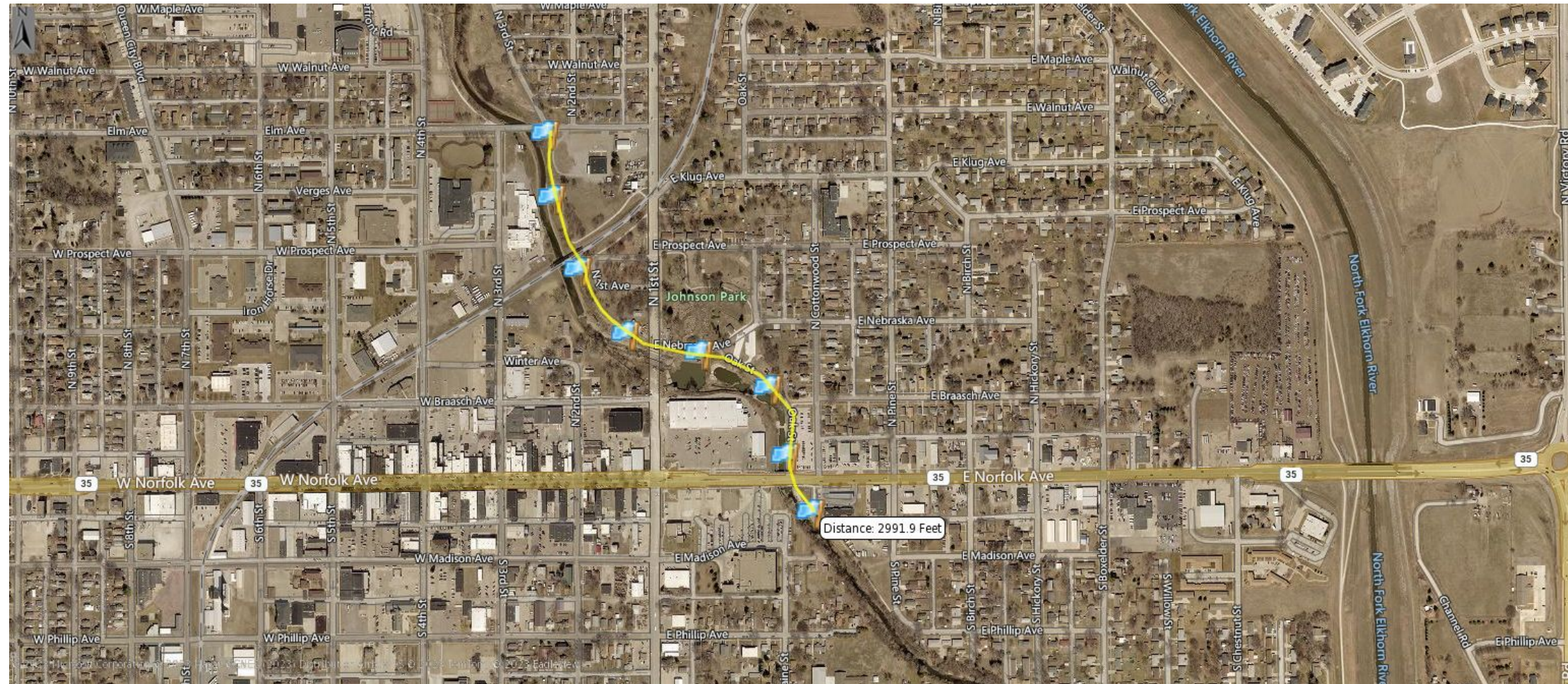
On behalf of the Parks and Recreation board, I respectfully request your favorable consideration of the City's planning grant funding request being submitted for LINC Norfolk through the 2024 RAISE grant program.

Thank you for considering this letter of support, and please do not hesitate to contact us if you require any further information.

Sincerely,

Jerrett Mills
President
Parks and Recreation Board President

Norfolk Historical Trail



B

Battleground to Community

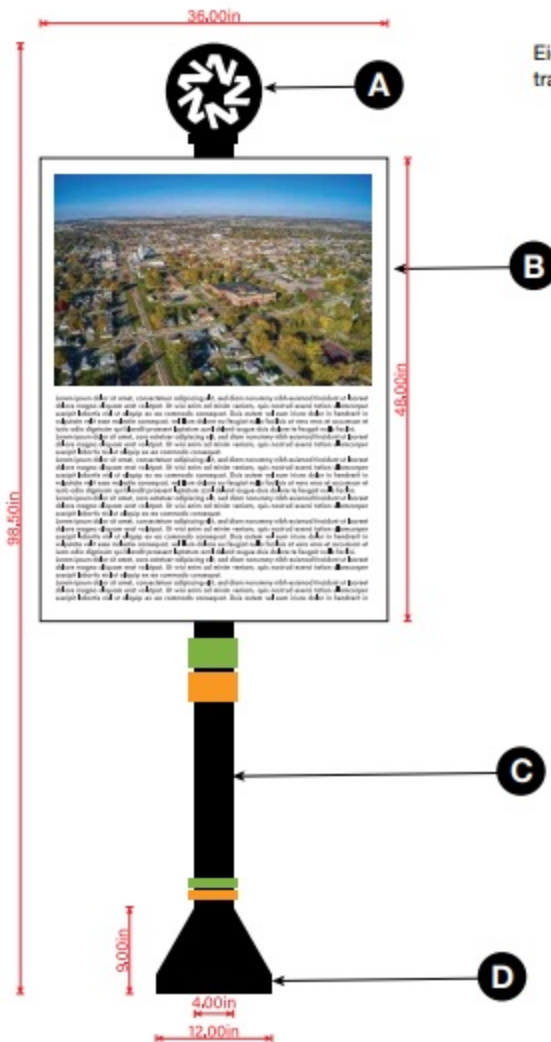
BRIGHTWOOD HERITAGE TRAIL




[Detailed text on the left side of the sign, including historical context and trail information.]

[Logos of partner organizations at the bottom of the sign.]

