



## City of La Vista

### Park & Recreation Advisory Committee Minutes

November 15, 2023

A meeting of the Park and Recreation Advisory Committee for the City of La Vista convened in open and public session at 6:00 p.m. on Wednesday, November 15, 2023.

Notice of the meeting was given in advance thereof by publication in the Papillion Times on November 8, 2023. Simultaneously given to the members of the Park and Recreation Advisory Committee and a copy of their acknowledgment of receipt of the notice is attached to the minutes. The availability of the agenda was communicated in advance notice to the members of the Park and Recreation Advisory Committee of this meeting. All proceedings hereafter were taken while the convened meeting was open to attendance of the public. Further, all the subjects included in said proceedings were contained in the agenda for inspection within ten working days after said meeting, prior to the convened meeting of said body.

#### **1. CALL TO ORDER**

Director Heather Buller called the meeting to order.

- a. Buller led the audience in the Pledge of Allegiance.
- b. Buller made an announcement of the location of the posted copy of the Open Meetings Act for public reference and read the Emergency Procedures Statement.

#### **2. ROLL CALL**

Present was Members Jeff Kupfer, Shaina Owen, Samantha Gentry and Jason Ryan.

Absent was Chairperson Pat Lodes. City Staff present was Recreation Director Heather Buller, Administrative Assistant Sue Tangeman. Absent was Parks Superintendent Jason Allen.

### **3. APPROVAL OF AGENDA**

- a. Buller asked for a motion to approve the agenda. Motion made by Member Ryan. Seconded by Member Kupfer. All aye. Motion carried.

### **4. APPROVAL OF MINUTES**

- a. Buller asked for a motion to approve the minutes from the October 18, 2023 meeting. Motion made by Member Kupfer. Seconded by Member Ryan. All aye. Motion carried.

### **5. DISCUSSION, DIRECTION AND ACTION ITEMS**

- a. Discussion and Action on Park & Recreation Advisory Committee By-laws. Heather Buller, Recreation Director
  - Discussion was held on: Chapter 1, Article 4 - Officers and Staff, Sec. 1
    - A Chair and Vice-Chair will be elected each January. The Vice-Chair would be a representative of the entire Committee for instances such as annual report presented to Mayor and Council. In the absence of the Chair, a City staff member would run the meeting. Per ordinance the Recreation Director would be elected as Chair each year. Committee sees no purpose for a secretary position.
  - Discussion was held on: Chapter 2, Article 1 – Board Meetings, Sec. 2
    - Clarification was made that if it is known by City staff ahead of the meeting that a quorum will not be met, a notice of canceling the meeting will be dispersed in advance
  - Discussion was held on: Chapter 1, Article 1 – Powers and Duties, Sec. 3, E
    - Committee asked for clarification on who would be responsible for creating and presenting an annual report and what the annual report would be about. Staff explained that the annual report would be drafted by staff and all Committee edits and input would be done by staff. The Committee Vice-Chair would present the annual report to Mayor and council. The report would include any items the Committee wanted to share such as a year in review of Park & Recreation Department accomplishments or recommendations. Committee asked for examples of annual reports from other City boards and other Parks & Recreation agencies.
  - Discussion was held on: Chapter 1, Article 1 – Powers and Duties, Sec. 3, F
    - La Vista is a designated Tree City USA and one of the requirements is to have a City Tree Board and the Park & Recreation Advisory Committee serves as that

Board. Staff prepares the annual report that is then presented to the Park & Recreation Advisory Committee.

- Committee decided to not vote on the by-laws until all members were present
- b. Discussion on the results of the Fall 2023 Parks and Recreation Survey, provided by Heather Buller, Recreation Director
  - Buller presented a high level overview of the results from the Fall 2023 Parks and Recreation survey. Staff will bring the survey back broken down in two part, Parks and Recreation, to gain further feedback and guidance from the Committee.

## **6. STAFF REPORTS**

- a. Recreation Operations Report: Heather Buller, Recreation Director

Buller discussed the October Manager's Monthly Report, which included the financial highlights, department operations and event results.

- b. Parks Operation Report: Jason Allen, Parks Superintendent

Buller provided updates

- Central Park East Playground will have surfacing installed this week and wood engineered fiber next week
- Ribbon cutting for Central Park East Playground on December 2
- Renovation on softball field #3 underway at Sports Complex with regrading the base layer and removing the lips on the backend arc. Irrigation is the next step, and then a final grading
- Construction on the Central Park access road approved by City Council will begin in a couple of weeks with completion in spring 2024
- Meeting with school district tomorrow, November 16, on further updates to softball field #2 (Monarch field) at City Park

## **7. Staff is preparing the CIP list and grading and prioritizing future projects. These will be presented to the Committee**

## **8. ITEMS FOR FUTURE AGENDAS**

None.

## **9. NEXT MEETING DATE**

- a. Next meeting date will be on Wednesday, December 20, 2023 at 6:00 p.m.

## **10. COMMENTS FROM THE FLOOR**

None.

## **11. COMMENTS FROM PARK & RECREATION ADVISORY COMMITTEE**

Member Kupfer asked what determines what classes are at the community center?

Buller said Assistant Director Karlson and she were looking at what the citizens want for classes.

## **12. ADJOURNMENT**

Member Ryan made a motion for adjournment. Seconded by Member Kupfer. All aye.

Motion carried. Adjourned at 6:56 p.m.