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**VEHICLE PARKING DISTRICT ADVISORY BOARD**

**A. Call Meeting to Order**

Connie Geary called the meeting to order at 8:17 a.m.

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.

Roll call found the following Board members present.

Members Present

Connie Geary  
John Stappert  
Justin Webb

Pat Carney  
Doug Stebbing

Members Absent

Stephanie Bates

Guests

Scott Adams  
Candice Alder  
Mickella Brabec

Melissa Figueroa  
Steve Rames

**B. Approval of Agenda**

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

**C. Approval of Minutes**

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

**D. Financial Report**

1. Review Invoices

Board members discussed the monthly invoices. There was a question on the location of one water bill. Mickella Brabec will ask staff and report back. Also discussed was why VPD paid for the watering costs of downtown and why the city doesn't absorb those costs. The board agreed they need to be aware of any increasing costs that might go along with increasing sprinklers downtown. Webb made a motion, seconded by John Stappert, to approve the monthly invoices. Roll call: Ayes: Carney, Geary, Stappert, Stebbing and Webb. Nays: None. Absent: Bates

2. Review 2022-2023 Budget

Board members discussed the proposed budget for 2022-2023. There was a question over the increased bond payment and about moving one monthly invoice to a different category. Mickella Brabec will ask staff and report back.

## **E. Old Business**

### 1. PUMA Discussion

Connie Geary led discussion on PUMA by reviewing the letter dated November, 2021, the objectives and steps and steering committee composition. City of Norfolk Economic Developer, Candice Alder, reported that the City Council approved \$100,000 for downtown planning. Alder also reported the VPD could make a recommendation to the City Council to approve the contract with PUMA. If recommended, the contract would be voted on at the July 5, 2022 meeting. PUMA would participate in the July 21, 2022 VPD meeting and in Norfolk August 29 – 31. City Engineer, Steve Rames, commented on keeping the consultant’s focus on the downtown as a whole and not focus on a narrow topic. Board members questioned if the BID would still provide parking lot maintenance and were concerned about funding for parking lot repair. Alder reported staff will be sending PUMA requested studies and plans from previous downtown planning grants. It was questioned if the VPD had contacted other consultants. Yes; PUMA was chosen because they specialize specifically in BID development. Pat Carney and Steve Rames both shared their concern for the need for a cap on expenses be documented in the contract. It was determined that a “Not to exceed” clause would be added to the contract. Justin Webb made a motion to recommend the PUMA contract move forward to City Council. Pat Carney seconded the motion. Roll call: Ayes: Carney, Geary, Stappert, Stebbing and Webb. Nays: None. Absent: Bates

## **F. New Business**

### 1. BID Steering Committee Discussion

Board members began discussing nominations for the BID Steering Committee. Candice Alder told members the steering committee should be between 8-15 people. The steering committee members will be expected to participate in all meetings which could range from 90 minutes to 2 hours. It was decided that current VPD members would sit on the steering committee if they are able. Alder also informed the group that Justin Webb would not be able to stay on VPD if he is elected to the City Council. He could participate on the steering committee as a downtown business owner. Stephanie Bates, John Stappert and Doug Stebbing declined serving on the committee. A list of 15 names with 6 alternates was agreed upon. City staff will contact the individuals about serving on the steering committee and report back at the July meeting.

### 2. BID Steering Committee Selection – No Discussion.

## **G. Other Business**

### 1. City Projects Update – No discussion.

## **H. Adjourn**

Webb moved to adjourn the meeting at 9:50 a.m.

Next meeting will be July 21, 2022 at 8:15 a.m. in the Training Room at the City Administration Building.