THE FELLOWSHIP
 of the
 REAL GOSPEL OF THE REAL GOD
 WORSHIP WITH
 SUNDAY SCHOOL DIVISION
 FOR JUNIATA UNIVERSITY



Eight (8) double sided informational trail signs

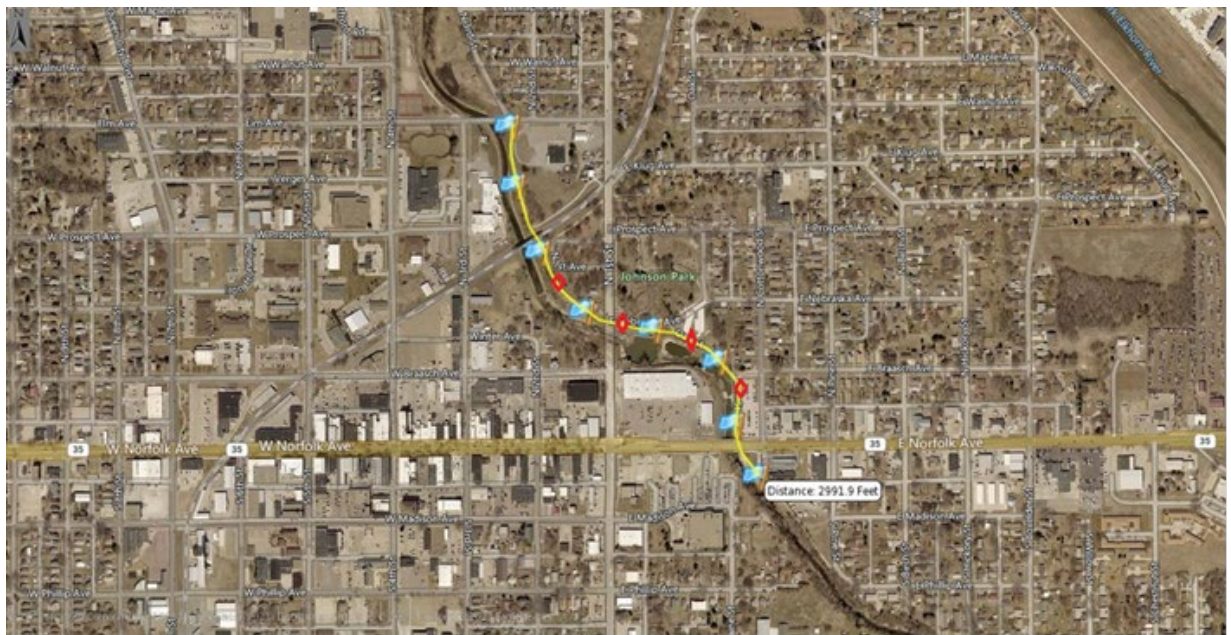
- A** City of Norfolk icon routed 6mm dibond.
- B** Informational sign on each side. 6mm dibond with digital prints.
- C** 4" pole with decorative bands
- D** Decorative base

NOTICE: BEFORE APPROVING THIS WORK PLEASE CHECK ALL NAMES AND WORDS FOR PROPER SPELLING, AS WELL AS ALL COLORS AND SIGNAGE PLACEMENT IF NECESSARY. QUESTIONS AND/OR CHANGES NEED TO BE ADDRESSED BEFORE FINAL APPROVAL. SINCE THE SIGNAGE IS PRODUCED AFTER APPROVAL, ANY AND ALL MISPELLINGS OR COLOR ISSUES ARE THE RESPONSIBILITY OF THE CLIENT AND WILL BE CORRECTED AT THE EXPENSE OF THE PURCHASER.

CLIENT: City of Norfolk
LOCATION: Norfolk, NE
2/22/2024
SALES PERSON: Brittany Wesch

ALL RIGHTS RESERVED, NO PART OF THIS DRAWING
 MAY BE REPRODUCED IN ANY FORM WITHOUT
 WRITTEN PERMISSION FROM LOVE SIGN COMPANY, I.







2911 E Nucor Rd, Norfolk, NE 68701

April 19, 2023

Dear Art, History, Shop/FFA teachers:

Nucor Steel Nebraska, Nucor Cold Finish Nebraska, Nucor Detailing Center, and Vulcraft Nebraska invite you and your classes to participate in the revitalized Ken Iverson Project for the 2023/2024 school year.

What is The Ken Iverson Project?

The Ken Iverson Project (KIP) is a steel sculpture-making contest amongst area schools. Approximately 650 lbs. of steel from Nucor will be donated to participating schools. KIP is an initiative of Nucor to encourage participation in the community, the arts, and to encourage teamwork and collaboration across departments. By participating in this project, students will work as a team to show their creativity and to leave their mark in their community.

We highly encourage the collaboration of the art, history, and shop classes to create a sculpture centered around the "History of Nebraska." Please see the attached flyer for project details.

Who is Ken Iverson?

Ken Iverson is a former President of Nucor. He is credited with transforming Nucor Steel from a nearly bankrupt company in the 1960s into the largest and most successful steelmaker in the United States. Iverson vigorously advocated a lean management staff, decentralized decision-making structure, egalitarian work environment, and promoted a strong safety culture.

Mentorship Opportunity

Mike Fluent, a local steel sculpture artist, has been so kind to volunteer and provide mentorship opportunities to area schools, if needed. If you would like guidance around sculpture making, please reach out to Mike via his email at mfsteelart@gmail.com or via his cell phone at 402-369-0863.

If you and your school are interested in participating, please **RSVP TO CHANDA BARRY BY MAY 5, 2023.**

We look forward to hearing from you. Please email me if you have any questions. Thanks!

Chanda Barry

Ken Iverson Project Coordinator

Email: chanda.barry@nucor.com

Phone: 402-844-2517

Attachment

Ken Iverson Project

Nucor Nebraska, Vulcraft Nebraska, Nucor Cold Finish Nebraska, and Nucor Detailing Center would like to invite you and your students to participate in the revitalized Ken Iverson Project beginning in the fall of 2023!

This is a sculpture project open to Art, History, Industrial Arts, and FFA classes. There is a limit of one sculpture per school.

2023/2024 THEME: "History of Nebraska" Sculptures

Information, Rules, and Restrictions

1) No material other than what is shown below will be provided. Sheet, welding rods, paint, as well as one other material of choice may be used at the expense of the team. No fasteners of any kind can be used other than welds.

2) Sculpture design should be themed around the "History of Nebraska".

3) The final sculpture must be built to fit upon a 4' x 4' x 4' stand provided by Nucor.

4) All sculptures will be displayed on the Nucor Nebraska Facebook page, where community members will vote the top finalists through to the next round.

5) The finalists' sculptures will be displayed at the Norfolk Home Show in Norfolk, NE. Attendees at the Home Show will vote on their favorite sculpture.

**Transportation of sculptures to and from the Home Show is the responsibility of each team.*

6) The winning sculptures from the Home Show will be displayed in Johnson Park in Norfolk, NE, for one year.

7) All schools get to keep their sculptures and are free to do with it as they please. The four sculptures will be released back to their respective schools after being displayed for the year.

Dates to Remember

September 2023:
Pick up steel from Nucor
2911 E. Nucor Road, Norfolk, NE.

December 2023:
Sculpture design check-in.

