
VEHICLE PARKING DISTRICT ADVISORY BOARD

Meeting Agenda

December 8, 2022 – 8:15 a.m.

City Administration Building – Training Room

309 N. 5th St. – Norfolk NE

- A. Call Meeting to Order
 - 1. Public notification of the location of the Open Meetings Act
 - 2. Roll Call
- B. Approval of Agenda
- C. Approval of meeting minutes from November 17, 2022 - Attached
- D. Financial Report – See attached
 - 1. Review invoices
- E. New Business
 - 1. Snow removal recommendation
 - 2. Bylaw change- Move meeting time to 8:30 am
- F. Old Business
 - 1. Base level of service discussion
 - 2. Board member nomination discussion
 - 3. Riverpoint District logo use
- G. Adjourn

The next meeting will be January 19, 2023 at the City of Norfolk Administration Building, 309 N 5th Street, Norfolk, NE.

VPD Monthly Financial Summary - Dec 8, 2022

Date	Expenses	Deposit	Expense	Description
	Sound Products		\$ 55.00	Monthly Music Service
	DNA		\$ 1,500.00	Monthly Payment for rent and monthly fees for maintenance, electricity, insurance of sign
	NPPD		\$ 268.60	Electricity
	Hollman Media		\$ 70.00	Domain Listing
	Prime Sanitation		\$ 348.75	Monthly Trash Charges
	City of Norfolk Water		\$ 442.98	Water sprinklers
	Total Expenses		\$ 2,685.33	

VEHICLE PARKING DISTRICT ADVISORY BOARD

Meeting Minutes – November 17, 2022 at 8:15 AM

A. Call Meeting to Order

Justin Webb called the meeting to order at 8:37 a.m.

Webb informed the public about the location of the current copy of the Open Meetings Act posted in the meeting room and accessible to members of the public.

Roll call found the following Board members present: Justin Webb, Stephanie Bates, Connie Geary, Pat Carney (alternate), Amy Renter (ex-officio).

Members Absent: Steven McNally (alternate), Douglas Stebbing.

Guests: Scott Adams. Staff: Anna Allen, Candice Alder, Steve Rames, Will Elwell, and Mikah Wheeler.

B. Approval of Agenda

A motion was made by Bates to amend the agenda to address old business then new business. Webb seconded the motion to amend the agenda. Roll call: Ayes: Justin Webb, Stephanie Bates, and Pat Carney (alternate) Nays: None.

C. Approval of Minutes

Bates made a motion to approve the minutes, seconded by Carney. Roll call: Ayes: Justin Webb, Stephanie Bates, and Pat Carney (alternate). Nays: None.

D. Financial Report

- a. Board members reviewed the invoices. Webb questioned the Downtown Norfolk Association payment and Bates informed the board this was the monthly budget for the DNA. Carney motioned to approve the financial reports, seconded by Bates. Roll call: Ayes: Justin Webb, Stephanie Bates, and Pat Carney (alternate). Nays: None.
- b. Mikah Wheeler updated the board on the cost of trash removal for the Vehicle Parking District. Wheeler indicated to the board that John's Disposal would be interested in providing service to the Vehicle Parking District but the cost would be considerably higher than what Prime Sanitation is currently charging. Webb indicated the board would stay with Prime Sanitation.

E. New Business

1. Justin Webb resignation
 - i. Bates motioned to approve the resignation of Justin Webb. The motion was seconded by Webb.
2. Board nominations
 - ii. The board indicated they would like to consider the following individuals: Tracy Kaczor, Jose Nuno, Pat Carney (move from alternate), Andrea Trautman, and Kathy Nordby or Jessica Gordon.

F. Old Business

1. Parking lot discussion

i. Justin Webb discussed leasing specific parking areas to specific businesses to generate new income for the district. Carney indicated they have tried to sell specific lots like the Wacker Home Improvement lots but there was no interest. Webb indicated he does not feel the current budget allows for parking lot maintenance and the hiring of a downtown manager. Steve Rames shared that there is a lot of activity around the downtown and we should get through some of that before making drastic changes.

2. PUMA Business Improvement District (BID) planning update

ii. Candice Alder informed the board that the PUMA representatives met with downtown stakeholders and some residents of the downtown during their visit. Alder also indicated PUMA met with east Norfolk Ave stakeholders, the City Council as well as the Hispanic/Latino stakeholders. Alder mentioned that PUMA is still working on their recommendations for downtown and the Vehicle Parking District.

3. Snow Removal- overview of bids received

iii. Will Elwell indicated that two bids for snow removal of the downtown parking lots were received. City staff will review to ensure insurance and qualifications are in order. Both removal companies have indicated they can offer same day service. A request was made to move the regular board meeting to December 8 rather than December 15.

4. Base level of service discussion- see attached examples

iv. The board received examples for base level of service agreements. VPD indicated they liked the table format. Staff and board will review the contents of the base level of services next meeting.

G. Adjourn.

Geary made a motion to adjourn the meeting. The meeting was adjourned at 9:48 a.m.

The next VPD meeting will be Thursday, November 8, 2022 at 8:15 a.m. at the City of Norfolk Administration building at 309 N. 5th Street, Norfolk, NE.