
VEHICLE PARKING DISTRICT ADVISORY BOARD

Meeting Agenda

February 9, 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 December 8, 2022 – See attached
- D. Financial Report
 - 1. Review invoices- See attached
- E. New Business
 - 1. Appointment of Vice President of VPD Board
 - 2. Update on Kensington parking lot
 - 3. Christmas Décor Removal
- F. Old Business
 - 1. Base level of service discussion- See attached
- G. Adjourn

The next meeting will be February 16, 2023 at 8:00 a.m. at the City of Norfolk Administration Building, 309 N 5th Street, Norfolk, NE.

VEHICLE PARKING DISTRICT ADVISORY BOARD

Meeting Minutes – December 8, 2022 at 8:15 AM

A. Call Meeting to Order

Connie Geary called the meeting to order at 8:20 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, Douglas Stebbing.

Members Absent: Steven McNally (alternate), Pat Carney (alternate), Amy Renter (ex-officio).

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

B. Approval of Agenda

A motion was made by Bates and seconded by Stebbing to approve the agenda. Roll call: Ayes: Connie Geary, Stephanie Bates, Douglas Stebbing Nays: None.

C. Approval of Minutes

Bates made a motion to approve the minutes, seconded by Stebbing. Roll call: Ayes: Connie Geary, Stephanie Bates, Douglas Stebbing Nays: None.

D. Financial Report

1. Reviewed Invoices

- i. Board members reviewed the monthly invoices.

Stebbing inquired about who turns off the sprinklers downtown. Will Elwell indicated City Parks takes care of the sprinklers. Candice Alder stated staff would discuss with Nate from Parks.

E. New Business

1. Snow removal recommendation

- i. Elwell indicated that we received two bids for the snow removal of the VPD parking lots. Olsen Mowing & Snow Removal was selected and taken to Council on 12/5/22.

Stebbing made a motion to approve the snow removal contract, seconded by Bates. Roll call: Ayes: Connie Geary, Stephanie Bates. Douglas Stebbing. Nays: None.

2. Bylaw change

- ii. Alder mentioned moving the meeting to 8:30 am to allow members to be on time but after discussion with José Nuño and Pat Carney indicated, it may be better to start the meeting at 8:00 a.m.

A motion was made by Bates and seconded by Stebbing to approve changing the meeting time to 8:00 a.m. in the bylaws. Roll call: Ayes: Connie Geary, Stephanie Bates. Douglas Stebbing. Nays: None.

F. Old Business

1. Base level of service discussion

- i. After some discussion, Alder indicated she would like to dig deeper into the base level service draft and bring it back to the next board meeting.
 2. Board member nomination discussion
 - ii. Jose Nuno and Traci Kaczor will be recommended to the City Council to serve on the VPD board. Alder indicated that the addition of Nuño and Kaczor will stagger the members term dates some. Stebbing informed the board of a change in his work schedule might require him to miss meetings from January through March. Geary suggested waiting until after the appointment of the new board members to review Stebbing's attendance conflict.
 - iii. Alder indicated to the board that they will need to appoint the Vice President office to a VPD Board member at next meeting.
 3. River Point District log use
 - iv. Scott Adams presented the Board with items he made with the River Point District logo. Adams indicated he would like to have a license for one year to use the River Point District logo. Bates mentioned charging a fee for the use of the logo would make it fair for any potential users. Alder indicated that staff can look into examples of trademarking for the River Point District logo

G. Adjourn.

Stebbing made a motion to adjourn the meeting, seconded by Bates. The meeting was adjourned at 9:04 a.m.

The next VPD meeting will be Thursday, January 19, 2023 at 8:15 a.m. at the City of Norfolk Administration building at 309 N. 5th Street, Norfolk, NE.

VPD Monthly Financial Summary - Jan 19, 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
	Hollman Media		\$ 25.00	Domain Registration
	Hollman Media		\$ 28.75	Web Services Development
	Prime Sanitation		\$ 348.75	Monthly Trash Charges
	Andrew Olsen		\$ 3,000.00	Snow Removal
	Depository Trust Comp		\$ 20,490.00	GO Off-Street Parking Bond Payment
	Total Expenses		\$ 25,786.10	

City of Norfolk Vehicle Parking District (VPD): Base Level of Services

City Department	Expected Base Level of Service	City Enhanced Services (extra charge)	Contracted Service (outside entity)
Mayor	Recommend individuals for appointment to the board to be approved by Norfolk City Council		
City Administrator	Assign a Secretary, who shall be a city employee, to develop the meeting agenda and to ensure that accurate minutes are recorded and made available to the public online		
	Provide a meeting room location		
City Attorney	Review applications and draft agreements for events to be held within the district		
City Finance Department	Tax assessment, collection, and reporting		
	Perform all accounting duties associated with invoices and payments due		
	Prepare budget for VPD board approval		
	Provide oversight of the VPD Revolving Loan Fund Program		
	Provide oversight of the Downtown Façade Improvement Program		
City Clerk	Process and issue special event permits and new liquor licensing applications/transfer of ownership/renewals		
	Providing public notice of all meetings in compliance with the Nebraska Open Meetings Act		VPD is responsible for paying the NDN public meeting advertising cost
Economic Development	Serve as the staff liaison between the City staff and VPD		
	Develop meeting agendas, take minutes, and ensure records are provided to the City Clerk for public access		
	Apply for CDBG Downtown Revitalization grant awards when available		
City Planning and Community Development Department	Planning and zoning review, including site development plans		
	Routine code enforcement actions		
	Review and advise on sidewalk café options, along with police, engineering and fire marshal		

