

VEHICLE PARKING DISTRICT ADVISORY BOARD

Meeting Agenda

October 19, 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 August 17, 2023 – See attached.
- D. Financial Report- See attached.
- E. New Business
 - 1. Website management bids.
 - 2. Downtown decorating discussion.
- F. Old Business
 - 1. VPD bench update.
- G. Adjourn

The next meeting will be on November 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 – September 21, at 8:00 AM

A. Call Meeting to Order

Connie Geary called the meeting to order at 8:03 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, Pat Carney (alternate), Doug Stebbing, Scott Adams (ex-officio). Members Absent: Tracy Kaczor, José Nuño, Steve McNally (alternate).

Guests: Will Elwell, Matt Ernesti, Sherry Ruden, Traci Jeffery, Angie Stenger, Candice Alder, Nick Stevenson, Mikah Wheeler, Andy Colvin, Steve Rames.

B. Approval of Agenda

A motion was made by Doug Stebbing and seconded by Stephanie Bates to approve the agenda. Ayes: Connie Geary, Stephanie Bates, Pat Carney (alternate), Doug Stebbing. Nays: None.

C. Approval of Minutes

Stephanie Bates made a motion to approve the minutes, seconded by Doug Stebbing. Ayes: Connie Geary, Stephanie Bates, Pat Carney (alternate), Doug Stebbing. Nays: None.

D. Financial Report

E. New Business

a. Creative District alleyway lighting.

- i. Alder indicated that the intent was to bring the VPD and the Creative Arts District together to discuss the projects being worked on. Angie Stenger indicated that the Creative Arts District was formed to bring the arts in as an economic driver. This includes things such as public art, alleyway lighting, and a creative district employee to drive festivals within the district. The district received \$250,000 to help accomplish this. Alleyway lighting has been identified as a top priority.
- ii. The plan is to use current infrastructure in the alley instead of attaching it to buildings. There has been \$150,000 allocated in the budget for alleyway lighting. The vision would be to place the lighting in the alley behind River Point Square. A firm would be hired to construct and maintain the lighting.

b. VPD bench conversation.

- i. Streets picked up the bench that had fallen by Wells Fargo. VPD indicated that they would pick up the benches that were removed on 2nd and Norfolk Avenue.
- ii. It was recommended to conduct an inventory of the benches downtown and document any needed repairs. A contractor could be hired to fix the bases of the benches. Norfolk Specialties manufactured the benches.

- iii. Wheeler indicated he would take an assessment of the benches downtown and contact Norfolk Specialties regarding costs.
- c. Website management discussion.
 - i. The contract \$70 per month to host the website with one hour a quarter for changes. Lacy Porn has submitted her resignation but would be willing to go month to month to help transition. A new website manager would need to be identified.
 - ii. Stephanie Bates indicated that she is familiar with the software, and she could potentially do it part time. VPD will need to solicit bids for the website management for approval at the next meeting.

F. Old Business

- a. BID update.
 - i. Wheeler indicated that he has been working with Justin Eckert on different assessment values for the downtown.
 - ii. The next BID meeting will follow this VPD meeting.
- b. Snow removal contract update.
 - i. Will Elwell informed the board the bids were opened on Wednesday September 20. Two bids were received: Olsen Mowing & Snow Removal and Lawns 'R' Us. Olsen came in lower and offered hauling services in addition to the bid.

A motion was made by Bates to recommend Olsen Mowing & Snow Removal's bid for snow removal of the downtown lots. The motion was seconded by Stebbing.

- c. Base level of service agreement.
 - i. Maintenance of the receptacle in the median has been being turned into Model Electric for repair. The process moving forward should be reviewed. Rames indicated that this can be addressed at the infrastructure subcommittee meeting in October.

G. Adjourn.

Doug Stebbing made a motion to adjourn the meeting, seconded by Pat Carney. The meeting was adjourned at 9:17 a.m.

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

VPD Monthly Financial Summary - October 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
	Prime Sanitation		\$ 348.75	Monthly Trash Charges
	Norfolk Daily News		\$ 9.32	VPD mtg notice
	Lacey Porn		\$ 280.00	Website management
	City of Norfolk Water		\$ 583.27	Braasch Avenue Sprinklers
	Total Expenses		\$ 3,114.94	

Website Management Quote – Vehicle Parking District – October 2023

Maintain and update business directory on the website.

Find and update events in the downtown district on the website.

Work with marketing coordinator for any special promotions that need to be added.

8 hours per month at \$35 per hour = \$280 per month

Billed Quarterly – 24 hours = \$840

Submitted by Stephanie Bates

Mikah Wheeler

From: Stephanie Bates <info@visitnorfolkne.com>
Sent: Thursday, October 12, 2023 2:55 PM
To: Candice Alder; Mikah Wheeler; Connie Geary
Subject: FW: Quote for Vehicle Parking District

Here is what I got from Hollman Media.

Stephanie Bates
Activities Development Director
Norfolk Area Visitors Bureau
402-371-2932

From: Kristy Knapp <kristy@hollmanmedia.com>
Date: Thursday, October 12, 2023 at 2:51 PM
To: Stephanie Bates <info@visitnorfolkne.com>
Subject: Quote for Vehicle Parking District

Good afternoon, Stephanie-

Thank you for reaching out to me again today. Per your instruction, I will lay out the services we provide at the different cost breaks.

Currently, theriverpoint.com is enrolled in our HostLite CMS plan, paying \$70/month for managed services/web hosting. At this level, you receive 1 hour per quarter to freely use for website changes and consultations. Your site is backed up once a month, the WordPress CMS receives critical upgrades, and we guarantee server upkeep.

Our hourly rate is \$115/hour for any changes or consultations outside of 1 hour/quarter mark.

You may consider stepping up your managed services plan to Standard CMS, which is \$120 month, and provides 3 hours/quarter for website changes and consultations. You can carry over unused maintenance hours from one quarter to the next for a total of 6. Take note, hours carried over do come with an expiration date. If not utilized in the following quarter, they will be forfeited.

When in the Standard CMS plan, you receive weekly site backups, scheduled CMS upgrades, and server upkeep.

Hopefully, this makes sense. Let me know if you need anything else. Thanks, Stephanie.