
VEHICLE PARKING DISTRICT ADVISORY BOARD

Meeting Agenda

April 20, 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 March 16, 2023 – See attached.
- D. Financial Report- See attached.
- E. New Business
 - 1. 5th and Braasch parking lot injury incident.
 - 2. 5th Street sidewalk conversation.
 - 3. Riverpoint handrail signs.
 - 4. Asphalt bid results review.
 - 5. Discussion of trailers in lots.
 - 6. Motion to change May meeting date.
- F. Old Business
 - 1. Kensington parking lot.
 - i. Has gone through remonstrance period. Now the transfer is moving through the ordinance process to authorize the purchase of the lot.
 - 2. Base level of service agreement.
- G. Adjourn

The next meeting will be at the City of Norfolk Administration Building, 309 N 5th Street, Norfolk, NE.

VEHICLE PARKING DISTRICT ADVISORY BOARD

Meeting Minutes – March 16, 2023, at 8:00 AM

A. Call Meeting to Order

Connie Geary called the meeting to order at 8:10 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, and Tracy Kaczor. Members Absent: Doug Stebbing, José Nuño, Pat Carney (alternate), Steve McNally (alternate) and Amy Renter (ex-officio).

Guests: Andy Colvin, Nick Stevenson, Mikah Wheeler, and Scott Adams.

B. Approval of Agenda

A motion was made by Tracy Kaczor and seconded by Stephanie Bates to approve the agenda. Ayes: Connie Geary, Stephanie Bates, and Tracy Kaczor. Nays: None.

C. Approval of Minutes

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

D. Financial Report

- a. The Board would like to investigate if the contract for Olsen Snow Removal included the deicing of lots after every event.

E. New Business

- a. Kensington lot buyback resolution.
 - i. The board reviewed the resolution to the Kensington lot buyback agreement. Connie Geary did approve the resolution for council on March 15. Geary indicated that the board does not need to do anything further except ratify that the council approved it at the next meeting.
- b. Festoon lighting infrastructure.
 - i. Connie Geary asked what the festoon lighting conversation was to include. Mikah Wheeler informed the board that Candice Alder had been working on gathering more information about the style of light poles needed for the festoon lighting. Andy Colvin indicated that there had been a meeting with Renfrow. Geary mentioned that she did have the plans from when the lights were put in, but she has not been able to locate them yet. Colvin mentioned that Alder indicated that we are exploring Norfolk Avenue poles with taller poles to accommodate the lighting and there may be a cost savings. Colvin indicated we would repurpose the light poles downtown on the side streets.

F. Old Business

- a. Base level of service agreement.
 - i. Connie Geary asked about where the sidewalk snow removal by City Parks and Recreation takes place. Mikah Wheeler informed the board it is his understanding that the extra service would be if the city would have to remove the snow from the sidewalks in front of businesses.
 - ii. Geary asked about the maintenance of decorative light fixtures. Wheeler indicated that the lights along the side of the street are the responsibility of the VPD and the lights in the street would fall under the city. Geary then asked about the power outlets in the median. Wheeler said he would check into the issues with the outlets in the 200 block of Norfolk Ave. Scott Adams indicated the median outlets between 5th and 6th also have issues.
 - iii. Geary asked about how to address the curb and gutter repairs. She indicated that that the curbs by Josephs Beauty are in dire need of repair. Andy Colvin indicated that if they notice curbs that need to be repaired to contact the city and we will communicate it to the streets department.
 - iv. Geary asked what LARM is and Colvin explained it is a liability insurance for the VPD that needs to be carried for the district. Colvin indicated that the deductible is approximately \$25,000 so anything under that is paid out of pocket.
 - v. Connie Geary asked who is responsible for getting the snow removal bids and Wheeler indicated that the VPD would need to start that action for bids. There was some confusion with the heading in the miscellaneous section of the drafted document as the heading indicates the expected base level of service includes snow plowing/piling. Wheeler mentioned he would make this note and remove the heading.

G. Adjourn.

Bates made a motion to adjourn the meeting, seconded by Kaczor. The meeting was adjourned at 9:03 a.m.

The next VPD meeting will be Thursday, April 20, 2023, at 8:00 a.m. at the City of Norfolk Administration building at 309 N. 5th Street, Norfolk, NE.

VPD Monthly Financial Summary - April 20, 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 |
| | Andrew Olsen | | \$ 3,000.00 | Snow Removal 2/15,2/23 |
| | Norfolk Daily News | | \$ 9.32 | VPD Spec Mtg Notice |
| | Andrew Olsen | | \$ 2,200.00 | Snow Removal 3/9 |
| | Total Expenses | | \$ 7,451.67 | |

Olsen Mowing & Snow Removal

2602 W Madison Ave
Norfolk, NE 68701 US
andrewkolsen@gmail.com



INVOICE

BILL TO
City of Norfolk
Attn: Street Division
309 N 5th Street
Norfolk, NE 68701

INVOICE 4215
DATE 03/01/2023
TERMS Due on receipt
DUE DATE 03/01/2023

| DATE | ACTIVITY | DESCRIPTION | QTY | RATE | AMOUNT |
|------|--------------|---------------------------------|-----|----------|----------|
| | Snow Removal | Snow Removal downtown lots 2/23 | 1 | 1,600.00 | 1,600.00 |
| | Snow Removal | Deicing Parking lots 2/15 | 1 | 1,400.00 | 1,400.00 |

| | |
|----------|----------|
| SUBTOTAL | 3,000.00 |
| TAX | 0.00 |
| TOTAL | 3,000.00 |

| | |
|-------------|-------------------|
| BALANCE DUE | \$3,000.00 |
|-------------|-------------------|

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INVOICE

BILL TO
City of Norfolk
Attn: Street Division
309 N 5th Street
Norfolk, NE 68701

INVOICE 4278
DATE 04/10/2023
TERMS Due on receipt
DUE DATE 04/10/2023

| DATE | ACTIVITY | DESCRIPTION | QTY | RATE | AMOUNT |
|------|--------------|---|------|----------|----------|
| | Snow Removal | Snow Removal downtown lots clean up 3/9 | 0.50 | 1,600.00 | 800.00 |
| | Snow Removal | Deicing Parking lots 3/9 | 1 | 1,400.00 | 1,400.00 |

Please check out our Spring order form in the attachments!
Thanks, Andrew

| | |
|-------------|-------------------|
| SUBTOTAL | 2,200.00 |
| TAX | 0.00 |
| TOTAL | 2,200.00 |
| BALANCE DUE | \$2,200.00 |







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

DRAFT 4/14/2023

| 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 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 liasion 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

DRAFT 4/14/2023

| 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- if not done by business | |
| 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

DRAFT 4/14/2023

| 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). VPD responsible to solicit bids |
| | Electrical receptacle in median, traffic sign and/or light installation and maintenance as needed | Maintainance of decorative light fixtures not in the median | 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 | | | |

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|--|---|---|--|
| 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) | | |

| 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, |
| | 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 |