

**Parks and Recreation Committee Meeting**  
**Tuesday, June 2, 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. Revisit the Brownfield grant for the south park complex

3.B. Crete City Park JEO Scope and Fee Agreement

3.C. Discuss 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](http://www.crete.ne.gov).



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

March 2, 2026  
File: 01 - MBD

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

Dear Tom,

**Reference: Concept Design & Master Plan Services – Sports Complex & Adjacent Opportunities**

Thank you for taking the time to discuss your exciting project. We appreciate the opportunity to collaborate with you to develop conceptual designs for the areas discussed during our Teams call. Our approach is grounded in a collaborative partnership that builds upon the foundation already established with Frank's team, while identifying new opportunities for outdoor recreation, placemaking, and potential revenue generation that support your community's long-term goals. We specialize in experience-based park and recreation design that creates memorable, authentic connections between users and place—encouraging activity, community pride, and sustained engagement.

While we are strong visionaries, we are also practical designers. Our team has worked with communities of all sizes and understands the realities associated with funding, construction, long-term maintenance, and operations. These considerations are integrated into our conceptual design process to ensure that proposed ideas are aspirational yet achievable.

Please do not hesitate to contact us if you have any questions regarding this proposal for concept design and master planning services for your sports complex and park. We have also included optional scope items for consideration, including enhanced visualization tools that may help build understanding and support for the selected concept. We would welcome the opportunity to discuss this proposal further and look forward to collaborating with you.

Regards,

Kelly VanElders, Stantec Kansas City Office

## Task 1 – Concept Design

### Objective

The objective of this task is to establish a clear understanding of existing site conditions, program requirements, and short- and long-term goals for the sports complex and adjacent opportunities. Based on

**Reference: Concept Design & Master Plan Services – Sports Complex & Adjacent Opportunities**

this understanding, Stantec will explore conceptual site organization strategies, including bubble diagrams and circulation/flow concepts that respond to program needs and operational considerations.

## Scope of Services

### A. Site Discovery

- Prepare a conceptual base plan
- Review desired program elements, operational needs, storage requirements, brownfield considerations and traffic patterns
- Identify and consider adjacent opportunities such as trails, river access/launches, campsites, and other potential outdoor recreation amenities

### B. Goals & Program Development

- 1) Establish high-level phasing goals and objectives for short- and long-term implementation and determine approximate spatial needs
- 2) Identify potential programming options and complementary uses that support established park goals, including relationships between uses
- 3) Develop preliminary site plan concepts
- 4) Identify desired user amenities and experience objectives
- 5) Prepare two (2) high-level conceptual plan-view alternatives for review
- 6) Conduct one (1) online Teams meeting to review initial concepts, gather feedback, and confirm direction for the master plan

### Deliverables

- Summary of program elements
- Two (2) conceptual plan-view alternatives
- Supporting design visuals

### Concept Design Schedule

Approximately 2–3 weeks from project kickoff.

### Deliverables:

1. Program elements, plan view concepts, and design visuals.

**Concept Design Schedule:** 2-3 weeks from kick off.

## Task 2 –Master Plan

### Objective

The objective of this task is to refine the selected concept design into a cohesive conceptual master plan that reflects client feedback and establishes a clear framework for future implementation.

**Reference: Concept Design & Master Plan Services – Sports Complex & Adjacent Opportunities**

### Scope of Services

- 1) Prepare a scaled conceptual master plan identifying existing and future program elements, including but not limited to:
  - Athletic fields
  - Parking areas
  - Pedestrian and gathering spaces
  - Team and support areas
  - Play areas
  - Trails and paths
  - Roads and circulation
  - Support structures
  - Potential limitations due to brownfield impacts
  - Identified recreational opportunities beyond the core sports complex
- 2) Develop design visuals and/or character sketches illustrating key proposed elements
- 3) Prepare a narrative describing the design approach and guiding principles
- 4) Conduct one (1) online Teams presentation to review the draft master plan
- 5) Incorporate one (1) round of revisions based on client feedback
- 6) Prepare a final Concept Master Plan document in PDF format
- 7) Conduct one (1) final online presentation with the client

### Deliverables

- 1) One (1) rendered conceptual site plan
- 2) Design visuals (photographs and/or character sketches)
- 3) Narrative describing the design approach and potential phasing strategy
- 4) Final conceptual master plan (plan view and narrative)

### Master Plan Schedule

Presentation of the draft master plan approximately 2-3 weeks following approval of the preferred concept.

