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## ***VEHICLE PARKING DISTRICT ADVISORY BOARD***

### **Meeting Agenda**

**August 17, 2023 – 8:00 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 July 20, 2023 – See attached.
- D. Financial Report- See attached.
- E. New Business
- F. Old Business
  - 1. BID update.
  - 2. Snow removal contract update.
  - 3. Parking lot overlay update.
- G. Adjourn

The next meeting will be on September 21, 2023, at 8:00 a.m. at the City of Norfolk Administration Building, 309 N 5<sup>th</sup> Street, Norfolk, NE.

# **VEHICLE PARKING DISTRICT ADVISORY BOARD**

*Meeting Minutes – July 20, at 8:00 AM*

## **A. Call Meeting to Order**

Connie Geary called the meeting to order at 8:02 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: Connie Geary, Stephanie Bates, Tracy Kaczor, Doug Stebbing. Members Absent: Pat Carney (alternate), Steve McNally (alternate), Scott Adams (ex-officio), José Nuño.

Guests: Matt Ernesti, Will Elwell, Mikah Wheeler, Nick Stevenson, Candice Alder, Amy Renter.

## **B. Approval of Agenda**

A motion was made by Stephanie Bates and seconded by Doug Stebbing to amend the agenda to include discussion over the 2023/2024 budget. Ayes: Connie Geary, Stephanie Bates, Tracy Kaczor, Doug Stebbing. Nays: None.

## **C. Approval of Minutes**

Doug Stebbing made a motion to approve the minutes, seconded by Stephanie Bates. Ayes: Connie Geary, Stephanie Bates, Tracy Kaczor, Doug Stebbing. Nays: None.

## **D. Financial Report**

### **E. New Business**

#### **a. Approval of budget and resolution.**

- i.** Candice Alder explained the only significant change to the budget was adjusting the parking lot maintenance portion to include festoon lighting.
- ii.** Staff updated the board that we are reaching out to lighting contractors for festoon lighting options.

Doug Stebbing made a motion to approve the 2023-2024 budget and resolution, seconded by Tracy Kaczor. Ayes: Connie Geary, Stephanie Bates, Tracy Kaczor, Doug Stebbing. Nays: None.

#### **b. Snow removal contract.**

- i.** Will Elwell informed the board that the contractor last year would be interested in renewing the contract with a 3% interest.
- ii.** Connie Geary indicated that they would like the contract to have “deicing upon request.”
- iii.** Alder indicated that there would be a level of liability with deicing as needed. The recommendation from city staff is to continue deicing.

- iv. Alder mentioned that staff would like to know which VPD member will be monitoring and communicating the deicing needs.
- v. The board would like to solicit new bids. Staff will work with streets and administration to revise the bid form for the 2023-2024 season.

Stephanie Bates made a motion to make a request for proposal excluding the Kensington lot, seconded by Tracy Kaczor. Ayes: Connie Geary, Stephanie Bates, Tracy Kaczor, Doug Stebbing. Nays: None.

- c. Parking lot overlay schedule.
  - i. Mikah Wheeler informed the board that the parking lots are scheduled to start on August 23<sup>rd</sup> and be completed August 31<sup>st</sup>.
  - ii. Elwell indicated that they would mill all the lots and then overlay. They were planning to start once they are completed on Madison Ave.
  - iii. Matt Ernesti mentioned that he thought the streets department will be painting the lines initially.

#### **F. Old Business**

- a. Bid update.
  - i. Geary mentioned that the report Justin Eckert and Mikah Wheeler put together has not been reviewed by the group.
  - ii. Wheeler indicated that he had been working with Eckert to compile linear footage assessments and Eckert then applied monetary values to calculate potential funding.
  - iii. Geary indicated that she needed to have more conversations with Justin Webb on which property owners still need to be contacted.

#### **G. Other Business**

- a. Bond maturity.
  - i. Alder informed the board that the bond has a final maturity date of December 15, 2028.
- b. Downtown blight study.
  - i. Alder indicated that the downtown blight study will be on the consent agenda at the August 7<sup>th</sup> city council agenda. This is to renew the blight designation because the grant requires the study to be less than 10 years old. Planning commission will review the study on August 22<sup>nd</sup> and then it will again go to city council on September 5<sup>th</sup>.

#### **H. Adjourn.**

Stephanie Bates made a motion to adjourn the meeting, seconded by Tracy Kaczor. The meeting was adjourned at 9:02 a.m.

The next VPD meeting will be Thursday, September 21, 2023, at 8:00 a.m. at the City of Norfolk Administration building at 309 N. 5<sup>th</sup> Street, Norfolk, NE.

**VPD Monthly Financial Summary - August 17, 2023**

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
	Love Signs		\$ 150.00	No Parking Signs- Farmer's Market
	City of Norfolk		\$ 592.81	Water
	Norfolk Daily News		\$ 11.98	VPD mtg notice
	<b>Total Expenses</b>		<b>\$ 2,997.14</b>	