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

### **Meeting Agenda**

**April 18, 2024 – 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 15 and March 21, 2024
- D. Financial Report- See attached
- E. New Business
  - 1. Conover food truck discussion
  - 2. 7<sup>th</sup> & Norfolk Redevelopment
- F. Old Business
  - 1. Snow contract RFP
  - 2. BID update – subcommittee discussion
  - 3. Discussion on board attendance – board recommendations if applicable
  - 4. Downtown logo licensing agreements
  - 5. DTR Grant – Design advisory review committee
- G. Adjourn

The next meeting will be on May 16, 2024, 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 – February 15, 2024, at 8:00 AM*

## Call Meeting to Order

Connie Geary called the meeting to order at 8:00 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, Pat Carney (alternate), Stephanie Bates, Tracy Kaczor, and Doug Stebbing. Members Absent: José Nuño, Steve McNally (alternate).

Guests: Kara Weander – Gaster, Mikah Wheeler, Amy Renter, Scott Adams,

## Approval of Agenda

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

## Approval of Minutes

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

## D. Financial Report

See attached.

## E. New Business

- Snow removal budget
  - So far \$6,900 over budget at this point. Candice says the board can decide which other line item to use money for snow funding. It was decided to use funds from the advertising funds line item. Motion from Stephanie Bates and seconded by Doug Stebbing Ayes: Connie Geary, Pat Carney (alternate), Stephanie Bates, Tracy Kaczor, and Doug Stebbing. Nays: None.
- Introduction to Kara Weander-Gaster with the River Point Creative District
  - She provided background of her career. She is meeting with different organizations to collaborate on powering the local creatives. The desire was expressed to add to the Downtown Norfolk website information on the Creative District designation and explain what the means. The possibility of bringing entertainment to the Farmer's Market was discussed.
- DNA report by Scott Adams
  - Approved Scott Bus with an 18-week contract. It's good to have him on for the planning and organizing events. Three mayoral candidates have presented to the DNA Board. An email came through on trash in the terrace along East Norfolk Avenue. It is being addressed and is the property owners responsibility for picking up trash in the terrace.
- Façade improvement grant update
  - Candice Alder directed the board to the Norfolk City website where there is a link for the Downtown Norfolk Revitalization grant. Alder indicated the proposed guidelines are listed there. The grant limit has been increased from \$10,000 to \$25,000 for façade

improvements. This is because we received more grant funding this round. This grant will also be used to make the midblock crossing handicap accessible. The city staff is currently working with the State of Nebraska and Northeast Nebraska Economic Development District (NENEDD) on the administration of the grant funding. This will be presented at the March City Council, April will be educational meetings for contractors and property owners, in May a review committee will review the applications. This committee was made up of Vehicle Parking District members. The last time we were rewarded with these funds. The boundaries of qualifying properties are determined by the blight and substandard designation in the downtown.

F. Old Business

G. Other Business

**H. Adjourn.**

Stephanie Bates made a motion to adjourn the meeting, seconded by Doug Stebbing. The meeting was adjourned at 9:00 a.m.

The next VPD meeting will be Thursday, March 21, 2024, at 8:00 a.m. at the City of Norfolk Administration building at 309 N. 5<sup>th</sup> Street, Norfolk, NE.

# **VEHICLE PARKING DISTRICT ADVISORY BOARD**

*Meeting Minutes – March 21, 2024, at 8:00 AM*

## Call Meeting to Order

Connie Geary called the meeting to order at 8:02 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, Pat Carney (alternate), Stephanie Bates, and Doug Stebbing. Members Absent: Tracy Kaczor, José Nuño, Steve McNally (alternate).

Guests: Kara Weander – Gaster, Scott Adams, Nick Stevenson, Candice Alder, Will Elwell, Matt Ernesti, Anna Allen, Steve Rames

## Approval of Agenda

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

## Approval of Minutes

\*February 15 minutes will be approved at April Meeting\*

## D. Financial Report

None.

## E. New Business

- Snow Contract RFP
  - City Street Division provided message from Andrew Olson he will keep same rates as last year if that works for VPD. It's City policy since it's over \$30,000 three bids are needed and city council approval. The board discussed adding in the contract multi-year with clause either party can terminate with notice.
- Discussion on Board Attendance
  - Board Reviewed 2023 attendance numbers. Connie will reach out to those board members with lower attendance to see if they still want to serve.

## F. Old Business

- BID Update
  - Candice Alder shared the information she received from the City Attorney which removes the 5% cap increase that was included in the BID fact sheet. According to state statute reassessments or changes in the levy may be made by the city council after a notice and hearing. The original annual 5% cap in an extra tax for the BID must be approved by the city council. The board agrees if the city council ultimately decides the cap for assessment, the property owners need to be aware of that when being presented with the BID process. Candice is drafting an ordinance to include the 5% increase cap desire to share with the City Attorney.
  - The boundaries were discussed and feedback from the City Attorney stated exclusion of the Police Station on 7<sup>th</sup> Street and the Water Division facility on 1st Street would be allowed.

- Base Level of Service – Downtown Benches
  - Candice Alder shared a downtown benches condition report conducted by city staff. The question of who now makes the repairs to the benches. Candice suggested the City keeps a record of the downtown assets and condition of amenities like the benches, the City would then report any damaged item to the downtown manager, and VPD would handle the repair/replacement. The board agreed with that suggestion. City Public Works Division is working on an Elements system to monitor assets throughout the City. The downtown benches can be added so yearly maintenance checks can be conducted. Downtown light poles will be added to the Elements system as well for routine maintenance checks. VPD will check with Norfolk Specialties on quote for armrests added to downtown benches.
- VPD Brand Licensing Agreement Terms
  - The board agrees a licensing agreement needs to be drawn up in regard to Creative District using the River Point likeness as part of its logo. Kare representing the Creative District agrees an agreement between both parties is important. Temporary use of the logo for events like the sculpture walk, mural viewing, and the Farmer’s Market. Pat Carney made a motion Creative District to use the logo subject to a formal agreement with the understanding Creative District can cease usage and VPD can withdraw its permission of use. Doug Stebbing Second. Ayes: Connie Geary, Pat Carney, Stephanie Bates, and Doug Stebbing. Nays: None.

**G. Adjourn.**

Stephanie Bates made a motion to adjourn the meeting, seconded by Doug Stebbing. The meeting was adjourned at 9:32 a.m.

The next VPD meeting will be Thursday, April 18, 2024, 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 - April 15, 2024**

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		\$ 281.08	Electricity
	Prime Sanitation		\$ 348.75	Monthly Trash Charges
	Andrew Olsen		\$ 2,900.00	Deicing 3/25 & 3/26
	Norfolk Daily News		\$ 9.72	VPD Mtg Notice 1/18
	PrecisionIT		\$ 47.50	Web Serv Mgmt
	Total Expenses		\$ 5,142.05	