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## AGENDA

**Vehicle Parking District  
October 21, 2021 – 8:15 a.m.  
Norfolk City Council Chamber  
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. Recommended Actions
  - 1. Approval of agenda.
  - 2. Approval of meeting minutes from September 16, 2021 8:15 a.m.
- C. Old Business
  - 1. Discussion free parking and reserved parking lots.
  - 2. Long term leases.
  - 3. Maintenance.
- D. New Business
- E. Other Business
  - 1. City project update.
  - 2. Next meeting November 17, 2021 at 8:15 a.m. in the Council Chambers.
  - 3. Agenda items for next meeting.
- F. Financial Report

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

Connie Geary called the meeting to order at 8:15 a.m.

Roll call found the following Board members present: Connie Geary, Doug Stebbing, Pat Carney (alternate), John Stappert, Justin Webb, and Stephanie Bates. Absent: None

City Staff members present were Public Works Director/City Engineer Steve Rames.

Also present Scott Adams, Vice President of Downtown Norfolk Association/owner of Ravenwood Gallery and Steven Sunderman owner of Koenigstein Building.

Geary informed the public about the location of the current copy of Open Meetings Act posted in the meeting room and accessible to members of the public.

#### Agenda

Stebbing moved, seconded by Webb to approve the agenda as printed. Roll call: Ayes: Connie Geary, Doug Stebbing, Pat Carney (alternate), John Stappert, Stephanie Bates, and Justin Webb. Nays: None. Absent: None.

#### Minutes

Webb moved, seconded by Stebbing to approve the minutes as printed. Roll call: Ayes: Connie Geary, Doug Stebbing, Pat Carney (alternate), John Stappert, Stephanie Bates, and Justin Webb. Nays: None. Absent: None.

#### Free Parking and Reserved Parking Lot Discussion

Recap was given by Steven Rames and Connie Geary on the public meeting sponsored by the Downtown Norfolk Association regarding downtown parking. In the room there were those that were favoring free parking and those favoring paid parking. The difference in opinion appeared to be those that had access to larger lots and abundant parking vs those with smaller lots and tighter parking.

Rames suggested maybe keeping some lots reserved for residential and employees, but at no cost. Discussion followed regarding how to indicate what spaces are reserved and how to enforce. Discussion was had on how to determine the residential and employee parking needs.

Discussion continued regarding reserved spaces and painting "R" on those spaces and removing signs which all present agreed were confusing.

Bates moved, seconded by Stebbing to open up the parking with research done on each lot to determine how many reserved spaces will be needed if any. Roll call: Ayes: Connie Geary, Doug Stebbing, Pat Carney (alternate), John Stappert, Stephanie Bates, and Justin Webb. Nays: None. Absent: None.

Rames said he would bring a map to the next meeting that shows each lot and the number of permits sold for residential and employee to get an idea of how many should be painted reserved. Board members will visit with businesses and ask what they would like to see in the lots and share results at the next board meeting.

Long Term Leases

Discussion tabled until next meeting.

Parking Lot Maintenance

Discuss Discussion tabled until next meeting.

City Project Updates

Downtown mill and overlay will occur after Oktoberfest and will take two to three days and should be done will striping, overlay, and parking lot pothole fills by October 15<sup>th</sup>.

Adjourn

Bates moved, seconded by Stebbing to adjourn the meeting at 9:26 a.m.

Next meeting will be October 21, 2021 at 8:15 a.m. in the Council Chambers.

