



**"OPEN MEETINGS ACT"**

**City of Blair Regular Parks, Recreation and Cemetery Advisory Board  
Meeting  
City Council Chambers  
August 19, 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 July 15, 2025, meeting.
- 4.Budget report for July, 2025
- 5.Discussion and possible action regarding a request to install a half court basketball court at Ridgeview Park.
- 6.Discussion and possible action regarding the dog park location and draft of rules.
- 7.Discussion and possible action on maintenance of Potters Field at the Cemetery.
- 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  
July 15, 2025

Agenda Item #1 - The Parks, Recreation and Cemetery Advisory Board met in regular session in the City Council Chambers on July 15, 2025 at 5:30 PM. The following were present: Betsy Anderson, Sarah Boeka, Joe Burns, Neil Jensen, Kristi Rounds. Absent: Todd Wick. Also present were City Administrator Green and Non-Lawyer Assistant Ferrari.

The Chairman 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 all members of the Parks, Recreation and Cemetery Advisory Board, and a copy of their acknowledgement of receipt of notice and the agenda is filed in the City Clerk's office. Availability of the agenda was communicated in the advance notice and in the notice to the Board of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

Agenda Item #2 – Roll Call of members - Meeting called to order by Chairperson Jensen at 5:30 p.m.

Agenda Item #3 - Approval of minutes from the June 15, 2025 – Motion by Betsy Anderson, second by Kristi Rounds to approve the Minutes from June 15, 2025 meeting. Betsy Anderson: Yea, Sarah Boeka: Yea, Joe Burns: Yea, Neil Jensen: Yea, Kristi Rounds: Yea, Todd Wick: Absent, All members voted: Yea: 5, Nay: 0, Absent: 1

Agenda Item #4 - Budget report for June 2025 – Chairperson Jensen presented the June 2025 budget for review. No action required.

Agenda Item #5 – Discussion and possible action regarding a formal recommendation to the City Council to locate the Dog Park next to the Black Elk-Neihardt Park playground at Adams Street and Stone Creek Drive – City Administrator Green addressed board members regarding relocating the dog park from the current proposed location at Steyer Park to Black Elk-Neihardt Park at Adams Street and Stone Creek Drive. He noted that relocating the dog park would offer several advantages. Parking is already available at this location, and the ground is mostly flat. The concrete work will be minimal and could likely be completed by the Streets and Utilities Departments. As a visual, City Administrator Green displayed a panoramic view of the playground and surrounding area at Black Elk-Neihardt Park. He outlined the parameters of the dog park. A sally port will be located at the front entrance, with a small dog park to the left and a large dog to the right. He suggested the existing playground and picnic table be kept with plans to refresh them in the future. Additional picnic tables will be added both inside and out. Also, there is a water line nearby that can easily be accessed. Anderson requested a fence with an upgraded look. She also suggested adding a bioswale, which is a landscape feature designed to manage stormwater runoff, be considered for the nearby drainage area. She believes it will enhance the natural foliage and should not create more maintenance for the Parks department. There is not any lighting features planned at this time. Motion by Kristi Rounds, second by Neil Jensen to recommend approval to the Mayor and City Council to locate the Dog Park next to the Black Elk-Neihardt Park playground

at Adams Street and Stone Creek Drive. All members voted as follows: Betsy Anderson: Yea, Sarah Boeka: Yea, Joe Burns: Yea, Neil Jensen: Yea, Kristi Rounds: Yea, Todd Wick: Absent. All members voted: Yea: 5, Nay: 0, Absent: 1