**Base Fee for Task 1 & 2: \$20,600, lump sum.**

Expenses would be in addition to the fee. Potential expenses include printing. If additional services below are requested, then mileage and meals/incidentals will be added.

## Optional Concept / Master Plan Scope Items

1. **Site Visit** – City of Crete. An on-site visit provides valuable insight into existing conditions and opportunities. Includes a two-hour meeting and site tour with Kelly VanElders and potentially additional Stantec team members. Fee: \$3,450 (includes drive time for 1–2 staff from the Kansas City area)

**Reference: Concept Design & Master Plan Services – Sports Complex & Adjacent Opportunities**

2. **Public Engagement.** PE can be a broad range of options from a single 1–2-hour meeting with just stakeholders to an entire multi-meeting, online process. If desired, we will discuss what is appropriate and provide a scope reflecting the services to accommodate the task. Fees can range from \$12,500- over \$60,000 depending on level of scope.
3. **CAD-Based Master Plan** If client prefers the master plan drawing be input into a Computer Aided Drawing, the Stantec Landscape Architecture (LA) team can provide additional service fee depending on the level of detail desired. This could come in handy as you begin to implement the plan and make changes. Estimate range: \$2,800-\$5,200.

## Optional Renderings / Presentation Graphic Tools

If the client desires additional support material for the purposes of fundraising, publications, website, or media distribution, the Stantec LA team can provide a wide range of additional renderings, drawings, or design visuals to support the visitor experience and overall character of the retail/amenity concept plan in more detail using enhanced 3-Dimensional Lumion perspectives, fly through videos or interactive websites with 3-4 detailed perspective view drop-ins. This additional service can be added at any time and fees would be negotiated based on illustration type, level of detail, and quantity needed. Please note that the sooner in the process we know that the Client wants to add one of these options, the more detailed and better the final product will be.

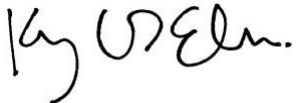
- A. **Alternate – 1:** 3D Perspective options: \$9,800 + \$2,800-\$5,200 (the CAD option above must be conducted to perform this task because we need the master plan put into CAD to create the renderings.
  - Additional SketchUp Lumion 3D rendering with more detail or other perspective views.
  - Additional renderings can be added at any time and fees would be negotiated based on illustration type, level of detail, and quantity needed.
- B. **Alternate – 2:** Video fly-throughs: Must do Alternate 1, Add \$9,600 (plus Alternate 1)
  - In addition to Alternate 1, video fly throughs can be added at any time and fees would be negotiated based on level of detail, and quantity needed.
- C. **Alternate- 3:** additional meetings or revisions if necessary:
  - Meetings with client/stakeholders, public, Boards, Developers, or City officials.
  - Revisions will be negotiated reflective of the level of effort necessary.

March 2, 2026  
Tom Ourada  
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Reference: Concept Design & Master Plan Services – Sports Complex & Adjacent Opportunities

Regards,

**Stantec Consulting Services Inc.**



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**Kelly VanElders** PLA, LEED AP, ENV SP, CLARB  
Principal, Senior Landscape Architect  
Phone: 913.905.3415  
kelly.vanelders@stantec.com



**AGREEMENT  
BETWEEN OWNER AND ENGINEER  
FOR  
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT between City of Crete, NE (“Owner”) and JEO Consulting Group, Inc. (“JEO”).

Owner’s project, of which JEO’s services under this Agreement are a part, is generally identified as follows:

City of Crete – Crete City Park Master Plan (“Project”).

JEO Project Number: TBD

Owner and JEO further agree as follows:

**ARTICLE 1 - SERVICES OF JEO**

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**1.01 Scope**

- A. JEO shall provide, or cause to be provided, the services set forth herein and in Exhibit A.

**ARTICLE 2 - OWNER’S RESPONSIBILITIES**

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**2.01 Owner Responsibilities**

- A. Owner responsibilities are outlined in Section 3 of Exhibit B.