Month Ended: September

GL NUMBER	DESCRIPTION	BALANCE AS OF 09/30/2017	BALANCE AS OF 09/30/2018	BALANCE AS OF 09/30/2019	BALANCE AS OF 09/30/2020	BALANCE AS OF 09/30/2021
<b>Fund 103 - VEHICLE PARKING FUND</b>						
<b>Revenues</b>						
<b>Dept 000</b>						
103-000-311.001	PROPERTY TAXES	78,748.98	83,668.24	88,725.31	101,379.18	94,296.85
103-000-314.001	MOTOR VEHICLE PRO RATE	260.94	270.36	294.06	285.23	292.08
103-000-345.004	PERS. PROP. TAX RELIEF	0.00	0.00	0.00	0.00	0.00
103-000-345.006	HOMESTD & PROP TX RELIEF	0.00	0.00	0.00	0.00	0.00
103-000-345.007	PROPERTY TAX CREDIT	5,157.22	5,489.89	5,812.32	6,526.09	4,316.21
103-000-371.002	OTHER RENTAL INCOME	685.00	1,120.00	0.00	190.00	0.00
103-000-371.004	PARKING LOT RENT	21,160.00	25,559.00	27,520.75	35,313.50	35,385.50
103-000-374.001	REV.FROM DISP.FIXED ASST	0.00	0.00	0.00	0.00	0.00
103-000-374.003	CONTRIBUTIONS-OTHER	0.00	0.00	0.00	0.00	0.00
103-000-374.004	MISCELLANEOUS	0.00	3.55	200.00	0.00	0.00
103-000-374.008	LATE CHARGES	7.93	2.09	3.63	0.00	0.00
103-000-386.001	INTEREST ON LOANS	662.46	582.43	563.12	273.59	144.89
103-000-388.001	OTHER INTEREST INCOME	350.71	746.15	1,374.78	1,818.82	733.36
103-000-395.001	PROCEEDS OF DEBT	0.00	0.00	0.00	0.00	0.00
103-000-395.003	PROCEEDS-REFUNDING BONDS	0.00	0.00	0.00	0.00	155,000.00
103-000-397.004	OTHER LOANS PRINCIPAL PA	4,174.36	4,726.28	6,192.45	5,036.91	6,131.51
<b>Total Dept 000</b>		<b>111,207.60</b>	<b>122,167.99</b>	<b>130,686.42</b>	<b>150,823.32</b>	<b>296,300.40</b>
<b>TOTAL REVENUES</b>		<b>111,207.60</b>	<b>122,167.99</b>	<b>130,686.42</b>	<b>150,823.32</b>	<b>296,300.40</b>
<b>Expenditures</b>						
<b>Dept 013 - VEHICLE PARKING FUND</b>						
103-013-511.000	SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
103-013-513.000	GROUP INSURANCE	0.00	0.00	0.00	0.00	0.00
103-013-515.000	FICA	0.00	0.00	0.00	0.00	0.00
103-013-516.000	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	0.00
103-013-518.000	PHYSICAL EXAMS	0.00	0.00	0.00	0.00	0.00
103-013-521.000	UNIFORMS	0.00	0.00	0.00	0.00	0.00
103-013-529.000	OTHER OPER. SUP.& MAT	0.00	0.00	0.00	0.00	0.00
103-013-531.000	RENT	0.00	0.00	0.00	0.00	0.00
103-013-533.000	CONTRACT EQUIPMENT SERVI	7,456.25	8,828.75	25,129.75	23,102.75	24,280.75
103-013-539.000	OTHER C.D.&E.D. EXPEND.	0.00	0.00	0.00	0.00	0.00
103-013-541.000	ELECTRICITY	4,003.55	4,034.05	4,140.84	4,089.73	3,353.96
103-013-542.000	NATURAL GAS & HTG. OIL	0.00	0.00	0.00	0.00	0.00
103-013-543.000	WATER AND SEWER	0.00	0.00	0.00	0.00	1,288.42
103-013-546.000	BLDG, GRND & PLANT MAINT	71,770.60	28,883.45	26,595.03	21,244.04	13,219.58
103-013-551.000	PUBLIC RELATIONS	22,480.14	8,882.13	13,956.60	10,396.40	7,747.30
103-013-553.000	TRAVEL AND TRAINING	0.00	0.00	0.00	0.00	0.00
103-013-561.000	INSURANCE	253.74	223.37	140.41	185.29	269.30
103-013-563.000	POSTAGE	0.00	0.00	38.22	74.50	33.53
103-013-564.000	OFFICE SUPPLIES	1,153.69	1,203.00	1.50	589.44	0.00
103-013-565.000	LEGAL NOTICES&ADVERTISE	194.09	969.28	677.49	643.56	30.86
103-013-568.000	OTHER PROFESSIONAL FEES	30,253.00	26,282.00	24,136.00	22,131.00	27,247.00
103-013-569.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
103-013-581.000	LAND	0.00	0.00	0.00	0.00	0.00
103-013-584.000	MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00
103-013-587.000	INFRA-STRUCTURE	0.00	0.00	0.00	0.00	0.00
103-013-591.000	DEBT SERVICE-PRINCIPAL	15,000.00	15,000.00	15,000.00	15,000.00	170,000.00
103-013-592.000	DEBT SERVICE-INTEREST	6,017.50	5,897.50	5,728.75	5,496.25	3,539.17
<b>Total Dept 013 - VEHICLE PARKING FUND</b>		<b>158,582.56</b>	<b>100,203.53</b>	<b>115,544.59</b>	<b>102,952.96</b>	<b>251,009.87</b>