February 2024:
Projects completed.
Projects posted to Facebook for voting.

March 2024:
Top sculptures delivered to
Home Show for voting.

April 2024:
Winners announced
via Facebook.

The four winning sculptures will be displayed at Johnson Park for one year.
The four winning teams will be rewarded \$400 and a pizza party.

Material Supplied

All bars will be 10-11 feet in length, totaling approximately 650 lbs.

**Picking up steel material from Nucor and transporting sculptures to the Home Show is the responsibility of entering schools.*

(7) 3/4" round bar



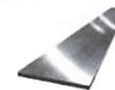
(5) 3-3.5" channel



(4) 1.5" x 1.5" x .125 angle



(3) 3/8" x 6" flat bar



RSVP by May 5, 2023 to Chanda Barry

Email: chanda.barry@nucor.com

Office: 402-844-2517





Norfolk Parks and Recreation Master Plan

Norfolk Parks and Recreation

Findings and Preliminary Recommendations Presentation to City Council



2/22/2024
Norfolk

pros
consulting
Enclosure 9
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Agenda

- Where we are in the process
- Community engagement findings
- Key issues and themes
- Preliminary recommendations
- Next steps

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
 = In Progress



Facility and Amenity Priorities

PRIORITY INVESTMENT RATING
EQUALLY MEASURES IMPORTANCE
AND NUMBER OF RESIDENTS THAT
HAVE AN UNMET NEED

Top Priorities Based on PIR Analysis

FACILITIES AND AMENITIES

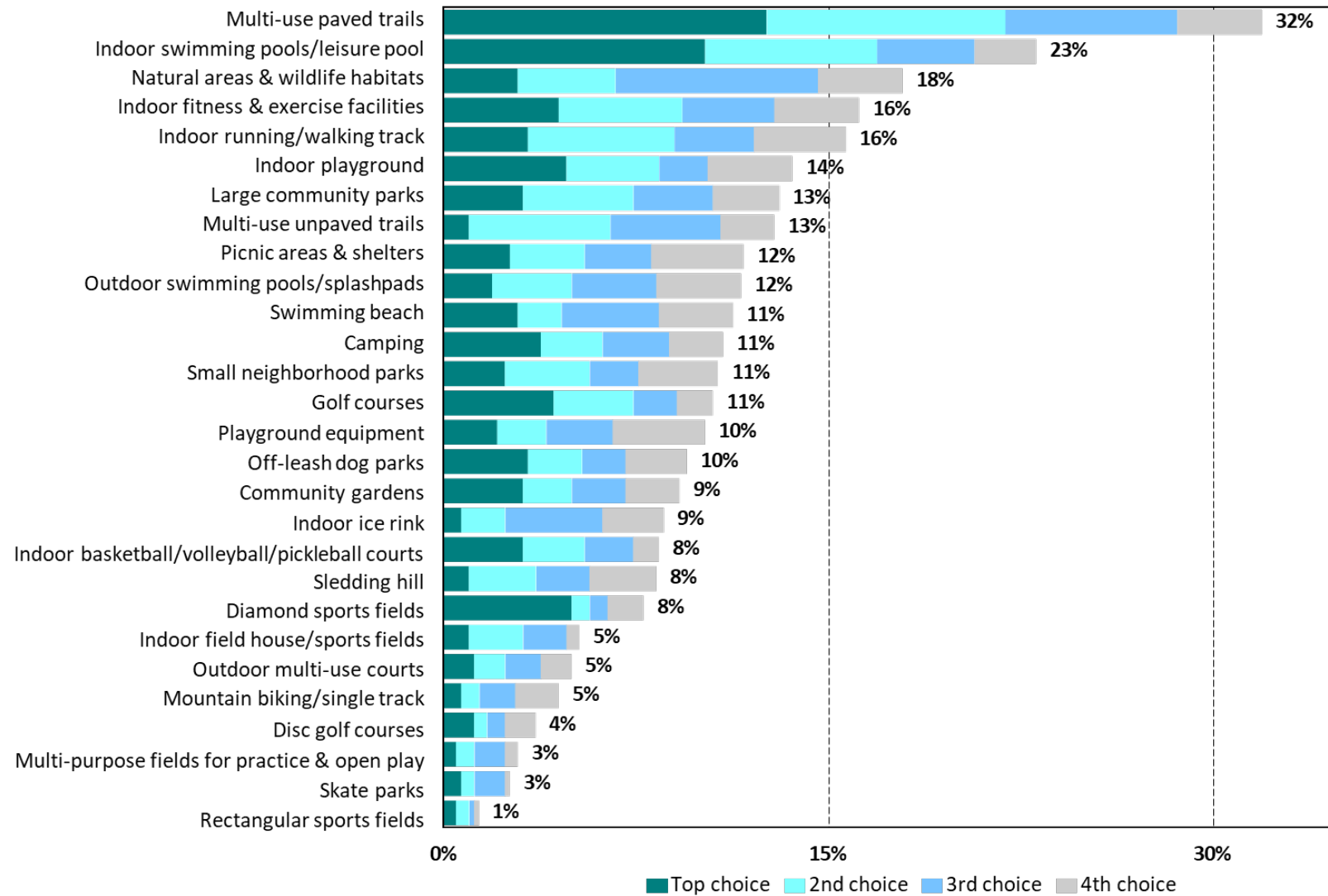
1. Multi-use paved trails
2. Indoor swimming pools/leisure pool
3. Natural areas & wildlife habitats
4. Swimming beach
5. Indoor running/walking track
6. Sledding hill
7. Indoor playground
8. Multi-use unpaved trails
9. Indoor fitness & Exercise facilities

RECREATION PROGRAMS

1. Adult fitness and wellness programs
2. Nature programs
3. Outdoor adventure
4. Fishing programs
5. Active senior programs

Q13. Facilities/Amenities Most Important to Households.

