



**"OPEN MEETINGS ACT"**

**City of Blair Regular Parks, Recreation and Cemetery Advisory Board  
Meeting  
City Council Chambers  
June 17, 2025 - 5:30 PM**

**A Copy of the "Open Meetings Act" Has Been Posted at Both Exits**

**AGENDA**

**NOTE: A current copy of the agenda can be obtained at the City Clerk's Office at 218 S. 16th Street, Blair, Nebraska or on the City website at [www.blairnebraska.org](http://www.blairnebraska.org). The City Council reserves the right to go into Executive Session at any time.**

- 1.Meeting called to order by Chairperson Jensen at 5:30 p.m.
- 2.Roll Call of members.
- 3.Approval of minutes from the April 15, 2025, meeting.
- 4.Budget report for April, 2025 and May, 2025.
- 5.Request by Brent Fullmer for a recommendation to the Mayor and City Council to reallocate the funds originally donated for pump track.
- 6.Discussion regarding the proposed Code of Conduct and possible recommendation for approval to the City Council.
- 7.Preliminary discussion regarding the annual budget.
- 8.Staff Report.
- 9.Motion and second by Council members to adjourn the meeting.

**A Copy of the "Open Meetings Act" Has Been Posted at Both Exits**

City of Blair Regular Parks, Recreation and Cemetery Advisory Board Meeting  
April 15, 2025

Agenda Item #1 – The Parks, Recreation, and Cemetery Board met in regular session in the City Council Chambers on April 15, 2025 at 5:30 PM and called to order by Chairperson Jensen.

The Chairperson publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act was available for review and indicated the location of such copy posted in the room where the meeting was being held. Notice of the meeting was given in advance thereof by publication in the Enterprise or the Pilot -Tribune as shown by the affidavit of publication filed in the City Clerk's office. Notice of the meeting was simultaneously given to the Chairperson and all members of the Parks, Recreation, and Cemetery Advisory Board. Availability of the agenda was communicated in the advance notice and in the notice to the Chairperson and Board of this meeting. All proceedings shown hereafter were taken while the convened meeting was open to the attendance of the public.

Agenda Item #2 - Roll Call of members - The following were present: Betsy Anderson, Sarah Boeka, Joe Burns, Neil Jensen, Kristi Rounds, Todd Wick. Also present were: City Administrator Green, Director of Public Works Heaton, and Non-Lawyer Assistant Ferrari.

Agenda Item #3 – Approval of minutes from the March 18, 2025 – Motion by Rounds, second by Wick to approve the Minutes from March 18, 2025 meeting. Betsy Anderson: Yea, Sarah Boeka: Yea, Joe Burns: Yea, Neil Jensen: Yea, Kristi Rounds: Yea, Todd Wick: All Board members voted: Yea 6, Nay: 0. Chairperson Jensen declared the motion carried.

Agenda Item #4. Budget report for March 2025 – Chairperson Jensen stated that the budget report for March 2025 is presented for review. No action is required.

Agenda Item #5. Presentation by Brent Fullmer to consider options to reallocate funds raised for pump track – Fullmer, 1403 Wright Street, came before the Board and provided a report on reallocating the funds that were raised for a pump track. There is a total of \$41,000 placed in three different fund locations; 1) City of Blair (KENO Funds) - \$5,000, 2) WCNG (Blair Trail Fund), and 3) WCNG (Pump Track Fund). Fullmer offered the following ideas for reallocating the funds: 1) Design & estimation for bicycle playground - \$14,500. This process would be a beginning step toward a complete bicycle park which could eventually include a pump track. The cost to fully fund a completed park averages around \$500,000, 2) Four bicycle repair stations placed around Blair - \$2,200 per station, 3) Donation to Blair Art Alley for a custom-made bike rack - \$2,000. 4) The remaining funds could be left as seed money for future projects. Chairperson Jensen asked if there is a deadline for the funds to be used. It was confirmed there is not. Fullmer explained the park is geared toward children between the ages of 2 and 12 years old. Important factors regarding the location of the park include parking and access from neighborhoods. It is better to put it in a park with existing playground equipment as children tend to go back and forth between amenities. Possible locations were discussed with an understanding that a future study will provide additional feedback. The repair stations are a stand that has tools attached to perform basic repairs on bicycles. Request by Fullmer to provide him with approval to pursue reallocating funds to the four projects discussed. All Board members voted Aye.

Agenda Item #6 – Discussion regarding proposed guidelines for the amphitheater and pickleball courts – Non-Lawyer Assistant Ferrari opened discussion on the proposed guidelines for the amphitheater. Amphitheaters around the state were researched and that information was used to create the Amphitheater Rental Packet. Important factors she emphasized included liability insurance requirements, safety and security, stormwater management requirements, amplified sounds, and the rental application. Public Works Director Heaton reviewed the guidelines for the pickleball court. The courts will be open from dawn to dusk, courts one and two will run on a first come, first serve basis. Courts three and four are available for reservation which must be made 48 hours in advance. Anderson indicated that she spoke with pickleball players within the community, and they had the following suggestions: 1) Paddle Racks, 2) Benches, 3) Lights, 4) Wind Screen, 5) QR Code for information regarding reservations, and 6) Limit the number of games to one while others are waiting. Motion by Anderson, second by Boeka to approve the Generation Park amphitheater rental packet and pickleball courts rules and regulations considering the change to Courts 1 and 2 running on a first come/first serve basis and 3 and 4 holding reservations. Betsy Anderson: Yea, Sarah Boeka: Yea, Joe Burns: Yea, Neil Jensen: Yea, Kristi Rounds: Yea, Todd Wick: Yea. All Board members voted: Yea: 6, Nay: 0

