

VEHICLE PARKING DISTRICT ADVISORY BOARD

A. Call Meeting to Order

Connie Geary called the meeting to order at 8:19 a.m. Roll call found the following Board members present.

Members Present

Pat Carney	Steve McNally
Connie Geary	Justin Webb

Members Absent

Stephanie Bates	Doug Stebbing
John Stappert	

Guests

Scott Adams	Jennifer Olson
Anna Allen	Steve Rames
Candice Alder	Ex-Officio – Amy Renter
Mickella Brabec	Sheila Rios

Geary 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.

B. Recommended Actions

Approval of Agenda

A motion was made by Webb and seconded by Carney to approve the agenda. Roll call: Ayes: Carney, Geary, McNally, Webb. Nays: None. Absent: Bates, Stappert, Stebbing.

Approval of Minutes

A motion was made by Justin Webb and seconded by Pat Carney to approve the minutes from the March 17, 2022 meeting. Roll call Ayes: Carney, Geary, McNally, Webb. Nays: None. Absent: Bates, Stappert, Stebbing.

C. Financial Report

Discussion was held on the annual budget. City Staff Accountant Sheila Rios explained Item 46 – Maintenance – Snow Removal - \$2,500 is budgeted for snow occurrences that might require city staff to remove snow. Public Works Director Steven Rames reported that the city will be replacing and absorbing the cost of downtown parking lot signs. The group discussed using the Parking Lot Maintenance dollars to pay for the removal of the old posts. Rames also brought up that striping of parking lots and spaces is usually done annually or every other year, depending on funding. McNally requested that Parking Lot E be considered as a priority project for repair. It was discussed to select and budget for the repair of one parking lot per year. Rios reported Item 46 – Maintenance – Sweeping - \$3,500 is billed once per year in June.

Financial Report continued

Renter asked if Billboard Advertising - \$4,200 was being spent. Geary responded it is not being used and should be re-allocated to a different budget line. Rios reminded the board to notify her of large, budgeted expenses that would be coming out of the budget this year so she can include them when preparing the 2022-23 budget. She also mentioned that the Trash Collection - \$2,800 had not been expended and was going to look into it and report back. Rios said the board should plan to give input on the 2022-23 budget at the next meeting and said she would attend. Invoices from Love Signs and Lacey J Porn were reviewed. Webb made a motion, second by McNally to approve the Love Signs invoice. Roll call Ayes: Carney, Geary, McNally, Webb. Nays: None. Absent: Bates, Stappert, Stebbing.

D. Old Business – None

E. New Business

1. Zoom call with Brad with PUMA

The call is scheduled for April 26, 2022 from 11:30 a.m. to 12:15 p.m. The city will host the call in the City Administration Building Training Room. Renter would share the meeting invite with selected DNA members. Geary asked board members to be ready and to bring their questions.

2. Downtown Tree Replacements

Jennifer Olson reported on April 20, 2022, the staff from the Parks department and the mayor conducted a walking assessment of all trees on both sides of Norfolk Ave from 1st Street to 7th Street. The assessment found missing trees and trees that need to be removed. The Parks department has committed to planting approximately 40 new trees in the downtown area. Rames reported that he is working with the Streets department to repair alleys as they cross sidewalks in downtown.

3. Downtown Lighting

Economic Developer Candice Alder reported Festoon Lighting. Alder is working to request a quote for a Festoon Lighting Plan designed for the downtown area. The deliverables outlined include proposed anchor point locations – preference is to use city-owned infrastructure, evaluation of weight requirements for Festoon Lighting Plan and recommendation for placement of reinforced cables if/where necessary, recommendation for multi-phase implementation, recommendation for type of lighting suitable for long-term commercial use, provide an opinion of probable cost for each phase of the plan and the economic benefits of enhanced lighting. Webb suggested to implementing the lighting all at once instead of phases. The lighting will increase value to parts of downtown if it's done in phases.

4. Parking Lot Striping

There was no time left in the meeting to discuss this item.

F. Other Business

- 1) City project Update – No Updates
- 2) Next meeting is May 19, 2022 at 8:15 a.m. in the City Administration Building – Training Room.
- 3) Agenda Items for next meeting - Budget

G. Meeting adjourned at 9:35 a.m.