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

### **Meeting Agenda**

**May 11, 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 April 20, 2023 – See attached.
- D. Financial Report- See attached.
- E. New Business
  - 1. Temporary mounting for WiFi on light poles.
  - 2. Downtown sidewalk planter rings.
  - 3. Farmers market parking lot.
  - 4. BID update.
- F. Old Business
  - 1. Discussion of trailers in lots behind Magnolias.
  - 2. Base level of service agreement.
- G. Adjourn

The next meeting will be on June 15 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 – April 20, 2023, at 8:00 AM*

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

Connie Geary called the meeting to order at 8:01 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, Melissa Figueroa, and Scott Adams.

## **B. Approval of Agenda**

A motion was made by Stephanie Bates and seconded by Tracy Kaczor 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. 5<sup>th</sup> and Braasch parking lot injury.
  - i. Nick Stevenson informed the board that a lady tripped on the asphalt in the parking lot on March 14<sup>th</sup>. We have not heard anything further regarding a claim from LARM.
- b. 5<sup>th</sup> Street sidewalk conversation.
  - i. Anna Allen has reached out to Roxi's Bridal, and they have been in contact with I&P Construction to fill in the access pit. Stephanie Bates asked if the whole sidewalk will be fixed, and Allen indicated she was not sure if it would just be the access pit or the entire sidewalk.
- c. Riverpoint handrail signs.
  - i. Stevenson asked the board who changed out the signs. Connie Geary indicated that every other handrail has the River Point District logo, and the remaining are City of Norfolk. Stevenson indicated the corners are pointed and could be a potential safety hazard. Bates mentioned potentially grinding the corner down to a more rounded edge.
- d. Asphalt bid results review.

- i. Allen informed the bids came in on April 19, 2023. We received two bids with Knife River providing the lowest bid. The bid is for the mill and overlay of the lots in the VPD at a cost of \$317,000. Allen indicated this will be a two-inch mill and two-inch overlay. Geary asked which lots will be overlaid, and Allen informed the members of the board it will be Braasch & 2<sup>nd</sup>, Braasch & 3<sup>rd</sup>, Braasch at Centrum building, 5<sup>th</sup> and Madison, Conover lot, and the Mongolian Grill lot. Geary asked if the VPD could get a copy of the scheduled lots and Allen agreed they can. Allen mentioned she was not sure if this would be on the next council agenda or not. Bates asked if the board should look at the list of lots and provide recommendations and Allen indicated that would be good to know the priority lots.
- e. Discussion of trailers in lots.
  - i. Geary indicated she received a call about the trailers in the Magnolia's lot and that other businesses would like them to be moved. Bates and Geary mentioned they could move the trailers to lot A. Andy Colvin said we would investigate the city ordinance and come back to it. Geary wants to table this until the next meeting.
- f. Motion to change May meeting date.
  - i. A motion was made by Tracy Kaczor and seconded by Stephanie Bates to approve the May 11, 2023, meeting date. Ayes: Connie Geary, Stephanie Bates, and Tracy Kaczor. Nays: None.

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

- a. Kensington parking lot.
  - i. Colvin informed the board that the redevelopment plan was approved, and the last step is to put together a redevelopment agreement. The closing date is in June, and they are looking at being open at the beginning of 2025.
- b. Base level of service agreement.
  - i. No new conversation currently. Keep it on the agenda for the next meeting.

#### **G. Adjourn.**

Bates made a motion to adjourn the meeting, seconded by Kaczor. The meeting was adjourned at 8:49 a.m.

The next VPD meeting will be Thursday, May 11, 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 - May 11, 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
	Total Expenses		\$ 2,242.35	