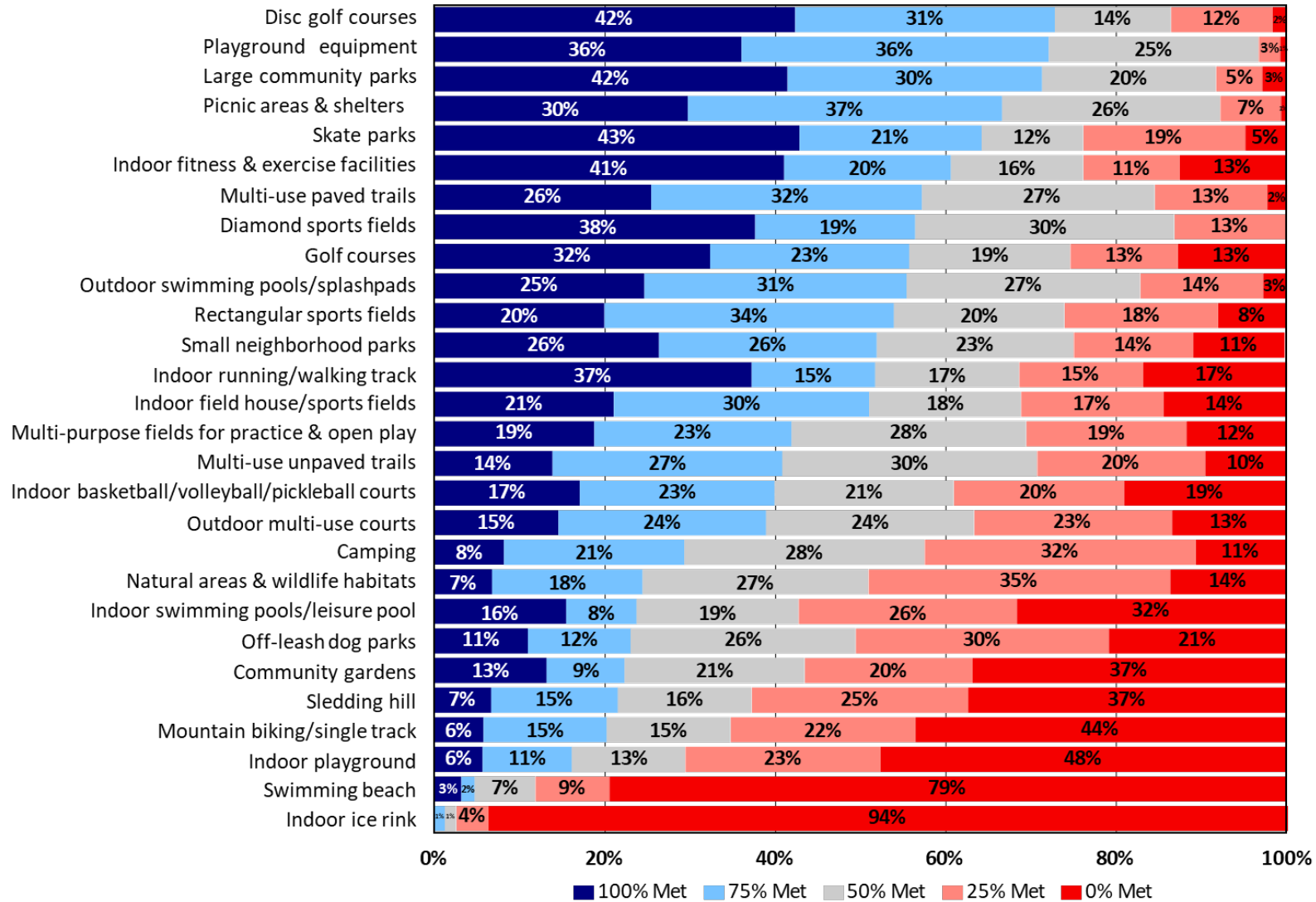
by percentage of respondents who selected the items as one of their top four choices



ETC Institute (2023)

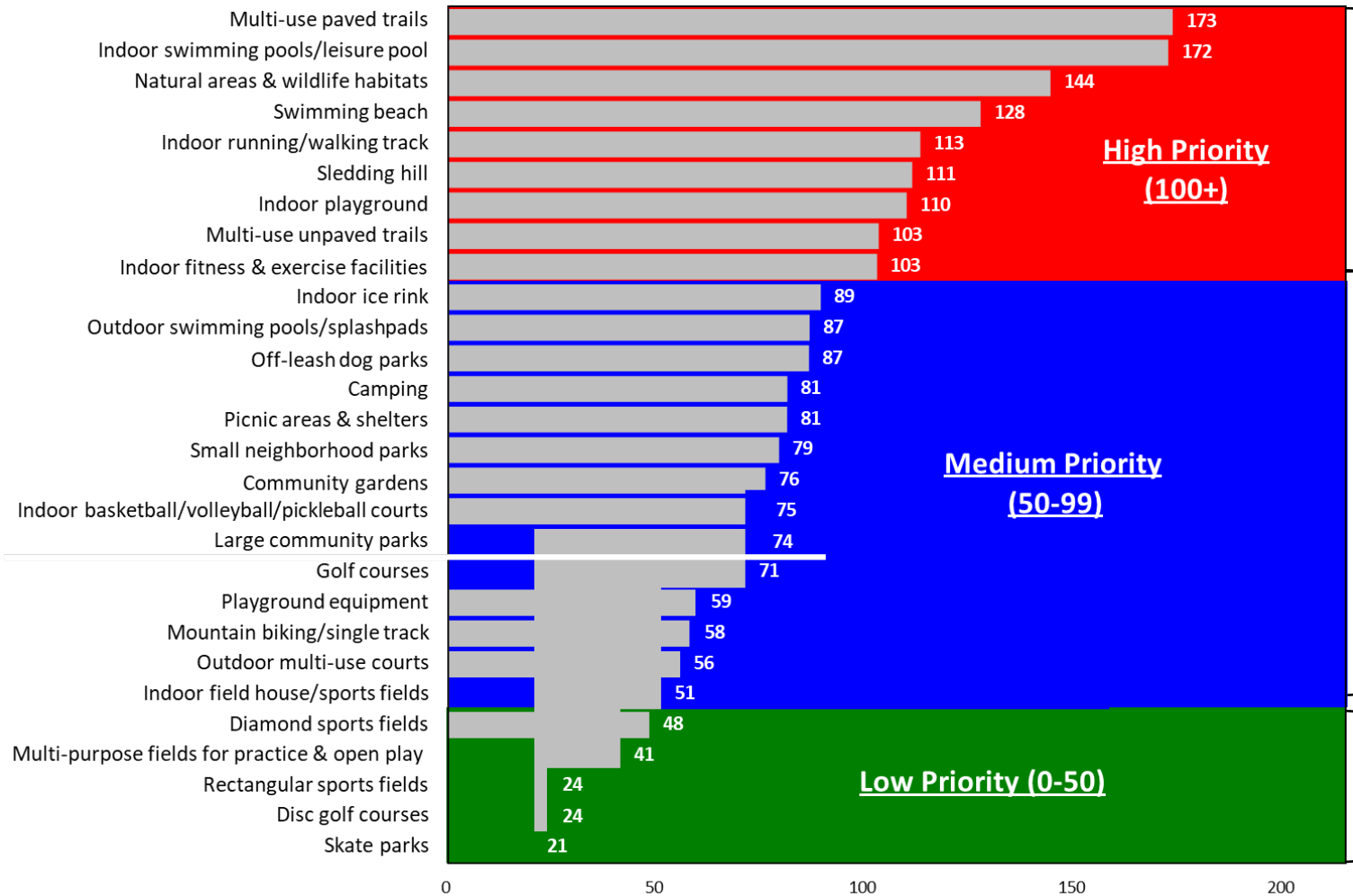
Q12b. How Well Needs Are Being Met for Recreation Facilities or Amenities

by percentage of respondents



ETC Institute (2023)