Agenda Item #7. Recommendation from the Blair Park Board to amend the Appendix - Permit, License, and Application Fees of the Blair Municipal Code by adding amphitheater and pickleball court rental fees. Non-Lawyer Assistant Ferrari presented the amended Appendix – Permit, License, and Application Fees of the Blair Municipal Code illustrating the amphitheater and pickleball court rental fees. The suggested amphitheater fees are: Half day (7:00 a.m. to 2:30 p.m. or 4:00 p.m. to 11:00 p.m.) - \$150 for non-profit and Blair dance and musical groups and \$250 for profit and non-Blair based dance and musical groups. Full day (7:00 a.m. to 11:00 p.m.) - \$300 for non-profit and Blair dance and musical groups and \$500 for profit/non-Blair based dance and musical groups. The suggested pickleball court fees for Courts 3 and 4 are as follows: Half day (7:00 a.m. to 2:30 p.m. or 4:30 p.m. to 11:00 p.m.) - \$75 for non-profit public or community organization and \$150 for profit/commercial use. Full day (7:00 a.m. to 11:00 p.m.) - \$150 for non-profit, public or community organization use and \$300 for profit/commercial use. Wick questioned if the school would be required to pay to reserve them for PE classes. City Administrator Green suggested it be discussed at a later date. Motion by Rounds, second by Anderson to recommend approval of the amendment to Appendix - Permit, License, and Application Fees of the Blair Municipal Code to include new fees for the amphitheater and pickleball rentals to the Chairperson and City Council. Betsy Anderson: Yea, Sarah Boeka: Yea, Joe Burns: Yea, Neil Jensen: Yea, Kristi Rounds: Yea, Todd Wick: Yea. All Board members voted: Yea: 6, Nay: 0

Agenda Item #8 - Staff Report – Director of Public Works Heaton reported on the following: 1) The splash pad at Generations Park is being tested for final approval next Tuesday (April 22<sup>nd</sup>); 2) A ribbon cutting for Generations Park is scheduled for May 14<sup>th</sup> at 4:00 p.m.; 3) Pat Long's, Director of Parks, Recreation and Cemetery, last day is May 2<sup>nd</sup>. Director of Public Works Heaton extended his sincere thanks to Pat for all his guidance and dedicated time to the City of Blair. Six internal candidates went through the interview process for Pat's replacement and the final decision is expected to be made soon; 4) Chairperson Jensen reminded the Board about the upcoming Arbor Day festivities. On April 24<sup>th</sup> second grade students will plant three trees at Steyer park, and they will also receive a tree from the Papio NRD to plant on their own.

Agenda Item #9. Adjournment – Motion by Jensen, second by Wick to adjourn the meeting at 6:31 p.m. Board members voted as follow: Betsy Anderson: Yea, Sarah Boeka: Yea, Joe Burns: Yea, Neil Jensen: Yea, Kristi Rounds: Yea, Todd Wick: Yea. All members voted: Yea: 6, Nay: 0

Angel Clements, Recording Secretary

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
01-014-5001	SALARIES	320,000.00	24,247.47	183,812.61	57.44	136,187.39
01-014-5002	FICA - CITY SHARE	24,480.00	1,787.12	14,015.47	57.25	10,464.53
01-014-5003	WORKMAN'S COMPENSATION	6,400.00	.00	9,068.95	141.70	2,668.95-
01-014-5004	H.A.L. INSURANCE	120,050.00	7,098.23	58,626.49	48.84	61,423.51
01-014-5005	RETIREMENT - CITY SHARE	22,400.00	1,359.83	18,893.61	84.35	3,506.39
01-014-5006	UNEMPLOYMENT COMP	500.00	.00	.00	.00	500.00
01-014-5007	DISABILITY	2,000.00	117.45	770.90	38.55	1,229.10
01-014-5008	PENSION ADMINISTRATION	500.00	.00	153.80	30.76	346.20
	PERSONAL SERVICES TOTAL	496,330.00	34,610.10	285,341.83	57.49	210,988.17
01-014-5209	BANK FEES	.00	.00	.00	.00	.00
01-014-5210	LEGAL	4,000.00	41.40	1,024.70	25.62	2,975.30
01-014-5211	AUDITING	2,500.00	652.50	1,401.40	56.06	1,098.60
01-014-5212	ENGINEERING/CONSULTANT	4,000.00	135.00	3,431.11	85.78	568.89
01-014-5213	PROFESSIONAL SERVICES	150.00	.00	.00	.00	150.00
01-014-5215	EMPLOYEE APPREC/SCHOOLING	1,500.00	512.40	792.90	52.86	707.10
01-014-5216	POSTAGE	100.00	3.00	3.00	3.00	97.00
01-014-5217	PRINTING & PUBLICATION	2,500.00	8.18	106.93	4.28	2,393.07
01-014-5222	TRAVEL EXPENSE	800.00	.00	.00	.00	800.00
01-014-5223	TRAINING EXP/CONF REGISTR	800.00	.00	305.00	38.13	495.00
01-014-5224	DUES	500.00	.00	318.63	63.73	181.37
01-014-5227	SOFTWARE MAINTENANCE	6,500.00	112.61	3,260.27	50.16	3,239.73
01-014-5228	UTILITIES	34,000.00	3,914.56	25,682.70	75.54	8,317.30
01-014-5229	TELEPHONE	3,000.00	273.76	1,999.66	66.66	1,000.34
01-014-5230	VEHICLE INSURANCE	4,000.00	.00	4,952.13	123.80	952.13-
01-014-5231	LIABILITY INSURANCE	2,500.00	.00	1,456.84	58.27	1,043.16
01-014-5232	BLDG & CONTENT INSURANCE	24,000.00	.00	25,152.62	104.80	1,152.62-
01-014-5236	RADIO MAINTENANCE	100.00	.00	.00	.00	100.00
01-014-5239	MOTORIZED EQUIPMENT MAINT	10,000.00	185.48	10,481.18	104.81	481.18-
01-014-5240	BUILDING MAINTENANCE	40,000.00	4,776.92	14,459.84	36.15	25,540.16
01-014-5241	TREE/STUMP REMOVAL & PLANTING	15,000.00	6,650.00	14,949.96	99.67	50.04
01-014-5244	RECREATION ASSISTANCE	53,000.00	.00	33,085.91	62.43	19,914.09
01-014-5245	MEDICAL	4,000.00	205.00	282.15	7.05	3,717.85
01-014-5253	REPURCHASE CEMETERY LOTS	600.00	.00	2,400.00	400.00	1,800.00-
01-014-5258	OTHER OP EXP/FIRE WORKS	7,500.00	10,000.00	10,000.00	133.33	2,500.00-
01-014-5259	BLACK ELK MAINTENANCE	2,000.00	.00	.00	.00	2,000.00
01-014-5263	OPTIMIST BOAT RAMP	3,000.00	.00	.00	.00	3,000.00
01-014-5266	CONTRACT MOWING	80,000.00	.00	675.00	.84	79,325.00
01-014-5281	BUILDING REPAIR STORM	1,000.00	.00	4,000.00	400.00	3,000.00-
	OPERATING EXPENSE TOTAL	307,050.00	27,470.81	160,221.93	52.18	146,828.07
01-014-5359	OFFICE EQUIPMENT	1,000.00	.00	.00	.00	1,000.00
01-014-5360	OFFICE SUPPLIES	1,000.00	16.78	445.53	44.55	554.47
01-014-5361	JANITORIAL SUPPLIES	4,400.00	468.25	1,124.78	25.56	3,275.22
01-014-5363	CHEMICALS	6,500.00	1,216.95	2,801.93	43.11	3,698.07