City of Norfolk Vehicle Parking District (VPD): Base Level of Services

City Department	Expected Base Level of Service	City Enhanced Services (extra charge)	Contracted Service (outside entity)
City Parks and Recreation Department	Mowing and weeding based on department's mowing schedule on all City owned properties		
	Performance of routine maintenance on the system components based on maintenance schedule, and winterization of the sprinkler system, as necessary	Watering of flower pots throughout the district	
	Tree, shrub and plant care to maintain health, vigor and aesthetic appearance according to accepted horticultural practices. This includes cutting back ornamental grasses, perennials, and pruning all dead, diseased and dying branches. Pruning of ground covers to maintain neat, well-kept appearance. Regular pruning of trees to maintain desirable form, eliminate diseased or damaged growth, prevent health or safety hazards, and maintain sidewalk and street clearance		
	Regularly maintain and remove trash at River Point Square		Prime Sanitation - Trash removal throughout the downtown district - the current service provides Monday and Friday pickup, \$348.75/month
	Graffiti eradication on all surfaces within River Point Square	Graffiti eradication on surfaces throughout the district	
	Christmas décor set up and removal	Sidewalk snow removal	
Police Department	Parking enforcement on public ROWs and parking lots		
	Responding to service requests related to crime or traffic, as well as increases to crime or traffic in a particular area		
	Performance of routine traffic control / enforcement activities, as needed		
	Police Officers responding to District calls 24 hours a day/seven days a week (Basic Patrol Service)		
	Assist with barricade set up when streets will be shut down for special events		
City Fire Department	Routine Fire Rescue and EMT/ambulance services		

City of Norfolk Vehicle Parking District (VPD): Base Level of Services

City Department	Expected Base Level of Service	City Enhanced Services (extra charge)	Contracted Service (outside entity)
City Streets Department	Routine street sweeping of public streets and alleys in accordance with the City's regular Street sweeping schedule	Sweeping of VPD parking lots	
	Patching and repair, mill and overlay, and surface seals of public streets and alleys as needed		
			Patching and repair, and surface seals of VPD parking lots as needed
		Maintenance mill and overlay, every 20 to 25 years	
	Snow plowing on public streets and alleys based on City's snow removal schedule and ordinances.		Olsen Mowing & Snow Removal - Snow piling VPD parking lots (2022-2023 snow season)
	Traffic sign and/or light installation and maintenance as needed	Maintainance of decorative light fixtures	Installation of decorative light fixtures/festoon lighting
	Striping and marking of public streets based on City maintenance schedule		Striping and marking of VPD parking lots
	Curb and gutter repairs on public streets		
	Barricade placement for Tuesday and Thursday Farmers Market in season		
	Cleaning of public storm water system pipes as needed		
	Replacement of public storm water system components as needed		
	On-call procedures for after-hours storm water management emergencies		
			Sidewalks maintenance and repair from property line to back of curb, City Code 22-23
Maintenance and replacement of street signs and signals required for the control of vehicles, bicyclists, and pedestrians			
City Water, Wastewater, Storm Water Department	Regular meter reading for utility billing and maintenance	Monthly water charges on VPD owned property	
	Fire hydrant maintenance as scheduled		
	Water system flushing as needed		
	Water line valve rotation as needed		
	Replacement of public water mains as needed		
	Routine inspection of public sanitary sewer mains		
	Review and consultation about private sewer service line issues		
	On-call procedures for after-hours emergencies		
Enforcement of illicit discharge (grease)			

City of Norfolk Vehicle Parking District (VPD): Base Level of Services

City Department	Expected Base Level of Service	City Enhanced Services (extra charge)	Contracted Service (outside entity)
Miscellaneous	Service		Contracted Service (outside entity)
	Electricity		NPPD - Monthly charges based on use
	Banners		Love Signs - Seasonal banner changes
	Website		Hollman Media - Website domain listing and updates, approx. \$70/month
	Website		Lacy Porn - Ongoing website updates
	Music		Sound Products - Monthly Music Service, \$75/month
	Marketing		DNA - Marketing & promotion of the Downtown District including maintenance, electricity, insurance, etc. of the Downtown electronic sign, \$1,500/month
	Parking lot signs		Love Signs- Repair & replacement of parking lot signs & posts
	Insurance		LARM
	Snow plowing/piling within VPD Lots		Olsen Mowing & Snow Removal- Contracted for 2022-2023 snow season
	Snow hauling off VPD streets		ASPM

