

# **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.