**BUDGET REPORT**  
**CALENDAR 4/2025, FISCAL 7/2025**

**PCT OF FISCAL YTD 58.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
01-014-5364	SEED, SOD, ETC	3,000.00	.00	1,900.27	63.34	1,099.73
01-014-5365	RECREATIONAL SUPPLIES	8,500.00	124.95	2,269.89	26.70	6,230.11
01-014-5369	SAFETY EQUIPMENT/TRAINING	1,850.00	154.34	851.89	46.05	998.11
01-014-5370	GAS/OIL/DIESEL	8,000.00	763.21	4,791.04	59.89	3,208.96
01-014-5371	UNIFORMS	1,500.00	247.55	1,746.70	116.45	246.70-
01-014-5372	BOOKS & MAPS	100.00	.00	.00	.00	100.00
01-014-5373	SMALL TOOLS	2,000.00	133.98	1,785.94	89.30	214.06
01-014-5374	SAND/ROCK/GRAVEL	4,000.00	.00	.00	.00	4,000.00
01-014-5383	OTHER EXPENSE MATL & SUPP	3,500.00	.00	16.99	.49	3,483.01
01-014-5389	PURCHASE/GRANT	.00	.00	.00	.00	.00
01-014-5395	NON-CAPITAL EQUIPMENT	.00	.00	.00	.00	.00
	EXPENDABLE MAT & SUPPLIES TOTA	45,350.00	3,126.01	17,734.96	39.11	27,615.04
01-014-5399	MOTORIZED EQUIP/GRAVE OPENING	22,500.00	500.00	5,000.00	22.22	17,500.00
	RENTAL EXPENSE TOTAL	22,500.00	500.00	5,000.00	22.22	17,500.00
01-014-5401	OFFICE EQUIPMENT	7,000.00	.00	.00	.00	7,000.00
01-014-5402	MOTORIZED EQUIPMENT (SMALL)	5,000.00	.00	17,057.56	341.15	12,057.56-
01-014-5403	MOTORIZED EQUIPMENT (LARGE)	30,000.00	.00	37,190.80	123.97	7,190.80-
01-014-5419	OTHER IMPROVEMENTS/PARK SIGNS	4,000.00	.00	.00	.00	4,000.00
	OTHER CAPITAL OUTLAY TOTAL	46,000.00	.00	54,248.36	117.93	8,248.36-
01-014-5502	BUILDING/RESTROOM	25,000.00	.00	.00	.00	25,000.00
01-014-5504	PAVING	20,000.00	.00	.00	.00	20,000.00
01-014-5519	PLAYGROUND EQUIPMENT	7,500.00	.00	778.92	10.39	6,721.08
01-014-5520	CAPITAL PROJECT/RESERVE	2,700,000.00	.00	1,998,622.77	74.02	701,377.23
01-014-5521	OTHER IMPROVEMENTS	.00	.00	.00	.00	.00
01-014-5523	CAPITAL CONST PROJECT/RES	.00	.00	.00	.00	.00
01-014-5531	RESURFACE TENNIS COURTS	.00	.00	.00	.00	.00
	CAPITAL IMPROVEMENTS TOTAL	2,752,500.00	.00	1,999,401.69	72.64	753,098.31
	PARK TOTAL	3,669,730.00	65,706.92	2,521,948.77	68.72	1,147,781.23