Top Priorities for Investment for Facilities/Amenities Based on Priority Investment Rating



Top Priorities
(high importance/higher unmet need)

Continued Emphasis
(high importance/lower unmet need)

Lower Immediate Need
(lower importance/lower unmet need)

ETC Institute (2023)

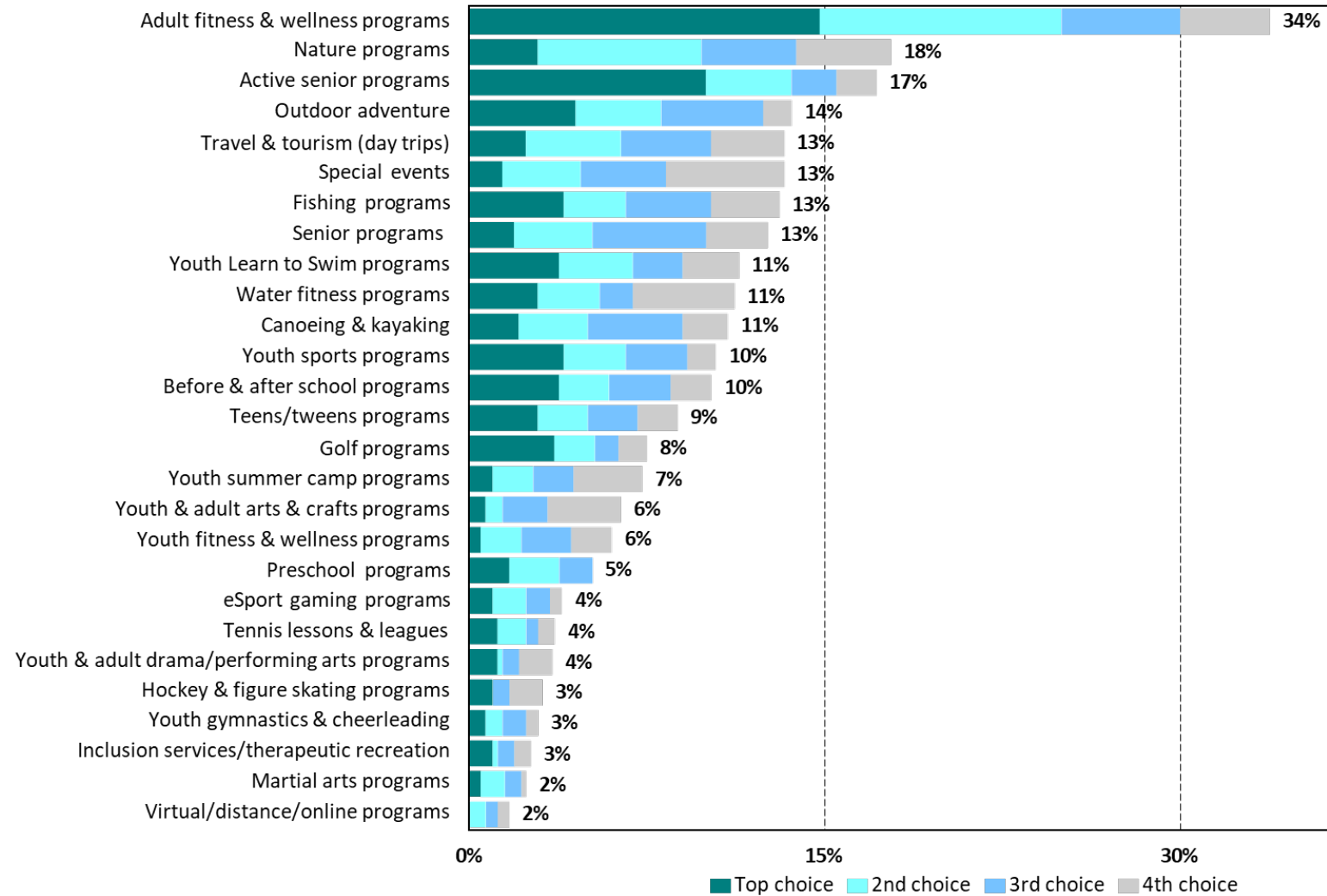


Program Priorities

UNMET NEEDS AND PRIORITIES
FOR PROGRAMS

Q15. Programs Most Important to Households.