Month Ended: September

GL NUMBER	DESCRIPTION	BALANCE AS OF 09/30/2017	BALANCE AS OF 09/30/2018	BALANCE AS OF 09/30/2019	BALANCE AS OF 09/30/2020	BALANCE AS OF 09/30/2021
Fund 103 - VEHICLE PARKING FUND						
Expenditures						
TOTAL EXPENDITURES		158,582.56	100,203.53	115,544.59	102,952.96	251,009.87
Fund 103 - VEHICLE PARKING FUND:						
TOTAL REVENUES		111,207.60	122,167.99	130,686.42	150,823.32	296,300.40
TOTAL EXPENDITURES		158,582.56	100,203.53	115,544.59	102,952.96	251,009.87
NET OF REVENUES & EXPENDITURES		(47,374.96)	21,964.46	15,141.83	47,870.36	45,290.53

Fund 103 VEHICLE PARKING FUND

GL Number	Description	Balance
*** Assets ***		
103-000-118.006	DNA IMPREST ACCOUNT	3,000.00
103-000-121.003	ACCOUNTS RECEIVABLE	560.00
103-000-123.001	NOTES RECEIVABLE	2,133.23
103-000-138.009	DUE FROM DISB. FUND	170,543.15
<b>Total Assets</b>		<b>176,236.38</b>
*** Liabilities ***		
103-000-211.001	DEFERRED REVENUE	2,133.23
103-000-221.001	ACCOUNTS PAYABLE	1,050.10
<b>Total Liabilities</b>		<b>3,183.33</b>
*** Fund Balance ***		
103-000-297.001	FUND BALANCE-UNRESERVED	137,583.58
<b>Total Fund Balance</b>		<b>137,583.58</b>
<b>Beginning Fund Balance</b>		<b>137,583.58</b>
<b>Net of Revenues VS Expenditures</b>		<b>35,469.47</b>
<b>Ending Fund Balance</b>		<b>173,053.05</b>
<b>Total Liabilities And Fund Balance</b>		<b>176,236.38</b>

PERIOD ENDING 08/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 08/31/2021	AVAILABLE		% BGD USED
		2020-21 AMENDED BUDGET	MONTH 08/31/2021 INCREASE (DECREASE)		NORMAL	(ABNORMAL)	
Fund 103 - VEHICLE PARKING FUND							
Revenues							
103-000-311.001	PROPERTY TAXES	98,889.00	1,483.89	82,337.52		16,551.48	83.26
103-000-314.001	MOTOR VEHICLE PRO RATE	270.00	0.00	223.46		46.54	82.76
103-000-345.007	PROPERTY TAX CREDIT	0.00	0.00	4,316.21		(4,316.21)	100.00
103-000-371.004	PARKING LOT RENT	30,000.00	140.00	35,013.00		(5,013.00)	116.71
103-000-386.001	INTEREST ON LOANS	150.00	0.00	137.53		12.47	91.69
103-000-388.001	OTHER INTEREST INCOME	200.00	12.70	630.83		(430.83)	315.42
103-000-395.003	PROCEEDS-REFUNDING BONDS	0.00	0.00	155,000.00		(155,000.00)	100.00
103-000-397.004	OTHER LOANS PRINCIPAL PA	5,644.00	0.00	5,173.27		470.73	91.66
TOTAL REVENUES		135,153.00	1,636.59	282,831.82		(147,678.82)	209.27
Expenditures							
103-013-533.000	CONTRACT EQUIPMENT SERVI	28,000.00	0.00	24,280.75		3,719.25	86.72
103-013-541.000	ELECTRICITY	4,400.00	268.60	2,816.76		1,583.24	64.02
103-013-543.000	WATER AND SEWER	0.00	464.61	782.60		(782.60)	100.00
103-013-546.000	BLDG, GRND & PLANT MAINT	75,300.00	255.75	12,380.08		62,919.92	16.44
103-013-551.000	PUBLIC RELATIONS	23,540.00	525.75	7,482.30		16,057.70	31.79
103-013-561.000	INSURANCE	192.00	0.00	269.30		(77.30)	140.26
103-013-563.000	POSTAGE	125.00	0.00	33.53		91.47	26.82
103-013-564.000	OFFICE SUPPLIES	1,750.00	0.00	0.00		1,750.00	0.00
103-013-565.000	LEGAL NOTICES&ADVERTISE	1,000.00	0.00	30.86		969.14	3.09
103-013-568.000	OTHER PROFESSIONAL FEES	10,776.00	52.00	25,747.00		(14,971.00)	238.93
103-013-591.000	DEBT SERVICE-PRINCIPAL	15,000.00	0.00	170,000.00		(155,000.00)	1,133.33
103-013-592.000	DEBT SERVICE-INTEREST	5,204.00	0.00	3,539.17		1,664.83	68.01
TOTAL EXPENDITURES		165,287.00	1,566.71	247,362.35		(82,075.35)	149.66
Fund 103 - VEHICLE PARKING FUND:							
TOTAL REVENUES		135,153.00	1,636.59	282,831.82		(147,678.82)	209.27
TOTAL EXPENDITURES		165,287.00	1,566.71	247,362.35		(82,075.35)	149.66
NET OF REVENUES & EXPENDITURES		(30,134.00)	69.88	35,469.47		(65,603.47)	117.71