**BUDGET REPORT**  
**CALENDAR 5/2025, FISCAL 8/2025**

**PCT OF FISCAL YTD 66.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
01-014-5364	SEED, SOD, ETC	3,000.00	.00	1,900.27	63.34	1,099.73
01-014-5365	RECREATIONAL SUPPLIES	8,500.00	7,094.00	9,363.89	110.16	863.89-
01-014-5369	SAFETY EQUIPMENT/TRAINING	1,850.00	379.76	1,231.65	66.58	618.35
01-014-5370	GAS/OIL/DIESEL	8,000.00	680.11	5,471.15	68.39	2,528.85
01-014-5371	UNIFORMS	1,500.00	197.77	1,944.47	129.63	444.47-
01-014-5372	BOOKS & MAPS	100.00	.00	.00	.00	100.00
01-014-5373	SMALL TOOLS	2,000.00	179.73	1,965.67	98.28	34.33
01-014-5374	SAND/ROCK/GRAVEL	4,000.00	.00	.00	.00	4,000.00
01-014-5383	OTHER EXPENSE MATL & SUPP	3,500.00	.00	16.99	.49	3,483.01
01-014-5389	PURCHASE/GRANT	.00	.00	.00	.00	.00
01-014-5395	NON-CAPITAL EQUIPMENT	.00	.00	.00	.00	.00
	EXPENDABLE MAT & SUPPLIES TOTA	45,350.00	9,550.46	27,285.42	60.17	18,064.58
01-014-5399	MOTORIZED EQUIP/GRAVE OPENING	22,500.00	500.00	5,500.00	24.44	17,000.00
	RENTAL EXPENSE TOTAL	22,500.00	500.00	5,500.00	24.44	17,000.00
01-014-5401	OFFICE EQUIPMENT	7,000.00	.00	.00	.00	7,000.00
01-014-5402	MOTORIZED EQUIPMENT (SMALL)	5,000.00	.00	17,057.56	341.15	12,057.56-
01-014-5403	MOTORIZED EQUIPMENT (LARGE)	30,000.00	.00	37,190.80	123.97	7,190.80-
01-014-5419	OTHER IMPROVEMENTS/PARK SIGNS	4,000.00	.00	.00	.00	4,000.00
	OTHER CAPITAL OUTLAY TOTAL	46,000.00	.00	54,248.36	117.93	8,248.36-
01-014-5502	BUILDING/RESTROOM	25,000.00	.00	.00	.00	25,000.00
01-014-5504	PAVING	20,000.00	2,429.50	2,429.50	12.15	17,570.50
01-014-5519	PLAYGROUND EQUIPMENT	7,500.00	.00	778.92	10.39	6,721.08
01-014-5520	CAPITAL PROJECT/RESERVE	2,700,000.00	20,527.50	2,019,150.27	74.78	680,849.73
01-014-5521	OTHER IMPROVEMENTS	.00	.00	.00	.00	.00
01-014-5523	CAPITAL CONST PROJECT/RES	.00	.00	.00	.00	.00
01-014-5531	RESURFACE TENNIS COURTS	.00	.00	.00	.00	.00
	CAPITAL IMPROVEMENTS TOTAL	2,752,500.00	22,957.00	2,022,358.69	73.47	730,141.31
	PARK TOTAL	3,669,730.00	143,341.33	2,680,608.79	73.05	989,121.21

**PCT OF FISCAL YTD 66.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
01-015-5001	SALARIES	500,000.00	31,158.07	295,238.89	59.05	204,761.11
01-015-5002	FICA - CITY SHARE	38,250.00	2,394.74	23,461.27	61.34	14,788.73
01-015-5003	WORKMAN'S COMPENSATION	10,000.00	.00	270.39	2.70	9,729.61
01-015-5004	H.A.L. INSURANCE	76,960.00	5,697.68	52,429.67	68.13	24,530.33
01-015-5005	RETIREMENT - CITY SHARE	35,000.00	796.71	13,488.73	38.54	21,511.27
01-015-5006	UNEMPLOYMENT COMP	500.00	.00	.00	.00	500.00
01-015-5007	DISABILITY	1,800.00	99.21	866.34	48.13	933.66
01-015-5008	PENSION ADMINISTRATION	600.00	.00	123.10	20.52	476.90
	PERSONAL SERVICES TOTAL	663,110.00	40,146.41	385,878.39	58.19	277,231.61
01-015-5209	BANK FEES	.00	.00	.00	.00	.00
01-015-5210	LEGAL	2,000.00	27.45	289.80	14.49	1,710.20
01-015-5211	AUDITING	7,500.00	2,337.50	7,475.98	99.68	24.02
01-015-5212	ENGINEERING/CONSULTANT	.00	450.00	2,499.99	.00	2,499.99-
01-015-5213	PROFESSIONAL SERVICES	200.00	.00	.00	.00	200.00
01-015-5215	EMPLOYEE APPREC/SCHOOLING	2,000.00	.00	180.00	9.00	1,820.00
01-015-5216	POSTAGE	2,900.00	.00	1,524.31	52.56	1,375.69
01-015-5217	PRINTING & PUBLICATION	2,000.00	521.13	1,721.81	86.09	278.19
01-015-5222	TRAVEL EXPENSE	2,000.00	33.60	1,665.53	83.28	334.47
01-015-5223	TRAINING EXP/CONF REGISTR	3,000.00	20.31	162.31	5.41	2,837.69
01-015-5224	DUES	1,500.00	.00	808.38	53.89	691.62
01-015-5225	CUSTODIAL SERVICES	36,000.00	2,875.00	20,125.00	55.90	15,875.00
01-015-5227	SOFTWARE MAINTENANCE	40,000.00	961.39	32,458.92	81.15	7,541.08
01-015-5228	UTILITIES	33,000.00	2,133.57	18,493.11	56.04	14,506.89
01-015-5229	TELEPHONE	6,000.00	506.14	4,033.24	67.22	1,966.76
01-015-5231	LIABILITY INSURANCE	1,000.00	.00	1,311.16	131.12	311.16-
01-015-5232	BLDG & CONTENT INSURANCE	15,000.00	.00	20,019.16	133.46	5,019.16-
01-015-5237	OFFICE EQUIPMENT MAINTENANCE	5,000.00	.00	.00	.00	5,000.00
01-015-5240	BUILDING MAINTENANCE	27,000.00	641.37	15,382.02	56.97	11,617.98
01-015-5245	MEDICAL	800.00	.00	318.00	39.75	482.00
01-015-5258	OTHER OPERATING EXPENSE	1,000.00	.00	275.40	27.54	724.60
01-015-5264	LEASE PAYMENT	124,800.00	.00	.00	.00	124,800.00
01-015-5281	BUILDING REPAIR STORM	1,000.00	.00	.00	.00	1,000.00
	OPERATING EXPENSE TOTAL	313,700.00	10,507.46	128,744.12	41.04	184,955.88
01-015-5359	OFFICE EQUIPMENT	500.00	77.45	77.45	15.49	422.55
01-015-5360	OFFICE SUPPLIES	18,000.00	275.84	10,048.42	55.82	7,951.58
01-015-5361	JANITORIAL SUPPLIES	3,700.00	.00	3,692.87	99.81	7.13
01-015-5369	SAFETY EQUIPMENT/TRAINING	1,000.00	212.00	809.73	80.97	190.27
01-015-5371	UNIFORMS	800.00	.00	300.01	37.50	499.99
01-015-5372	BOOKS & MAPS	.00	.00	.00	.00	.00
01-015-5378	LIBRARY STATE AID	3,000.00	.00	1,865.61	62.19	1,134.39
01-015-5379	LIBRARY ACQUISITIONS	96,000.00	4,311.70	48,215.83	50.22	47,784.17
01-015-5393	SUMMER READING	8,100.00	1,221.98	5,563.51	68.69	2,536.49
01-015-5395	NON-CAPITAL EQUIPMENT	1,000.00	.00	500.00	50.00	500.00