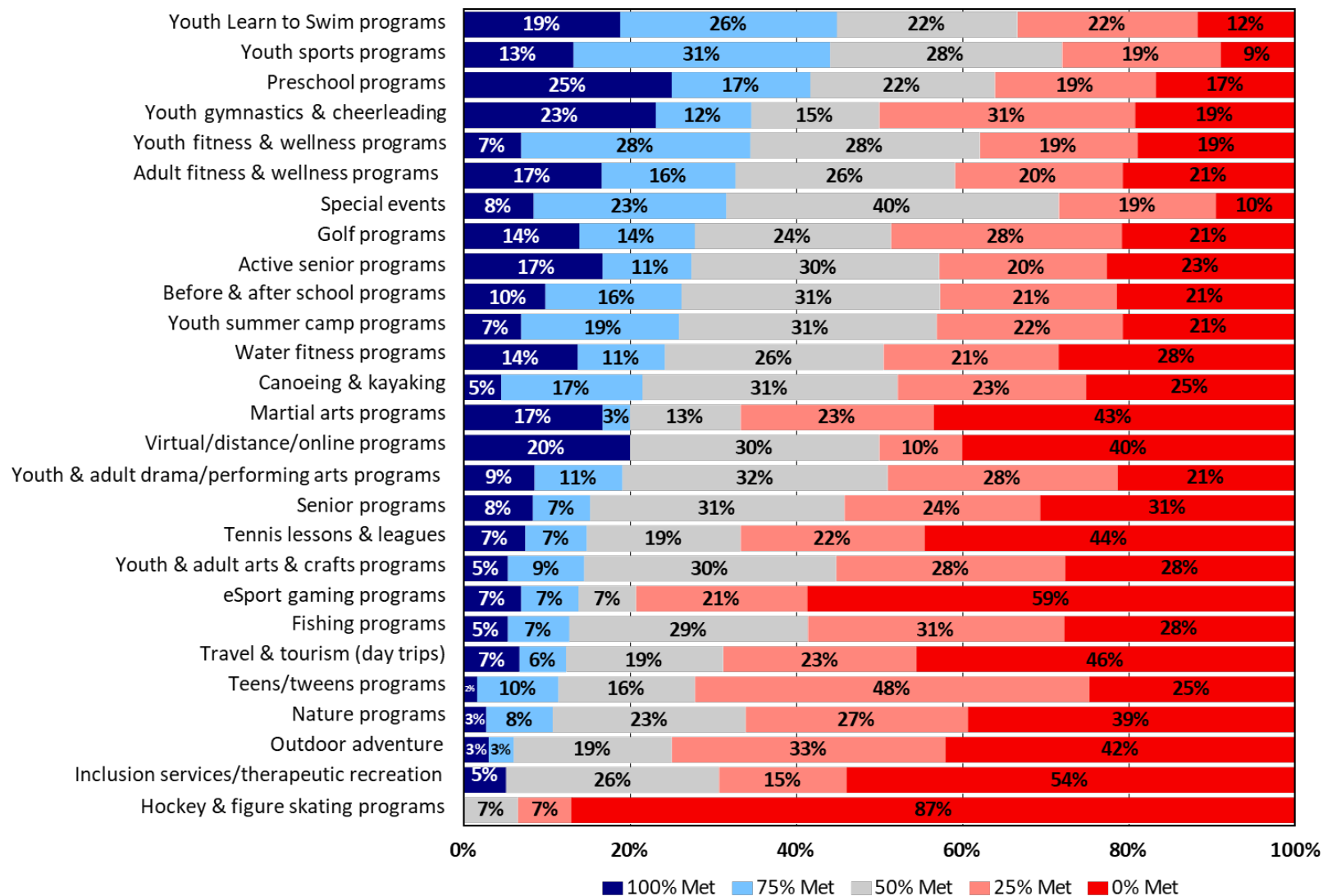
by percentage of respondents who selected the items as one of their top four choices



ETC Institute (2023)

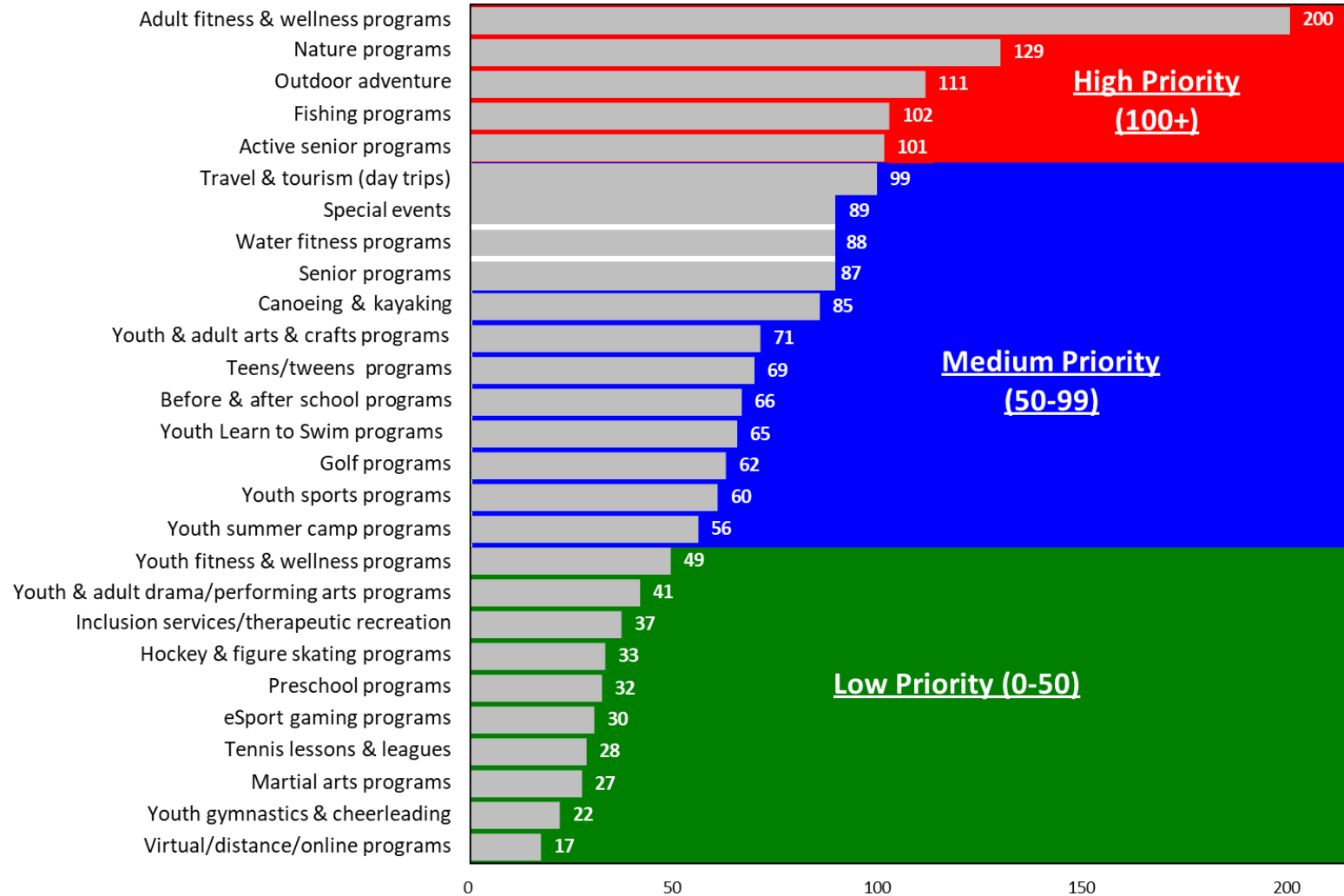
Q14b. How Well Needs Are Being Met for Recreation Programs

by percentage of respondents



ETC Institute (2023)

Top Priorities for Investment for Programs Based on Priority Investment Rating



Top Priorities
(high importance/higher unmet need)

Continued Emphasis
(high importance/lower unmet need)

Lower Immediate Need
(lower importance/lower unmet need)

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.



Themes

Key Issues and Themes

Parks and Trails

- Complete a connected trail system throughout the City to support health and wellness.
- Activate existing parks through more indoor and outdoor year-round programming.
- Continue to improve existing parks through responsible capital improvements.