Agenda #6 - Discussion and possible action regarding sidewalk and right-of-way cleaning and maintenance in the downtown area – Non-Lawyer Assistance Ferrari recently spoke with Board Member Anderson regarding maintenance and clean up in the downtown area. Anderson has noticed a significant amount of trash and debris and questioned Ferrari about who is responsible for keeping storefronts and walkways clean. Ferrari confirmed that just as on residential properties, building owners in the downtown area are required to maintain and clean the front walkways of their property. She suggested sending a letter from the Parks, Recreation and Cemetery Advisory Board to the property owners clarifying the Parks department will maintain city trees, planters, and sidewalks and they are required to clear leaves and trash from their storefront and walkways. Keeping the downtown clean requires teamwork from both parties. Anderson inquired about instances where properties owners ignore the request and whether the City could hire someone to clean it up and assess the fees toward the property. City Administrator Green indicated that Nebraska recently passed legislation that allows for downtown building registration, which may offer options for addressing such situations. Motion by Sarah Boeka, second by Joe Burns, to authorize the sending of letters pertaining to the cleaning and maintenance of the sidewalks and right of ways in the downtown area. All members voted as follows: Betsy Anderson: Yea, Sarah Boeka: Yea, Joe Burns: Yea, Neil Jensen: Yea, Kristi Rounds: Yea, Todd Wick: Absent. All members voted: Yea: 5, Nay: 0, Absent: 1

Agenda #7 - Staff Report – City Administrator Green reminded the board members that the annual budget workshop is scheduled for July 29<sup>th</sup>. It is a public meeting, and all are invited to attend. Chairperson Jensen requested an update on Generations Park. City Administrator Green confirmed that everything is going well and noted security cameras will be installed soon.

Agenda Item #9 – Adjournment - Motion by Joe Burns, second by Neil Jensen to adjourn the meeting at 6:39 p.m. Board members voted as follows: Betsy Anderson: Yea, Joe Burns: Yea, Neil Jensen: Yea, Kristi Rounds: Yea, Todd Wick: Absent, Sarah Boeka: Absent. All members voted: Yea: 4, Nay: 0, Absent: 2

Angel Clements, Recording Secretary

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
01-014-5001	SALARIES	320,000.00	27,475.29	294,749.21	92.11	25,250.79
01-014-5002	FICA - CITY SHARE	24,480.00	2,035.82	22,345.39	91.28	2,134.61
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	16,962.77	86,232.03	71.83	33,817.97
01-014-5005	RETIREMENT - CITY SHARE	22,400.00	1,329.02	24,912.05	111.21	2,512.05-
01-014-5006	UNEMPLOYMENT COMP	500.00	.00	.00	.00	500.00
01-014-5007	DISABILITY	2,000.00	.00	995.22	49.76	1,004.78
01-014-5008	PENSION ADMINISTRATION	500.00	75.25	229.05	45.81	270.95
	PERSONAL SERVICES TOTAL	496,330.00	47,878.15	438,531.90	88.35	57,798.10
01-014-5209	BANK FEES	.00	.00	.00	.00	.00
01-014-5210	LEGAL	4,000.00	73.21	1,197.81	29.95	2,802.19
01-014-5211	AUDITING	2,500.00	.00	2,338.90	93.56	161.10
01-014-5212	ENGINEERING/CONSULTANT	4,000.00	4,449.86	8,150.97	203.77	4,150.97-
01-014-5213	PROFESSIONAL SERVICES	150.00	.00	.00	.00	150.00
01-014-5215	EMPLOYEE APPREC/SCHOOLING	1,500.00	.00	830.34	55.36	669.66
01-014-5216	POSTAGE	100.00	.00	7.50	7.50	92.50
01-014-5217	PRINTING & PUBLICATION	2,500.00	8.63	394.34	15.77	2,105.66
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	192.91	4,646.83	71.49	1,853.17
01-014-5228	UTILITIES	34,000.00	3,718.31	35,651.92	104.86	1,651.92-
01-014-5229	TELEPHONE	3,000.00	270.62	2,817.69	93.92	182.31
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	29,749.12	123.95	5,749.12-
01-014-5236	RADIO MAINTENANCE	100.00	.00	.00	.00	100.00
01-014-5239	MOTORIZED EQUIPMENT MAINT	10,000.00	965.11	11,936.42	119.36	1,936.42-
01-014-5240	BUILDING MAINTENANCE	40,000.00	1,106.23	20,042.19	50.11	19,957.81
01-014-5241	TREE/STUMP REMOVAL & PLANTING	15,000.00	2,200.00	25,189.86	167.93	10,189.86-
01-014-5244	RECREATION ASSISTANCE	53,000.00	.00	33,085.91	62.43	19,914.09
01-014-5245	MEDICAL	4,000.00	.00	430.15	10.75	3,569.85
01-014-5253	REPURCHASE CEMETERY LOTS	600.00	400.00	2,800.00	466.67	2,200.00-
01-014-5258	OTHER OP EXP/FIRE WORKS	7,500.00	.00	20,000.00	266.67	12,500.00-
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	20,808.50	67,071.52	83.84	12,928.48
01-014-5281	BUILDING REPAIR STORM	1,000.00	.00	4,000.00	400.00	3,000.00-
	OPERATING EXPENSE TOTAL	307,050.00	34,193.38	277,374.07	90.34	29,675.93
01-014-5359	OFFICE EQUIPMENT	1,000.00	.00	.00	.00	1,000.00
01-014-5360	OFFICE SUPPLIES	1,000.00	.00	454.51	45.45	545.49
01-014-5361	JANITORIAL SUPPLIES	4,400.00	297.25	2,194.75	49.88	2,205.25
01-014-5363	CHEMICALS	6,500.00	1,329.67	5,800.47	89.24	699.53