# MEMORANDUM

TO: Blair Parks, Recreation, and Cemetery Advisory Board  
From: CJ Heaton, Director of Public Works  
Date: 6/17/25  
Re: Pump Track Grant Funds

Brent Fullmer was able to get approval to repurpose the funds from the donors who had intended to construct a pump track for the City of Blair. Attached are the letters showing their agreement to switch funding priorities. Brent is here tonight to present his suggestions, which the staff have reviewed and agree with.

1. \$14,500 for the American Ramp Company to perform a study and cost estimate for a bicycle playground for the City of Blair.
2. \$8,800 for four (4) bicycle repair stations for the City of Blair.
  - a. Staff recommends placement at the following locations:
    - i. Generations Park
    - ii. Lions Park
    - iii. Black Elk Park
    - iv. Steyer Park/Swimming Pool area
3. \$2,000 to be donated to the Art Alley project for the design and construction of a bike rack.
4. \$15,700 Remaining funds to be held in reserve for future bicycle infrastructure.

**Staff Recommendation:** Recommendation of the resolution for approval at the next City Council meeting.

**Financial Impact:** \$25,300 for various projects.

# Pump Track Funds Re-allocation

- ▶ Bicycle Playground Study and Estimate
- ▶ Bike Repair Stations
- ▶ Art Alley Bike Rack
- ▶ Seed Money for Future Projects

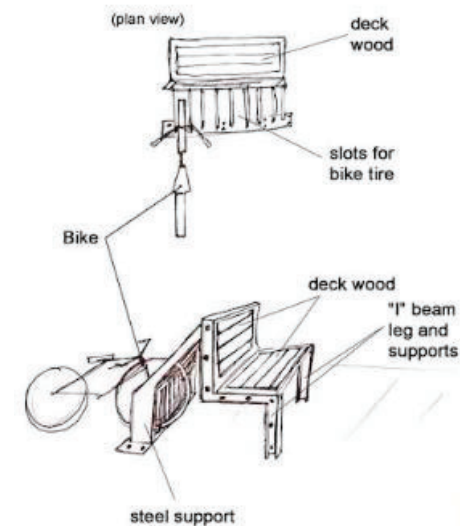


Blair Pump Track Fund Re-allocation

	Quantity	Unit Cost	Total
Bicycle Playground Design/Estimation	1	\$ 14,500	\$ 14,500
Public bike repair stations	4	\$ 2,200	\$ 8,800
Donation to Art Alley Bike Rack	1	\$ 2,000	\$ 2,000
Seed Money for Future Projects	1	\$ 15,700	\$ 15,700
		Total	\$ 41,000

Location of Funds:

City of Blair - KENO Funds	1	\$ 5,000	\$ 5,000
WCNG - Blair Trail Fund	1	\$ 5,000	\$ 5,000
WCNG - Pump Track Fund	1	\$ 31,000	\$ 31,000
		Total	\$ 41,000



American Ramp Company  
601 McKinley  
Joplin, MO 64801  
Phone: 877-RAMP-778  
sales@americanrampcompany.com



## Bike Park Concept Design Services

Re: City of Blair, NE

American Ramp Company provides professional concept design services geared to create a completely custom bike park design that is unique to your community. Our team of professional skateboarders, BMX riders, mountain bikers, designers, engineers, and visual artists will collaborate with you to generate ideas and develop your one-of-a-kind park.

Our concept design services include the following:

### Kickoff & Site Review

- Meet with project team to review design objectives, budget, schedule, site confirmation, and additional details as needed
- Review proposed site for opportunities, constraints, access locations, spectator viewing, drainage considerations, and supporting amenities as needed

### Preliminary Concept

- Develop preliminary concept and cost opinion
- Provide preliminary concept and cost opinion to project team for review and comment
- Receive comments from project team for integration into refined concept

### Refined Concept

- Refine preliminary concept and cost opinion
- Provide refined concept and cost opinion to project team for review and comment
- Receive comments from project team for integration into final concept

### Final Concept

- Present final concept and cost estimate to project team for review and approval
- Provide final design deliverables upon final concept approval

### Deliverables

- Site Evaluation Report
- Final Concept
- Cost Estimate

### Cost

Total cost for our professional concept design services = **\$14,500.00**

*Terms are 50% due upon signing and 50% due upon design completion*

Customer Name:

Billing Address:

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Phone Number:

Email Address:

---

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Approved By:

Signature:

Date:

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Print Name / Title



Brent Fullmer <[sbrentfullmer@gmail.com](mailto:sbrentfullmer@gmail.com)>

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## Blair Funds Reallocation

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**Aaron Kelberlau** <[Aaron@babkel.com](mailto:Aaron@babkel.com)>  
To: Brent Fullmer <[sbrentfullmer@gmail.com](mailto:sbrentfullmer@gmail.com)>

Mon, May 12, 2025 at 1:44 PM

Brent , yes this would be just fine let us know if you need anything else.