**ARTICLE 3 - COMPENSATION**

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**3.01 Compensation**

- A. Owner shall pay JEO as set forth in Exhibit A and per the terms in Exhibit B.
- B. The Standard Hourly Rates Schedule shall be adjusted annually (as of approximately January 1, 2026) to reflect equitable changes in the compensation payable to JEO. The current hourly rate schedule can be provided upon request.

**ARTICLE 4 - EXHIBITS AND SPECIAL PROVISIONS**

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**4.01 Exhibits**

Exhibit A – Scope of Services  
Exhibit B – General Conditions

**4.02 Total Agreement**

A. This Agreement (consisting of pages 1 to 2 inclusive, together with the Exhibits identified as included above) constitutes the entire agreement between Owner and JEO and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Owner: City of Crete, NE

JEO Consulting Group, Inc.



\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

By: Eric J. Casper

Title: \_\_\_\_\_

Title: Project Manager / Senior Landscape Architect

Date Signed: \_\_\_\_\_

Date Signed: 05/21/2026

Address for giving notices:

Address for giving notices:

\_\_\_\_\_

JEO Consulting Group, Inc.

\_\_\_\_\_

2000 Q Street, Suite 500

\_\_\_\_\_

Lincoln, NE 68503



**SCOPE OF SERVICES:  
Exhibit A**

**Crete City Park Master Plan  
Crete, NE**

**PROJECT DESCRIPTION**

JEO understands this intern-led project will focus on evaluating and developing improvement concepts for the existing Crete City Park in Crete, Nebraska. This effort is intended to provide meaningful, real-world experience for interns while delivering value to the Owner through thoughtful analysis and planning recommendations.

As part of this initiative, JEO will guide the interns in preparing a conceptual master plan for the park, along with a preliminary opinion of probable construction costs. The interns will have the opportunity to engage directly with the Owner, gather input, and present findings and recommendations at the conclusion of the project.

The master plan will evaluate existing site conditions and identify opportunities for enhancements that improve functionality, accessibility, and user experience. The scope outlined below is based on preliminary discussions and information provided by the Owner.

The intern's analysis and recommendations will include, but are not limited to:

- Evaluation of parking layout and site circulation for vehicles and pedestrians
- Assessment and conceptual improvements to the existing bandstand
- Identification of opportunities to improve and expand sidewalk connections
- Evaluation of existing playground equipment, including recommendations for upgrades or replacement
- Landscape Improvements
- Review of site grading to support both current improvements and future park development
- New single-occupant restroom facilities including Men, Women, and Family
- New Park Pavilion to be used for community gatherings and park programming

**1. TOPOGRAPHIC SURVEY**

JEO will schedule and obtain a topographic survey for the project containing the following:

- Survey the locations of all visible physical features (concrete, asphalt, gravel, rock, driveways, sidewalks, trees, utility poles, valves, manholes, signs, drainage structures, curb stops, water meter pits, terrain profiles, etc.).
- Collect available public utility location information and incorporate gas, telephone, electric, water, sanitary sewer, storm sewer, communications, etc. into the drawings if available.
- Create an electronic drawing using AutoCAD illustrating elevations, site features, and existing utilities resulting from the surveys performed.

**2. CONCEPTUAL MASTER PLAN**

The interns, under the supervision of JEO staff, will complete the following tasks:

- Conduct a site visit and documentation of existing conditions
- Meet with the Owner to discuss needs, priorities, and vision for the park
- Develop conceptual layout alternatives for park improvements
- Prepare a preferred master plan illustrating proposed enhancements

- Develop a preliminary opinion of probable construction costs
- Compile findings into a presentation and present recommendations to the Owner

**3. SUMMARY OF DELIVERABLES AND MEETINGS**

The following deliverables and meetings will be prepared as part of this Master Plan Phase:

- (3) In Person Meetings (Introduction, Preliminary Concepts, Final Presentation)
- Conceptual Master Plan Exhibit
- Preliminary Opinion of Probable Construction Costs
- Summary of Recommendations

**4. FEE**

JEO proposes to provide the services defined above for the **lump sum fee** defined below:

<i>Task</i>	<i>Fee</i>
<b>Task 1-3 (Not to Exceed)</b>	<b>\$0.00</b>

**5. CONTRACT TIME**

- JEO will work as expeditiously as possible, pending authorization from Owner to complete the tasks in this project.
  - Preliminary Schedule
    - Week of June 8<sup>th</sup> – Introduction Meeting with Owner
    - Week of July 6<sup>th</sup> – Present Preliminary Concepts
    - Week of July 27<sup>th</sup> – Present Final Master Plan

**6. EXCLUSIONS**

- Architectural and civil construction design services
- Environmental Reviews
- Digital movie of the project
- Meetings not identified within this scope of services
- Any other items not outlined in the scope of services

**7. REIMBURSABLE EXPENSES**

- Nothing is anticipated for this project.

