
VEHICLE PARKING DISTRICT ADVISORY BOARD

Meeting Agenda

February 16, 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 February 9, 2023 – See attached
- D. Financial Report- No Financials
- E. New Business
 - 1. PUMA update and presentation.
- F. Old Business
- G. Adjourn

The next meeting will be March 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 – February 9, 2023 at 8:00 AM

A. Call Meeting to Order

Connie Geary called the meeting to order at 7:59 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, José Nuño, Pat Carney (alternate), Tracy Kaczor, Amy Renter (ex-officio).

Members Absent: Steven McNally (alternate).

Guests: Scott Adams, Thad Murren. Staff: Gary Bretschneider, Danielle Myers-Noelle, Andy Colvin, Candice Alder, Nick Stevenson, and Mikah Wheeler.

B. Approval of Agenda

A motion was made by Pat Carney and seconded by Tracy Kaczor to approve the agenda. Roll call: Ayes: Connie Geary, Stephanie Bates, Douglas Stebbing, José Nuño, Pat Carney (alternate), Tracy Kaczor. Nays: None.

C. Approval of Minutes

Doug Stebbing made a motion to approve the minutes, seconded by Pat Carney. Roll call: Ayes: Connie Geary, Stephanie Bates, Douglas Stebbing, José Nuño, Pat Carney (alternate), Tracy Kaczor. Nays: None.

D. Financial Report

1. Reviewed Invoices

- i. Board members reviewed the monthly invoices.

Geary indicated invoices are standard operating expenses. Mikah Wheeler provided an explanation of the bond payment. Wheeler believes the bond payment is twice a year. Geary noted for the Board that the bond is from the downtown streetscape. Wheeler would like to note a correction: Bond principal is paid annually, and interest is paid biannually (June and December).

E. New Business

1. Appointment of Vice President of VPD Board

- i. Geary nominated Stephanie Bates as Vice President.

Bates asked what the responsibilities of the VP included. Candice Alder informed the Board that the Vice President assumes the duties and functions of the President in the event of absence or vacancy. Those duties are preside at all meetings of the board, authorize calls for any special meetings or executive sessions, appoint committees, serve as ex-officio voting member for all committees, have the opportunity to vote but not the obligation unless a tiebreaker vote is needed, and generally perform all duties associated with that office.

Geary made a motion to elect Bates as the Vice President, seconded by Carney. Roll call: Ayes: Connie Geary, Stephanie Bates, Douglas Stebbing, José Nuño, Pat Carney (alternate), Tracy Kaczor. Nays: None.

2. Update on Kensington parking lot

- ii. Gary Bretschneider informed the Board that the City has received a TIF application from Ho-Chunk for the Kensington. Danielle Myers-Noelle indicated to the Board that the deal for the Kensington could not happen without including the parking lot directly north. Myers-Noelle indicated it was originally discussed to lease the lot but was later decided the best approach would be to sell the lot to Ho-Chunk with provisions.
- iii. Pat Carney asked how far along in the process the purchase agreement was and Myers-Noelle indicated she would be submitting the draft to Ho-Chunk by end of day tomorrow. Myers-Noelle also informed the board that after the purchase agreement is accepted, it has to be published for three weeks, then it is taken to City Council for voting, and then a 30-day waiting period before closing. Carney then asked if there were to be a future sale of the lot, is there a way to ensure that money comes back to the VPD. Myers-Noelle indicated this had been discussed and could be accomplished. Myers- Noelle also indicated that City Officials are putting in a plan to mill and overlay the remaining VPD lots.
- iv. Andy Colvin mentioned that a resolution could be put together for the City Council to approve saying that should the lot ever be purchased that the money is to go to the VPD fund.
- v. Connie Geary asked if it would be possible to pour a parking lot at 305 and 307 W. Madison Ave to make up for the lost parking spaces from the sale of the Kensington lot. Thad Murren would like Staff to get estimates on what it would cost to do a parking lot at this location. Alder indicated Staff would work on getting costs.
- vi. Alder indicated that the mill and overlay of the parking lots could possibly take place yet this year. Geary asked if the overlay plan would only be six lots and Myers-Noelle confirmed the rough estimate to be six lots but it would also be discussed with the Board to indicate which lots are priority.

Bates made a motion that the Board would recommend the City Attorney negotiates the sale of the lot in lieu of leasing and the Board would receive a resolution indicating that any benefit of a sale would be returned to the Vehicle Parking District. Stebbing seconded the motion. Roll call: Ayes: Connie Geary, Stephanie Bates, Douglas Stebbing, José Nuño, Pat Carney (alternate), Tracy Kaczor. Nays: None.

3. Christmas Décor Removal

- vii. PJ Evans with Parks Department was unable to attend. Topic tabled until later date.

F. Old Business

1. Base level of service discussion

- i. Geary updated new Board members that the Board and City wanted to have an agreement in writing and this was the draft of that agreement. Geary indicated it is desirable to have a base level of service agreement in place to ensure responsibilities are not lost in the event of changes within the Board, City Administration, or any other changes in the downtown governance. There was inadequate time to have meaningful discussion so this will be discussed later.

G. Adjourn.

Bates made a motion to adjourn the meeting, seconded by Stebbing. The meeting was adjourned at 8:59 a.m.

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