Thank you,  
Aaron Kelberlau  
BabKel Mechanical LLC  
(402)533-0901

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**From:** Brent Fullmer <[sbrentfullmer@gmail.com](mailto:sbrentfullmer@gmail.com)>  
**Sent:** Friday, May 9, 2025 6:10:41 AM  
**To:** Aaron Kelberlau <[Aaron@babkel.com](mailto:Aaron@babkel.com)>  
**Subject:** Blair Funds Reallocation

[Quoted text hidden]



Brent Fullmer &lt;sbrentfullmer@gmail.com&gt;

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## Blair Pump Track Funds Reallocation

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**Maggie Smith** <Maggie\_Smith@cargill.com>

Thu, May 15, 2025 at 4:54 PM

To: Carrie Faue &lt;Carrie\_Faue@cargill.com&gt;, sbrentfullmer &lt;sbrentfullmer@gmail.com&gt;

Hello Brent,

Sorry to hear your grant was not able to be secured. Yes, please reallocate the funds as needed to the community efforts mentioned below, and placing the remaining funds with the Foundation. Thank you for contacting us in regards to the change.

Sincerely,

**Maggie Smith**

Administrative Assistant Supervisor

Starches, Sweeteners, & Texturizers [North America](#)

[650 Industrial Park Drive / Blair, NE 68008](#)

Direct: +1 402-533-4107 | E: [Maggie\\_smith@cargill.com](mailto:Maggie_smith@cargill.com)



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Brent Fullmer <[sbrentfullmer@gmail.com](mailto:sbrentfullmer@gmail.com)>

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## Blair Pump Track Funds Reallocation

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**David Nannen** <[nannendave@yahoo.com](mailto:nannendave@yahoo.com)>  
To: Brent Fullmer <[sbrentfullmer@gmail.com](mailto:sbrentfullmer@gmail.com)>

Wed, May 14, 2025 at 10:37 AM

As head of the Blair Trails Foundation I am firmly behind the reallocation of these funds for these new purposes.  
Sincere thanks,  
David Nannen  
Sent from my iPhone

On May 9, 2025, at 10:06 PM, Brent Fullmer <[sbrentfullmer@gmail.com](mailto:sbrentfullmer@gmail.com)> wrote:

[Quoted text hidden]

<[Pump Track Fund Reallocation Proposal\\_PDF.pdf](#)>



Brent Fullmer &lt;sbrentfullmer@gmail.com&gt;

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## Blair Pump Track Funds Reallocation

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**Caldwell, Paul D** <paul.caldwell@evonik.com>  
To: Brent Fullmer <sbrentfullmer@gmail.com>

Wed, May 14, 2025 at 10:13 PM

Hello Brent,

I reviewed your proposal with the Contributions Committee today. We are okay with the proposal that you presented.

Thank you for checking!

Take care,

Paul

**Paul Caldwell**

Site Director | Advanced Technologies | Animal Nutrition  
T +1 402 533-1562 | M +1 251 472-6574 | [paul.caldwell@evonik.com](mailto:paul.caldwell@evonik.com)

**Evonik Corporation**

650 Industrial Park Road | Blair, NE 68008 | USA

Evonik North America | [animal-nutrition.evonik.com](http://animal-nutrition.evonik.com)

[LinkedIn](#) | [Twitter](#) | [Instagram](#) | [Facebook](#)

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**From:** Brent Fullmer <sbrentfullmer@gmail.com>  
**Sent:** Friday, May 9, 2025 6:01 AM  
**To:** Caldwell, Paul D <paul.caldwell@evonik.com>  
**Subject:** Blair Pump Track Funds Reallocation



Brent Fullmer &lt;sbrentfullmer@gmail.com&gt;

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## Pump Track Funds Reallocation

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**Emily Gantz** <EMGA@novonesis.com>  
To: sbrentfullmer <sbrentfullmer@gmail.com>

Sun, Jun 1, 2025 at 10:57 PM

Hey Brent, sorry I didn't get this sooner. I agree with your plans to reassign the donation. Good luck with all you do!

**Emily Gantz** (She/Her)  
QC Senior Analyst  
Mobile: +14022595437

*Novozymes Blair, Inc. Registered address: The Corporate Trust Center, 1209 Orange Street, Wilmington DE 19801, United States of America. Part of Novonesis Group.  
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**From:** sbrentfullmer <sbrentfullmer@gmail.com>  
**Sent:** Thursday, May 29, 2025 1:17:31 PM  
**To:** Emily Gantz <emga@novozymes.com>  
**Subject:** Pump Track Funds Reallocation

You don't often get email from [sbrentfullmer@gmail.com](mailto:sbrentfullmer@gmail.com). [Learn why this is important](#)

[Quoted text hidden]



Brent Fullmer <sbrentfullmer@gmail.com>

## Pump Track Funds Reallocation Request

Jim Nelson <jim.nelson@siddillon.com>  
To: sbrentfullmer <sbrentfullmer@gmail.com>

Tue, Jun 3, 2025 at 12:04 PM

Brent,

I was out of town for a few days.. just getting caught up. I noticed you spelled the email wrong below again.. its [Jim.nelson@siddillon.com](mailto:Jim.nelson@siddillon.com) .

We are fine with the information below.. proceed as mentioned .

### Jim Nelson

General Manager

402-426-6904 direct

Blair, NE 68008

[www.SidDillon.com](http://www.SidDillon.com)



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**From:** sbrentfullmer <sbrentfullmer@gmail.com>  
**Sent:** Tuesday, June 3, 2025 12:01 PM  
**To:** Jim Nelson <jim.nelson@siddillon.com>  
**Subject:** RE: Pump Track Funds Reallocation Request

#### GRAPHUS

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# MEMORANDUM

TO: Blair Parks, Recreation, and Cemetery Advisory Board  
From: CJ Heaton, Director of Public Works  
Date: 6/17/25  
Re: Swimming Pool Code of Conduct

Ashley Clary, the pool manager for the city pool, has requested to impose a few rules and regulations to help manage the swimming pool for the summer. Attached is her proposal, city staff has reviewed and agrees with these guidelines.

