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**VEHICLE PARKING DISTRICT ADVISORY BOARD**

A. Call Meeting to Order

Connie Geary called the meeting to order at 8:20 a.m. Roll call found the following Board members present.

Members Present

Connie Geary  
Stephanie Bates

Justin Webb  
Doug Stebbing

Members Absent: None

John Stappert

Guests

Scott Adams  
Andy Colvin  
Candice Alder  
Mickella Brabec

Lacey Porn  
Steve Rames  
Ex-Officio – Amy Renter  
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. Approval of Agenda

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

C. Approval of Minutes

A motion was made by Webb and seconded by Stebbing to approve the minutes from the April 21, 2022 meeting with one correction. Roll call: Ayes: Bates, Geary, Stebbing, and Webb. Nays: None. Absent: Stappert.

D. Financial Report

The most recent invoice from Lacey Porn for website management was discussed. Porn explained that the amount charged was increased in 2021, from \$1575 to \$1680 every 6 months, or \$35 per hour. A motion was made by Webb and seconded by Stebbing to increase the budget item #51 Public Relations from \$1680 to \$3360. Roll call: Ayes: Bates, Geary, Stebbing, and Webb. Nays: None. Absent: Stappert.

The board requested quarterly billings starting in May, 2022. A motion was made by Bates and seconded by Webb to approve the most recent Lacey Porn invoice from April, 2022 in the amount of \$840. Roll call: Ayes: Bates, Geary, Stebbing, and Webb. Nays: None. Absent: Stappert. The new website was discussed. Hollman Media charged the VPD a setup fee of \$5,144 and a monthly maintenance fee of \$75/month. Was this setup fee paid entirely by the VPD?

#### E. New Business

The annual budget was discussed. City Staff Accountant Sheila Rios led discussion and offered insight on planning. Public Works Director Steven Rames reported he will be contacting a company in Omaha for repair estimates to downtown parking lots. Discussion continued on creating a liaison between the VPD and the Engineering department to assess the downtown parking lots. There are several lights downtown that need to be repaired. It was decided that a list of these lights would be put together and sent to Mickella Brabec who will be the liaison for the VPD and City staff. The group discussed the levy and the services provided by the city. Discussion was held on revenue paid to the Downtown Norfolk Association (DNA) for advertising on the downtown sign. VPD representatives were unsure if proceeds were being repaid to the VPD. UPDATE: Mickella Brabec discussed the sign revenue with Connie Geary and Amy Renter. The DNA has received one payment recently and will send a payment to the VPD.

#### F. Old Business

##### 1. Zoom call with PUMA

The next steps of the process were discussed. It was decided that VPD board members should submit three names to serve on the BID Steering Committee. These submissions should be sent two weeks prior to the June meeting. City staff will put together the recommendations and discussed at the June meeting.

##### 2. Parking Lot Striping

Public Works Director Steven Rames reported the striping has not started yet because the paint is not available.

##### 3. Other Discussion Topics

The downtown banners were brought up for discussion. Currently, the banners on display are from the Christmas season. Connie Geary indicated she would call Love Signs to replace the current banners with the summer banners. The VPD made a request to the City to move five planters from the East side of Bar A (Lot 279) to the Kensington Building, in front of the Housing Agency. Mickella Brabec will contact the Streets department. The VPD board determine costs for repairs to downtown sidewalks should come out of Line 46-Miscellaneous Labor or Parking lot maintenance. Members discussed the primary purpose of the VPD which is parking lot maintenance.

G. Other Business

1. City project Update – No Further Updates
2. Next meeting is June 16, 2022 at 8:15 a.m. in the City Administration Building – Training Room.
3. Items for next meeting – BID Steering Committee

Meeting adjourned at 9:49 a.m.