
VEHICLE PARKING DISTRICT ADVISORY BOARD

Meeting Agenda

November 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 October 19, 2023 – See attached.
- D. Financial Report- See attached.
- E. New Business
 - 1. Bond status update.
- F. Old Business
 - 1. VPD bench update.
 - 2. Downtown banner discussion.
 - 3. Report on BID.
- G. Adjourn

The next meeting will be on December 21, 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 – October 19, at 8:00 AM

A. Call Meeting to Order

Connie Geary called the meeting to order at 8:06 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, Doug Stebbing, Tracy Kaczor, Scott Adams (ex-officio). Members Absent: José Nuño, Steve McNally (alternate), Pat Carney (alternate), Stephanie Bates.

Guests: Andy Colvin, PJ Evans, Anna Allen, Candice Alder, Nick Stevenson, Mikah Wheeler, Steve Rames.

B. Approval of Agenda

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

C. Approval of Minutes

Doug Stebbing made a motion to approve the minutes, seconded by Tracy Kaczor. Ayes: Connie Geary, Doug Stebbing, Tracy Kaczor. Nays: None.

D. Financial Report

E. New Business

a. Website management bids.

- i. The board reviewed two bids. Stephanie Bates quoted \$35/hour for maintaining and updating the website.
- ii. Hollman Media quoted \$70/hour for website hosting with an additional \$115/hour for any changes outside of the 1 hour/quarter mark.

A motion was made by Kaczor to accept the bid submitted by Stephanie Bates. The motion was seconded by Stebbing.

b. Downtown decorating discussion.

- i. PJ Evans informed the board that they will be starting to decorate for the holidays either the first or second week of November. The tree will be placed on the north side of River Point Square.
- ii. Evans indicated that she is looking at purchasing pre-lit garland for the light poles. She is planning on purchasing commercial lighting for the trees. Parks staff is working to fix the snowflakes and the deer decorations. Some need welding or light replacements. Evans indicated she would like the deer to be dropped off at Aquaventure so the staff can start on this work.

F. Old Business

a. VPD bench update.

- i. Wheeler indicated that he has not yet been able to perform an audit on the downtown benches. He informed the board that he would have this completed by the next meeting.

G. Adjourn.

Tracy Kaczor made a motion to adjourn the meeting, seconded by Doug Stebbing. The meeting was adjourned at 8:40 a.m.

The next VPD meeting will be Thursday, December 21, 2023, at 8:00 a.m. at the City of Norfolk Administration building at 309 N. 5th Street, Norfolk, NE.

VPD Monthly Financial Summary - November 16, 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
	Total Expenses		\$ 2,251.67	