**8. ADDITIONAL TERMS**

- General Conditions are specified in Exhibit B.

# JEO CONSULTING GROUP INC ■ JEO ARCHITECTURE INC

## GENERAL CONDITIONS

**1. SCOPE OF SERVICES:** JEO Consulting Group, Inc. (JEO) shall perform the services described in Exhibit A. JEO shall invoice the client for these services at the fee stated in Exhibit A.

**2. ADDITIONAL SERVICES:** JEO can perform work beyond the scope of services, as additional services, for a negotiated fee or at fee schedule rates.

**3. CLIENT RESPONSIBILITIES:** The client shall provide all criteria and full information as to the client's requirements for the project; designate and identify in writing a person to act with authority on the client's behalf in respect to all aspects of the project; examine and respond promptly to JEO's submissions; and give prompt written notice to JEO whenever the client observes or otherwise becomes aware of any defect in work.

Unless otherwise agreed, the client shall furnish JEO with right-of-access to the site in order to conduct the scope of services. Unless otherwise agreed, the client shall also secure all necessary permits, approvals, licenses, consents, and property descriptions necessary to the performance of the services hereunder. While JEO shall take reasonable precautions to minimize damage to the property, it is understood by the client that in the normal course of work some damage may occur, the restoration of which is not a part of this agreement.

**4. TIMES FOR RENDERING SERVICES:** JEO's services and compensation under this agreement have been agreed to in anticipation of the orderly and continuous progress of the project through completion. Unless specific periods of time or specific dates for providing services are specified in the scope of services, JEO's obligation to render services hereunder shall be for a period which may reasonably be required for the completion of said services.

If specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided, and if such periods of time or date are changed through no fault of JEO, the rates and amounts of compensation provided for herein shall be subject to equitable adjustment. If the client has requested changes in the scope, extent, or character of the project, the time of performance of JEO's services shall be adjusted equitably.

**5. INVOICES:** JEO shall submit invoices to the client monthly for services provided to date and a final bill upon completion of services. Invoices are due and payable within 30 days of receipt. Invoices are considered past due after 30 days. Client agrees to pay a finance charge on past due invoices at the rate of 1.0% per month, or the maximum rate of interest permitted by law.

If the client fails to make any payment due to JEO for services and expenses within 30 days after receipt of JEO's statement, JEO may, after giving 7 days' written notice to the client, suspend services to the client under this agreement until JEO has been paid in full all amounts due for services, expenses, and charges.

**6. STANDARD OF CARE:** The standard of care for all services performed or furnished by JEO under the agreement shall be the care and skill ordinarily used by members of JEO's profession practicing under similar circumstances at the same time and in the

same locality. JEO makes no warranties, express or implied, under this agreement or otherwise, in connection with JEO's services.

JEO shall be responsible for the technical accuracy of its services and documents resulting therefrom, and the client shall not be responsible for discovering deficiencies therein. JEO shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in client furnished information.

**7. REUSE OF DOCUMENTS:** Reuse of any materials (including in part plans, specifications, drawings, reports, designs, computations, computer programs, data, estimates, surveys, other work items, etc.) by the client on a future extension of this project, or any other project without JEO's written authorization shall be at the client's risk and the client agrees to indemnify and hold harmless JEO from all claims, damages, and expenses including attorney's fees arising out of such unauthorized use.

**8. ELECTRONIC FILES:** Copies of Documents that may be relied upon by the client are limited to the printed copies (also known as hard copies) that are signed or sealed by JEO. Files in electronic media format of text, data, graphics, or of other types that are furnished by JEO to the client are only for convenience of the client. Any conclusion or information obtained or derived from such electronic files shall be at the user's sole risk.