**Staff Recommendation:** Recommendation of the resolution for approval at the next City Council meeting.

**Financial Impact:** \$ N/A

Blair City Pool  
Code of Conduct

To ensure a **safe, enjoyable, and respectful environment** for all patrons, the following rules and standards of behavior are expected at all times within the swimming pool and surrounding facilities:

**1. Respectful Behavior.** Profanity, abusive language, or offensive gestures will not be tolerated. Harassment, intimidation, or discrimination of any kind is strictly prohibited. Any of these prohibited behaviors shall result in an **immediate one-day suspension**.

**2. No Horseplay or Roughhousing.** Running, pushing, dunking, wrestling, or any form of dangerous or disruptive behavior is strictly prohibited. Throwing objects that are not pool toys, diving in non-designated areas, or using pool toys irresponsibly is not allowed.

**3. Supervision of Children.** Children under the age of 10 must be supervised by a caregiver that is 13+ years of age at all times. Parents/guardians are responsible for the behavior and safety of their children.

**4. Swim Attire and Hygiene.** Proper swimwear that adheres to the dress code is required. All patrons must shower before entering the pool. Persons with open wounds or infectious diseases should not enter the pool.

**5. Alcohol, Drugs, and Smoking.** The use or possession of alcohol, illegal drugs, or tobacco (including vaping) is strictly prohibited within 100 feet of the facility. Violations shall result in an immediate one-day suspension.

**6. Flotation Devices.** Any child using a flotation device must remain within arm's reach of a parent or guardian who is in the water at all times—no exceptions. Flotation devices or any form of external assistance are not permitted when using the diving board or slides.

**7. Obey Lifeguards and Staff.** Lifeguards and staff are here for your safety. Their instructions must be followed at all times. Violation shall result in an immediate one-day suspension.

**Violations of this Code**

- Patrons who violate pool rules for all non-immediate suspension violations ~~R~~ receive a verbal warning for a first offense.
- A three-strike policy is in effect: after three warnings in a single day, the individual will be asked to leave the facility for the remainder of the day.
- Serious or repeated offenses may result in **longer suspensions, parental supervision required** for all future visits, or **permanent revocation of pool privileges**.
- Law enforcement may be contacted for any conduct that endangers others or violates local laws.

# MEMORANDUM

TO: Blair Parks, Recreation, and Cemetery Advisory Board  
From: CJ Heaton, Director of Public Works  
Date: 6/17/25  
Re: Budget

Attached is the first draft of the proposed Parks, Recreation, and Cemetery Budget for FY 26. I have proposed several increases in the budget to allow for more maintenance and upkeep to happen within the parks. We are also proposing a facility needs study for the shop, as the department has outgrown that facility. There are also funds added for a new prefabricated restroom facility at Bob Hardy RV Park. James and I have also proposed replacing the Kubota tractor with a Bobcat Toolcat, purchasing a new pickup truck, and a few other new pieces of equipment. The mayor has also requested that staff look into updating and standardizing all the park signs and furniture. While we won't likely be able to do that all in one year, I have proposed funds to start that process. There are also funds to start installing security cameras in the parks to help curb the vandalism, or at least catch them in the act.

**Staff Recommendation:** N/A

**Financial Impact:** \$ N/A

Budget Summary		FY26			
Parks Department 01-014		Subtotal	Total	FY 25 Budget	Notes
<b>Operating Expenses</b>					
5210	Legal		\$ 4,000.00	\$ 4,000.00	
		\$ 4,000.00			
5211	Auditing		\$ 2,500.00	\$ 2,500.00	
		\$ 2,500.00			
5212	Engineering/Consulting		\$ 5,200.00	\$ 4,000.00	
		\$ 4,000.00			
	BS&A	\$ 1,200.00			
5213	Professional Services		\$ 31,000.00	\$ 150.00	
	New shop study	\$ 30,000.00			
5215	Employee Apprec/Schooling		\$ 1,500.00	\$ 1,500.00	
		\$ 1,500.00			
5216	Postage		\$ 100.00	\$ 100.00	
		\$ 100.00			
5217	Printing & Publication		\$ 2,500.00	\$ 2,500.00	
		\$ 2,500.00			
5222	Travel Expense		\$ 1,000.00	\$ 800.00	CJ - ICMA
		\$ 1,000.00			
5223	Training Exp/Conf Registration		\$ 1,500.00	\$ 800.00	
		\$ 1,500.00			
5224	Dues		\$ 500.00	\$ 500.00	CJ - ICMA
		\$ 500.00			
5227	Software Maintenance		\$ 7,700.00	\$ 6,500.00	
	BS&A	\$ 1,200.00			
5228	Utilities		\$ 34,000.00	\$ 34,000.00	
		\$ 34,000.00			
5229	Telephone		\$ 3,000.00	\$ 3,000.00	
		\$ 3,000.00			
5230	Vehicle Insurance		\$ 5,000.00	\$ 4,000.00	
		\$ 5,000.00			
5231	Liability Insurance		\$ 2,500.00	\$ 2,500.00	
		\$ 2,500.00			
5232	Bldg & Content Insurance		\$ 25,500.00	\$ 24,000.00	
		\$ 25,500.00			
5236	Radio Maintenance		\$ 100.00	\$ 100.00	
		\$ 100.00			
5239	Motorized Equipment Maintenance		\$ 12,000.00	\$ 10,000.00	
		\$ 12,000.00			
5240	Building Maintenance		\$ 45,000.00	\$ 40,000.00	
		\$ 45,000.00			
5241	Tree/Stump Removal & Planting		\$ 15,000.00	\$ 15,000.00	
		\$ 15,000.00			
5244	Recreation Assistance		\$ 53,000.00	\$ 53,000.00	