Fund 103 VEHICLE PARKING FUND

GL Number	Description	Balance
*** Assets ***		
103-000-118.006	DNA IMPREST ACCOUNT	3,000.00
103-000-121.003	ACCOUNTS RECEIVABLE	822.50
103-000-123.001	NOTES RECEIVABLE	1,174.99
103-000-138.009	DUE FROM DISB. FUND	179,530.21
<b>Total Assets</b>		<b>184,527.70</b>
*** Liabilities ***		
103-000-211.001	DEFERRED REVENUE	1,174.99
<b>Total Liabilities</b>		<b>1,174.99</b>
*** Fund Balance ***		
103-000-297.001	FUND BALANCE-UNRESERVED	137,583.58
<b>Total Fund Balance</b>		<b>137,583.58</b>
<b>Beginning Fund Balance</b>		<b>137,583.58</b>
<b>Net of Revenues VS Expenditures</b>		<b>45,769.13</b>
<b>Ending Fund Balance</b>		<b>183,352.71</b>
<b>Total Liabilities And Fund Balance</b>		<b>184,527.70</b>



PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE		AVAILABLE		% BGD USED
		2020-21 AMENDED BUDGET	MONTH 09/30/2021 INCREASE (DECREASE)	09/30/2021 NORMAL (ABNORMAL)	09/30/2021 NORMAL (ABNORMAL)	BALANCE		
Fund 103 - VEHICLE PARKING FUND								
Revenues								
103-000-311.001	PROPERTY TAXES	98,889.00	11,959.33	94,296.85	4,592.15	95.36		
103-000-314.001	MOTOR VEHICLE PRO RATE	270.00	68.62	292.08	(22.08)	108.18		
103-000-345.007	PROPERTY TAX CREDIT	0.00	0.00	4,316.21	(4,316.21)	100.00		
103-000-371.004	PARKING LOT RENT	30,000.00	372.50	35,385.50	(5,385.50)	117.95		
103-000-386.001	INTEREST ON LOANS	150.00	7.36	144.89	5.11	96.59		
103-000-388.001	OTHER INTEREST INCOME	200.00	102.53	733.36	(533.36)	366.68		
103-000-395.003	PROCEEDS-REFUNDING BONDS	0.00	0.00	155,000.00	(155,000.00)	100.00		
103-000-397.004	OTHER LOANS PRINCIPAL PA	5,644.00	958.24	6,131.51	(487.51)	108.64		
TOTAL REVENUES		135,153.00	13,468.58	296,300.40	(161,147.40)	219.23		
Expenditures								
103-013-533.000	CONTRACT EQUIPMENT SERVI	28,000.00	0.00	24,280.75	3,719.25	86.72		
103-013-541.000	ELECTRICITY	4,400.00	268.60	3,085.36	1,314.64	70.12		
103-013-543.000	WATER AND SEWER	0.00	505.82	1,288.42	(1,288.42)	100.00		
103-013-546.000	BLDG, GRND & PLANT MAINT	75,300.00	839.50	13,219.58	62,080.42	17.56		
103-013-551.000	PUBLIC RELATIONS	23,540.00	55.00	7,537.30	16,002.70	32.02		
103-013-561.000	INSURANCE	192.00	0.00	269.30	(77.30)	140.26		
103-013-563.000	POSTAGE	125.00	0.00	33.53	91.47	26.82		
103-013-564.000	OFFICE SUPPLIES	1,750.00	0.00	0.00	1,750.00	0.00		
103-013-565.000	LEGAL NOTICES&ADVERTISE	1,000.00	0.00	30.86	969.14	3.09		
103-013-568.000	OTHER PROFESSIONAL FEES	10,776.00	1,500.00	27,247.00	(16,471.00)	252.85		
103-013-591.000	DEBT SERVICE-PRINCIPAL	15,000.00	0.00	170,000.00	(155,000.00)	1,133.33		
103-013-592.000	DEBT SERVICE-INTEREST	5,204.00	0.00	3,539.17	1,664.83	68.01		
TOTAL EXPENDITURES		165,287.00	3,168.92	250,531.27	(85,244.27)	151.57		
Fund 103 - VEHICLE PARKING FUND:								
TOTAL REVENUES		135,153.00	13,468.58	296,300.40	(161,147.40)	219.23		
TOTAL EXPENDITURES		165,287.00	3,168.92	250,531.27	(85,244.27)	151.57		
NET OF REVENUES & EXPENDITURES		(30,134.00)	10,299.66	45,769.13	(75,903.13)	151.89		