Recreation

- Need to provide indoor recreation program and aquatic spaces.
- Expand core programs to meet the community needs.
- Marketing and communication enhancement needs to encourage more community use of the parks and programs available.

Key Issues and Themes

Operations and Staffing

- Maintain what the City already owns through effective park maintenance management.
- Ensure staffing is adequate for the maintenance and operations of parks and facilities, as well as program service delivery.
- Upgrade commercial equipment to reduce staffing needs.

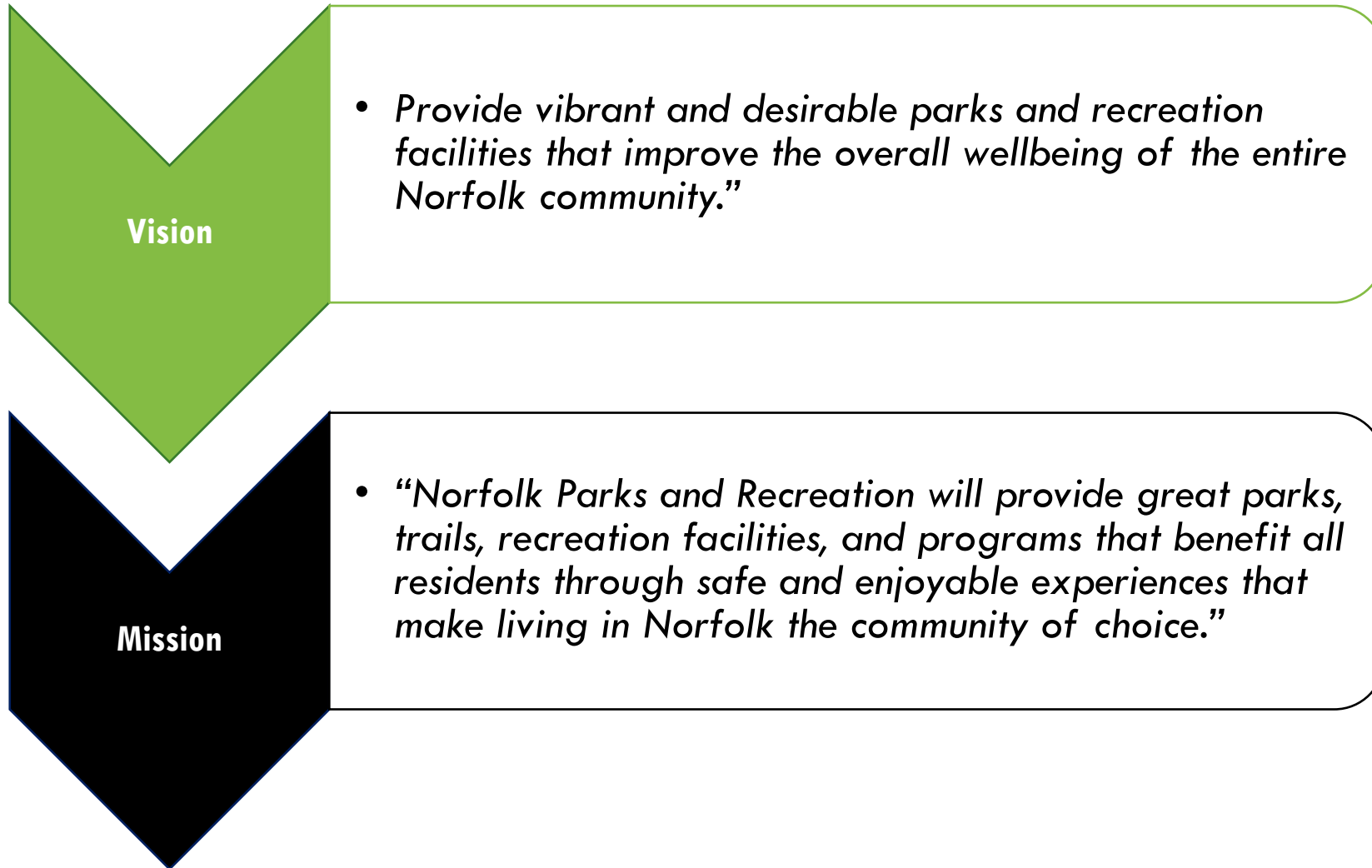
Funding

- Seek earned income to help offset operational costs.
- Expand partnerships, especially for indoor space.



Action Plan Playbook

Vision and Mission





Parkland and Trails

OUR VISION FOR PARKLAND AND TRAILS IS TO CREATE A BALANCE OF PARK SPACE DEDICATED TO NEIGHBORHOOD PARKS, COMMUNITY PARKS, AND TRAILS EQUITABLY TO ENSURE A QUALITY EXPERIENCE FOR ALL USERS OF THE SYSTEM.

Goal: Make parks and trails the centerpiece of how the city is viewed with quality park design and amenities that makes living in Norfolk an inviting and healthy experience.

Strategies

- Provide the capital investment needed to enhance existing community and neighborhood parks in the system to bring them up to a higher recreational experience over a ten-year period.
- Continue to implement the trail master plan and prioritize which areas are updated over a ten-year period to create an easy-to-understand system of trails and on street sidewalks that allow any user to walk, run or bike in a safe environment.
- Consider acquiring park land for a community park in the west and east part of the city to support the new development occurring in those areas of the city.

Strategies

- Develop consistent signage, education and branding of the park system that includes existing parks, trails, and major attractions to make it easy for residents and visitors to access the facilities and amenities provided.
- Establish a standard for land in the city under parks that will be left in a natural state.
- Develop additional sports complexes to accommodate the need and demand for soccer and softball tournaments.



Facilities

OUR VISION FOR RECREATION FACILITIES IS TO PROVIDE INDOOR PROGRAMABLE SPACES THAT SUPPORT A YEAR-ROUND USER NEED IN THE COMMUNITY AND PROVIDES SUPPORT FOR THE CORE RECREATION SERVICES BEING PROVIDED BY THE NORFOLK PARKS AND RECREATION DEPARTMENT.

Goal: Meet the desired program unmet needs outlined in the citizen survey as priorities for the parks and recreation system to build on for the future.

Strategies

- Implement the program recommendations outlined in the master plan that require both indoor space and outdoor space for year-round programming.
- Update pricing policies and partnership policies to create equity between partners and user groups for the level of benefit received beyond what a general taxpayer receives to offset operational and maintenance costs.
- Establish partnership policies for public/public partnerships, public/not-for-profit partnerships, and public/private partnerships.
- Establish key performance indicators for all operational divisions within the parks and recreation department to demonstrate efficiency and effectiveness.