		\$ 53,000.00			Need to verify amount for this year, is there a new contract? Do we look at doing a contract with the Cubs?
5245	Medical		\$ 4,000.00	\$ 4,000.00	
		\$ 4,000.00			
5253	Repurchase Cemetery Lots		\$ 2,000.00	\$ 600.00	
		\$ 2,000.00			
5258	Other Operating Expense/Fire Works		\$ 10,000.00	\$ 7,500.00	
		\$ 10,000.00			
5259	Black Elk Maintenance		\$ 2,000.00	\$ 2,000.00	
		\$ 2,000.00			
5263	Optimist Boat Ramp		\$ 3,000.00	\$ 3,000.00	
		\$ 3,000.00			
5266	Contract Mowing		\$ 90,000.00	\$ 80,000.00	
		\$ 90,000.00			
5281	Building Repair Storm		\$ 2,000.00	\$ 1,000.00	
		\$ 2,000.00			
<b><u>Expendable Material &amp; Supplies</u></b>					
5359	Office Equipment		\$ 1,000.00	\$ 1,000.00	
		\$ 1,000.00			
5360	Office Supplies		\$ 1,000.00	\$ 1,000.00	
		\$ 1,000.00			
5361	Janitorial Supplies		\$ 4,400.00	\$ 4,400.00	
		\$ 4,400.00			
5363	Chemicals		\$ 8,000.00	\$ 6,500.00	Bumped up to allow for more weed control
		\$ 8,000.00			
5364	Seed, Sod, Etc		\$ 3,000.00	\$ 3,000.00	
		\$ 3,000.00			
5365	Recreation Supplies		\$ 11,000.00	\$ 8,500.00	Bumped up to allow for Cubs Fields
		Vets \$ 8,500.00			
		Cubs \$ 2,500.00			
5369	Safety Equipment/Training		\$ 1,850.00	\$ 1,850.00	
		\$ 1,850.00			
5370	Gas/Oil/Diesel		\$ 8,000.00	\$ 8,000.00	
		\$ 8,000.00			
5371	Uniforms		\$ 2,000.00	\$ 1,500.00	
		\$ 2,000.00			
5372	Books & Maps		\$ 100.00	\$ 100.00	
		\$ 100.00			
5373	Small Tools		\$ 4,500.00	\$ 2,000.00	Bumped up to allow for full replacement of tools from theft
		Toolbox \$ 2,000.00			
5374	Sand/Rock/Gravel		\$ 4,000.00	\$ 4,000.00	
		\$ 4,000.00			
5383	Other Expense Mat & Supp		\$ 3,500.00	\$ 3,500.00	
		\$ 3,500.00			
5389	Purchase Grant				
5395	Non-Capital Equipment				

<b><u>Rental Expense</u></b>					
5399	Motorized Equipment Rental/Grave Opening		\$ 22,000.00	\$ 22,500.00	
		\$ 22,000.00			
<b><u>Other Capital Outlay</u></b>					
5401	Office Equipment		\$ 22,000.00	\$ 7,000.00	
	Park Cameras	\$ 10,000.00			Pick a park or two a year to focus on
	Office updates	\$ 5,000.00			Need more room for staff to have a work station
5402	Motorized Equipment (Small)		\$ 14,000.00	\$ 5,000.00	
	Fertilizer Buggy	\$ 14,000.00			
5403	Motorized Equipment (Large)		\$ 220,000.00	\$ 30,000.00	
	Toolcat	\$ 100,000.00			Replace Kubota tractor, possibly take to Vets
	Truck (Flatbed)	\$ 90,000.00			
	Mower for Vets	\$ 15,000.00			
	Dump Trailer 16 - 20 Foot	\$ 15,000.00			Trailer big enough to haul tractor/UTV/Mower to southern hills, and be an extra dump bed for brush/dirt/mulch.
5419	Other Improvements/Park Signs		\$ 64,000.00	\$ 4,000.00	
	Fuel Tank	\$ 4,000.00			Would like a gas tank at the shop
	Park Signs	\$ 15,000.00			Update signs to new theme
	Park Furniture	\$ 25,000.00			Generations Park and update older items to new theme
	Long portable tables	\$ 15,000.00			To use for civic events without hauling park tables
	Depot Tables/Chairs	\$ 5,000.00			Need updated furniture for rentals
<b><u>Capital Improvements</u></b>					
5502	Building/Restroom		\$ 300,000.00	\$ 25,000.00	
	Hardy RV Building	\$ 300,000.00			Estimate from various suppliers, and extra for ground work.
5504	Paving		\$ 20,000.00	\$ 20,000.00	
		\$ 20,000.00			
5519	Playground Equipment		\$ 7,500.00	\$ 7,500.00	
		\$ 7,500.00			
5520	Capital Project/Reserve			\$ 2,700,000.00	
5521	Other Expense				
5523	Capital Construction Project/Reserve				
5531	Resurface Tennis Courts				
	<b><u>Administration Total</u></b>		<b><u>\$ 1,087,450.00</u></b>	<b><u>\$ 3,173,400.00</u></b>	

# MEMORANDUM

TO: Blair Parks, Recreation, and Cemetery Advisory Board  
From: CJ Heaton, Director of Public Works  
Date: 6/17/25  
Re: Staff Report

Since our April meeting, we have promoted James Bilslend to the Park Supervisor position and Tory Loudner to the Assistant Supervisor position. Tory previously worked in the Street Department but started in the Parks Department nearly 20 years ago. Also, our seasonal staff started a few weeks ago. Everyone is hitting the ground running and doing well.

Had a great turnout at all the Gateway to the West Days events held in the Parks, with many compliments on how well things looked. Also, a lot of good compliments on the Cemetery after Memorial Day.

Focus for the Parks Department will now turn to general upkeep and maintenance of the parks and facilities.

**Staff Recommendation:** N/A

**Financial Impact:** \$ N/A