**BUDGET REPORT**  
**CALENDAR 7/2025, FISCAL 10/2025**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
01-014-5364	SEED, SOD, ETC	3,000.00	.00	1,924.25	64.14	1,075.75
01-014-5365	RECREATIONAL SUPPLIES	8,500.00	.00	9,380.24	110.36	880.24-
01-014-5369	SAFETY EQUIPMENT/TRAINING	1,850.00	126.46	1,375.85	74.37	474.15
01-014-5370	GAS/OIL/DIESEL	8,000.00	1,282.12	7,389.48	92.37	610.52
01-014-5371	UNIFORMS	1,500.00	295.70	2,476.73	165.12	976.73-
01-014-5372	BOOKS & MAPS	100.00	.00	.00	.00	100.00
01-014-5373	SMALL TOOLS	2,000.00	33.99	2,156.95	107.85	156.95-
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	1,070.50	1,269.08	36.26	2,230.92
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	4,435.69	34,422.31	75.90	10,927.69
01-014-5399	MOTORIZED EQUIP/GRAVE OPENING	22,500.00	1,500.00	7,000.00	31.11	15,500.00
	RENTAL EXPENSE TOTAL	22,500.00	1,500.00	7,000.00	31.11	15,500.00
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	1,417.00	3,846.50	19.23	16,153.50
01-014-5519	PLAYGROUND EQUIPMENT	7,500.00	3,026.20	3,805.12	50.73	3,694.88
01-014-5520	CAPITAL PROJECT/RESERVE	2,700,000.00	.00	2,023,080.35	74.93	676,919.65
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	4,443.20	2,030,731.97	73.78	721,768.03
	PARK TOTAL	3,669,730.00	92,450.42	2,842,308.61	77.45	827,421.39





1095

1075

1055

1035

1326

1250

1287

12

# MEMORANDUM

TO: Blair Cemetery, Parks, and Recreation Advisory Board  
From: CJ Heaton, Director of Public Works  
Date: 8/19/25  
Re: Ridgeview Basketball Court

Earlier this summer, Mayor Rump was approached by a donor who wanted to see a basketball hoop installed at Ridgeview Park. Staff purchased a basketball hoop for about \$2000, and the donor reimbursed the city. Staff would like to get the blessing and recommendation from the Park Board to present the plan to the City Council. Public Works staff would do all the installation. Only needing to purchase concrete.

