

Parks and Recreation Committee Meeting
Tuesday, July 7, 2026 5:00 PM
Crete City Hall
243 E 13th Street
Crete, NE 68333

1. Open Meeting

- In accordance with Nebraska law, a copy of the Open Meetings Act can be found in the back of the Council Chambers.
- Items listed on the agenda may be considered in any order.

2. Roll Call

- Attendance of members will be recorded to determine the presence of a quorum for official actions.

3. Items of Business

- The Committee may discuss or limit discussion on, hear testimony in favor of or in opposition to, or take action to provide a recommendation to the City Council on any matter presented under this title.

3.A. Updated Scope and Fee Crete Park Concept Services

3.B. Discussion on Tuxedo Park restrooms

4. Officers' Reports

- Reports may be given by the Mayor, Officers, Departments, or Councilmembers concerning the current operations of the City.
- No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.

5. Adjournment

Disclaimers & Notices

- The Council may enter into closed session to discuss any matter on this agenda when it is determined that a closed session is clearly necessary for the protection of the public interest or the prevention of needless injury to the reputation of an individual (if such individual has not requested a public meeting) or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, then immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.
- The City of Crete assures that no person shall on the grounds of race, color, national origin, age, disability, handicap or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the City receiving Federal financial assistance. To report discrimination, contact the City Clerk's office.
- The complete agenda with attachments is available at www.crete.ne.gov.



Stantec Consulting Services Inc.
7208 W. 80th Street, Suite 201, Overland Park KS 66204

June 30, 2026
File: 02 - MBD

Attention: Tom Ourada
City Manager
City of Crete, Nebraska
243 E 13th St,
Crete, NE 68333

Dear Tom,

Reference: Supplement for Updated Concept Design & Master Plan Services – Sports Complex & Adjacent Area Wide Planning Opportunities

Thank you for allowing us to work with you on your exciting project. We appreciate the opportunity to collaborate with you to develop conceptual designs for the areas discussed during our initial call and in subsequent communications regarding desired levels of public engagement for the project.

This document is a supplement to the scope document provided earlier. This outlines the specific tasks and procedures necessary to complete the project with related fees attached to each task.

We are looking forward to our initial meeting schedule for July 10, 2026. Please let us know if you have any questions or concerns.

Regards,

Stantec Consulting Services Inc.

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Updated Scope & Fee Outline – Concept Design & Master Plan Services

Task 1 – Concept Design & Site Discovery

Objective

Establish a clear understanding of site conditions, program requirements, and project goals to guide concept development.

Scope of Services

- Prepare a conceptual base plan
 - Conduct on-site visit including:
 - Site walkthrough and assessment
- Two-hour working session with City staff (add Stakeholders if appropriate)
- Review program needs, operations, storage, and circulation patterns
- Establish project goals and phasing strategy
- Identify adjacent opportunities (trails, river access, camping, recreation amenities)
- Incorporate area – wide Brownfield site considerations and constraints
- End the day with diagrams that depict initial impressions and concepts from the day's findings.

Concept Development

- Deeper exploration of program relationships and site organization
- Prepare preliminary design concepts including:
 - Two (2) conceptual plan-view alternatives
 - Supporting diagrams and visuals
- Conduct one (1) Teams review meeting with client
- Refine and confirm preferred direction.
- Schedule/plan one public engagement activity to share concept and gather feedback.

Deliverables

- Program summary

Reference: Supplement for Updated Concept Design & Master Plan Services – Sports Complex & Adjacent Area Wide Planning Opportunities

- Concept alternatives
- Supporting visuals

Public Engagement

- Facilitate a stakeholder and public engagement meeting to include:
 - One (1) stakeholder / public meeting (in-person), city hall or venue close to the site
 - Collect feedback on desired park amenities & feedback on concept.
 - Documentation of input
 - Integration of feedback into concept development
 - Create a project website to include:
 - Project objectives & process
 - Concept & feedback questions
 - Update website at end of project with updated master plan
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Task 2 – Master Plan Development (CAD-Based + Visualization)

Objective

Refine the selected concept into a cohesive, implementable master plan.

Scope of Services

- Develop a **scaled conceptual master plan in CAD format** including:
 - Athletic fields, parking, circulation, and support spaces
 - Pedestrian areas, trails, and amenities
 - Adjacent recreation opportunities
 - Area wide Brownfield site considerations
- Prepare design narrative and guiding principles
- Develop visual materials illustrating key elements
- Conduct:
 - One (1) draft presentation
 - One (1) round of revisions

Reference: Supplement for Updated Concept Design & Master Plan Services – Sports Complex & Adjacent Area Wide Planning Opportunities

- One (1) final presentation
- Uploads to project website

3D Visualization

- Prepare **3D perspective renderings** (Lumion / SketchUp-based) including:
 - Enhanced perspective views of key project areas
 - Integration with CAD master plan model
- Graphics suitable for presentations, funding, and public communication

Deliverables

- Rendered conceptual site plan (CAD-based)
- 3D perspective visuals
- Design narrative and phasing strategy
- Final master plan document (PDF)

Presentation

- Present the final master plan in person to the City Council
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Project Schedule

- Concept Design: ~2–3 weeks from kickoff
 - Public Engagement ~ 1 week after concept design
 - Master Plan: ~3–4 weeks following public engagement
 - Presentation: ~ 1 week
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Reference: Supplement for Updated Concept Design & Master Plan Services – Sports Complex & Adjacent Area Wide Planning Opportunities

Updated Fee

Component	Fee
Base Concept + Master Plan	\$24,176
Project Website & Public Engagement	\$17,638
3D Perspective (includes CAD base)	\$11,501
Total:	\$53,315

Total Stantec Fee: \$53,315 lump sum, plus travel and office expenses NTE \$3,825.