Strategies

- Use technology to enhance effectiveness and efficiency of the Department will be instituted at a higher level of impact to support the user experience with the Department's services and amenities.
- Create a volunteer program to assist with park maintenance and support for hosting special events downtown.
- Ensure staffing of park maintenance is aligned with community expectations.



Programming

OUR VISION FOR PROGRAMS AND SERVICES IS TO ACTIVATE MORE PARK AND RECREATION FACILITIES THAT SERVE A WIDER AUDIENCE AND PROVIDE RESIDENTS THE ABILITY TO CONNECT TO THE SYSTEM.

Goal: High quality recreation programs and amenities are well developed, delivered, and utilized to build a strong user base.

Strategies

- Increase the number of core programs to eight (8) over the next five years to support the recreation needs of the community.
- A cost-of-service study is conducted on any new programs or facilities to determine the cost of operations and cost effectiveness of each program and amenity operated.
- Develop special events in the city that bring the community together and celebrate living in Norfolk.

Strategies

- Develop a feasibility study for an indoor program center, as well as development of an indoor pool.
- Park amenity utilization, cost recovery and user satisfaction of amenities and facilities are optimized through scheduling, staffing and amenity access and through effective fee policies.
- Establish an effective marketing plan to enhance the use of all public mediums to encourage more community awareness, use, and appreciation for program services.



Financial and Operations

OUR VISION FOR FINANCIAL MANAGEMENT AND OPERATIONS IS TO MAXIMIZE THE VALUE OF ALL PARKS AND RECREATION FACILITIES TO ACHIEVE THE HIGHEST VALUE OF USE AND RETURN ON INVESTMENT.”

Goal: Complete the development of the long-term capital improvements outlined in the master plan over a ten-year period, as well as maintain a cost recovery exceeding 20%.

Strategies

- Determine the capital priorities for the key parks in the system that enhances value and use for users and visitors to the parks.
- Work with the downtown community to expand volunteer opportunities to assist with maintenance and hosting events downtown and at Johnson Park.
- Consider the creation of a Park Foundation to increase the capital and operational dollars to support the system as a strategic funding partner.

Strategies

- Consider land leases on excess park property for commercial investment to generate revenue to offset operational costs near the Johnson Park White Water feature for viewing purposes and food and beverage opportunities to generate revenue to support the park.
- Consider a land dedication ordinance on new development in underserved park areas of the city to develop a new community park to serve that area of the city.
- Consider an impact fee on new development to cover capital costs for future city-side park attractions.



Next Steps

- Capital improvement planning
- Funding and revenue planning
- Finalize action plan

**Athletic Supervisor Report
February 2024**

Major Incidents/Significant Events/Meetings

- Weekly supervisor meetings
- Athletic staff meeting

Project Outcomes

- Completed the dugout padding installation, and fixed workout pad at Memorial field.
- Downtown Christmas decorations taken down, stored away, and organized.
- Install nets on the Elm and 14th tennis courts.

Current Project

- Routine maintenance on all field equipment.
- Finalizing quotes for new turf at Memorial Field.
- Finalizing quotes on Elkhorn ADA bathroom
- Line items for the 2025 budget
- Looking to hire seasonal and summer help.
- Cleaning out storage at the Memorial Shop building
- Updating all the fields on the calendar for the upcoming spring and summer season.
- Ordered the new temporary fence for the Ta-Ha fields.
- Ordered the new Ta-Ha field signs.
- Ta-Ha padding for the backstop will be available to complete next week.
- New locks and padlocks are being installed for athletic buildings.

Upcoming Significant Events & Meetings

Change in Park/Facility Status

Public Requests

**Department Report
February 2024**

Major Incidents/Significant Events/Meetings

- City council meetings on 1st and 3rd Mondays
- Arts Council meeting
- Tree board meeting
- Johnson Park Coordination meetings started for 2024

Project Outcomes

- Nature Playground agreement approved by council
- RFP process for refurbishing slides at Aquaventure complete
- Call for artists for 1st and Braasch roundabout approved by council
- Purchase of the CXT concession stand approved by council
- Master Plan priorities and strategies presented to council February 20th
- Fishing dock purchase request is heading to council on February 20th

Current Project

- Paving the area around the Skyview Shop
- Liberty Bell Design
 - Pickleball Courts
 - Restrooms
 - ADA sidewalk
 - Phase 2 playground
- 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 firm selected
- Johnson Park Concession Stand
- Warren Cook Playground
- Parks Signage installations
- Skyview Fishing Dock purchase
- Ta Ha Team Lockers Contract Review
- Pool heater replacement
- Paint Slides at AV
- Pump Track Irrigation and sod
- AV waterslide refurbishment
- Winter Park Memorial Garden
- Central Park Projects
 - Electrical – bury lines
 - Stage refurbishment
 - Irrigation
 - Fall protection under playground
 - Replace walkway bricks
- North Fork Whitewater Park Construction
 - May 2024 completion date

Upcoming Significant Events & Meetings

- Sports Council Meeting

Change in Park/Facility Status

-

Public Requests

-

**Parks Report
February 2024**

Current Projects

- Finished 4 main features at Warren Cook Park
- Preventative maintenance of equipment
- RFP for AquaVenture water slide repaint and repair released and published – proposals due March 5
- Conditional offer made to volunteer campground host (pending background check)
- Installed new signage at Ta-Ha-Zouka and Skyview (ice fishing warning)
- Snow removal
- Filled Maintenance Worker I position – new Parks employee Tanner Dickey
- Cleaned and organized pumphouse area at Ta-Ha-Zouka
- Cleaned and organized shop area at Parks main shop
- Cleaned and organized Skyview shop area in preparation for the concrete and new fence project
- Worked on pricing for fence at Skyview shop area
- Worked on bidding out concrete border for Warren Cook Park

On Going Projects

- Installation of new heaters at AquaVenture (Johnson's Plumbing)
- Warren Cook playground
- Replacement of pool grates at AquaVenture

**Recreation Report
February 2024**

Major Incidents/Significant Events/Meetings

- City council meetings on 1st and 3rd Mondays
- Weekly Recreation/Athletics meetings
- Johnson Park
- Restroom quotes
- Food distributors

Project Outcomes

Current Project

- NOH garden
- NOH garden Memorial stakes
- Hiring of seasonal/summer staff
- Pickleball courts at Liberty
- Partnership agreements and structure
- Field reservations
- Wayfinding for athletic fields at Ta-Ha-Zouka Park
- Concessions preparation
- Spring/Summer brochure
- Advertisements
- Adult Basketball
- Nature Playground at Johnson's Park
- February Activities Camp

Upcoming Significant Events & Meetings

- Master Plan
- Recreation interviews

Change in Park/Facility Status

-

Public Requests

-