**Staff Recommendation:** Approval of the location at Ridgeview Park

**Financial Impact:** Hoop donated ~\$2,000 for concrete.

## **Dog Park – Rules & Regulations**

### **Safety:**

1. Dog(s) must be leashed prior to entering and leaving the dog park area.
2. Dogs MUST always wear a collar and ID tags inside the park area.
3. Dogs must be properly licensed, inoculated, and healthy to use the park.
4. Owner(s) MUST monitor their dog(s) always.
5. Dog(s) showing aggressiveness, or a history of aggression, towards people or other animals must be removed from the dog park area, immediately.
6. Dogs in heat prohibited inside the dog park area.

### **Owners:**

1. Owners must have a leash with them.
2. Owners are legally responsible for their dog(s) and any injuries or damage caused by their dog(s).
3. Owners must immediately clean up after their dog(s).
4. Owners Shall refrain from smoking and eating within the fenced dog park area.
5. Children under the age of twelve (12) prohibited from the dog park area unless actively supervised by a parent or guardian.

### **General dog park area:**

1. Puppies using the park must be at least four (4) months old.
2. No food (human or dog), beverages, glass, sharp objects, or weapons permitted inside the dog park area.
3. All areas both inside and outside the dog park area must remain clean and clear of dog waste, litter, and cigarette butts.
4. No glass receptacles or alcohol permitted in the dog park area.
5. Bike riding, skateboarding, rollerblading/skating, and sledding prohibited inside the dog park area.
6. No toys (human or dog) allowed in the park.
7. Violators will be subject to REMOVAL from the park and suspension of park privileges.

### **To Report Issues:**

1. To report an animal related incident, please contact Blair Animal Control at (402) 426-4747.
2. To report equipment/facility damage or maintenance related issues, please contact the Blair Parks Department at (402) 426-4191.
3. To report any non-animal related incident, please call 9-1-1.

# MEMORANDUM

TO: Blair Cemetery, Parks, and Recreation Advisory Board  
From: CJ Heaton, Director of Public Works  
Date: 8/19/25  
Re: Dog Park Locations

Staff have further reviewed the dog park locations for Blair and have some estimates on what it could potentially cost for three locations. Each site will have a water source and at least one picnic table and dog waste station/trash can in each area.

## **Steyer Park Location**

Total Estimate of \$250,000-\$500,000. Primary concerns with constructability at this location with a lot of work for ADA requirements. Distance to extend water.

## **Black Elk Playground Area**

Estimate: Fencing \$23,000; Concrete \$2,500; Water Line \$2,500; Site Features \$2,500. Total \$30,500.00. Site concerns include runoff, proximity to playground, and surrounding homes. Water at street.

## **Black Elk Water Tower Area**

Estimate: Fencing \$25,000; Concrete \$1,200; Water Line \$3,000; Site Features \$2,500. Total \$31,700.00. Site concerns include distance to parking, distance to water, and an otherwise quiet area out of the way of other park activities.

**Staff Recommendation:** The area south of the Black Elk Water Tower would be a suitable location, easily accessible from the existing trail, and lots of mature shade trees, and fairly level ground.

**Financial Impact:** Estimate under \$32,000, with staff doing concrete work and water inline in-house.





350 340 330 310

360 WGA

365 345 395 315 302

795

775

755

735

715

695

665

635

302

550

402.5

372

AS GVN





# MEMORANDUM

TO: Blair Cemetery, Parks, and Recreation Advisory Board  
From: CJ Heaton, Director of Public Works  
Date: 8/19/25  
Re: Potters Field Maintenance

Potters Field is an older area of the Blair Cemetery that has not been maintained as the rest of the Cemetery has for many years. This was an area where the poor or transient population could be laid to rest at little to no cost many years ago. No good records or layouts of this area have been kept.

Staff is open to discussion on how to proceed in the future with the area as some youth groups have asked about cleaning the area up.

**Staff Recommendation:** Open for discussion

**Financial Impact:** N/A