**a.** Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it shall perform acceptance tests or procedures within 30 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 30 day acceptance period shall be corrected by the party delivering the electronic files. JEO shall not be responsible to maintain documents stored in electronic media format after acceptance by the client.

**b.** When transferring documents in electronic media format, JEO makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by JEO at the beginning of the project.

**c.** The client may make and retain copies of documents for information and reference in connection with use on the project by the client.

**d.** If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

**e.** Any verification or adaptation of the documents by JEO for extensions of the project or for any other project shall entitle JEO to further compensation at rates to be agreed upon by the client and JEO.

**9. SUBCONSULTANTS:** JEO may employ consultants as JEO deems necessary to assist in the performance of the services. JEO shall not be required to employ any consultant unacceptable to JEO.

**10. INDEMNIFICATION:** To the fullest extent permitted by law, JEO and the client shall indemnify and hold each other harmless and their respective officers, directors, partners, employees, and consultants from and against any and all claims, losses, damages,

## JEO CONSULTING GROUP INC ■ JEO ARCHITECTURE INC GENERAL CONDITIONS

and expenses (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) to the extent such claims, losses, damages, or expenses are caused by the indemnifying parties' negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of JEO and the client, they shall be borne by each party in proportion to its negligence.

**11. INSURANCE:** JEO shall procure and maintain the following insurance during the performance of services under this agreement:

- a. Workers' Compensation: Statutory
- b. Employer's Liability
  - i. Each Accident: \$500,000
  - ii. Disease, Policy Limit: \$500,000
  - iii. Disease, Each Employee: \$500,000
- c. General Liability
  - i. Each Occurrence (Bodily Injury and Property Damage): \$1,000,000
  - ii. General Aggregate: \$2,000,000
- d. Auto Liability
  - i. Combined Single: \$1,000,000
- e. Excess or Umbrella Liability
  - i. Each Occurrence: \$1,000,000
  - ii. General Aggregate: \$1,000,000
- f. Professional Liability:
  - i. Each Occurrence: \$1,000,000
  - ii. General Aggregate: \$2,000,000
- g. All policies of property insurance shall contain provisions to the effect that JEO and JEO's consultants' interests are covered and that in the event of payment of any loss or damage the insurers shall have no rights of recovery against any of the insureds or additional insureds thereunder.
- h. The client shall require the contractor to purchase and maintain general liability and other insurance as specified in the Contract Documents and to cause JEO and JEO's consultants to be listed as additional insured with respect to such liability and other insurance purchased and maintained by the contractor for the project.
- i. The client shall reimburse JEO for any additional limits or coverages that the client requires for the project.

**12. TERMINATION:** This agreement may be terminated by either party upon 7 days prior written notice. In the event of termination, JEO shall be compensated by client for all services performed up to and including the termination date. The effective date of termination may be set up to thirty (30) days later than otherwise provided to allow JEO to demobilize personnel and equipment from the site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble project materials in orderly files.

**13. GOVERNING LAW:** This agreement is to be governed by the law of the state in which the project is located.

**14. SUCCESSORS, ASSIGNS, AND BENEFICIARIES:** The client and JEO each is hereby bound and the partners, successors, executors, administrators and legal representatives of the client and

JEO are hereby bound to the other party to this agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, with respect to all covenants, agreements and obligations of this agreement.

a. Neither the client nor JEO may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) in this agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment shall release or discharge the assignor from any duty or responsibility under this agreement.

b. Unless expressly provided otherwise in this agreement: Nothing in this agreement shall be construed to create, impose, or give rise to any duty owed by the client or JEO to any contractor, contractor's subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them.

c. All duties and responsibilities undertaken pursuant to this agreement shall be for the sole and exclusive benefit of the client and JEO and not for the benefit of any other party.

**15. PRECEDENCE:** These standards, terms, and conditions shall take precedence over any inconsistent or contradictory language contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding JEO's services.

**16. SEVERABILITY:** Any provision or part of the agreement held to be void or unenforceable shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the client and JEO, who agree that the agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

**17. E-VERIFY:** JEO shall register with and use the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986, to determine the work eligibility status of new employees physically performing services within the state where the work shall be performed. Engineer shall require the same of each consultant.