
AGENDA

**Vehicle Parking District
April 21, 2022 – 8:15 a.m.
City Administration Offices – 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. Recommended Actions
 - 1. Approval of agenda
 - 2. Approval of meeting minutes from March 17, 2022
- C. Financial Report
 - 1. Review invoices
- D. Old Business
- E. New Business
 - 1. Zoom call with Brad w/ Puma - *April 26, 2022 from 11:30 a.m. – 12:15 p.m.*
 - 2. Downtown Tree Replacements
 - 3. Downtown Lighting
 - 4. Parking Lot Striping
- F. Other Business
 - 1. City project update
 - 2. Next meeting May 19, 2022 at 8:15 a.m. in the Training Room
 - 3. Agenda items for next meeting

VEHICLE PARKING DISTRICT ADVISORY BOARD

Connie Geary called the meeting to order at 8:20 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, John Stappert, Stephanie Bates, Doug Stebbing, and Pat Carney. Absent: Justin Webb

Ex-Officio members present: Amy Renter

City Staff members present: Public Works Director/City Engineer Steve Rames, Economic Development Assistant Jen Olson, Economic Development Property Coordinator Mickella Brabec, Economic Developer Candice Alder

Agenda

Stebbing moved, seconded by Carney to approve the agenda. Roll call: Ayes: Connie Geary, John Stappert, Stephanie Bates, Doug Stebbing, and Pat Carney. Absent: Justin Webb

Minutes

Stappert moved, seconded by Bates to approve the minutes as printed. Roll call: Ayes: Connie Geary, John Stappert, Stephanie Bates, Doug Stebbing, and Pat Carney. Absent: Justin Webb

Zoom Call with Puma

Doodle poll will be sent out to Board members to find a date that will work for a Zoom call with PUMA.

Justin Webb arrived at 8:27 a.m.

City Project Updates

Rames updated the board on the Johnson Park project. There will be a preconstruction meeting next week then he will have more of a timeline for the work. The project has been awarded. Plan is for intersection improvements, storm sewer extension, replace the bridge at 1st Street, and instream improvements.

Johnson Park restroom and parking lot bid was sent out today.

In May/June plan to advertise for bids for trail system with a 2023 construction start date.

Parks Division is working on playground improvements and amphitheater.

Engineering website will have construction updates posted starting early April.

Benjamin Avenue construction to begin April 4th. Lanes will be moving from four-lanes to two-lanes. Will start on east side of Riverside and progress to 1st Street. Entire section from Benjamin to 1st Street up to Queen City Blvd. Then in 2023 the plan is to go from Queen City to almost 13th Street. Largest expense of the project will be the almost \$2 million to move overhead electrical to underground electrical. There will be no overhead at all on the south side of Benjamin, just the sub transmission line on north side will be exposed.

Andy Colvin arrived at 8:50 a.m.

Other Business

Rames started a discussion regarding festoon lighting downtown. Will have a meeting next week on Wednesday and would love to see something installed by the fall. Possible area would be from 3rd Street to 5th Street.

Discussion followed on any feedback received from business owners or residents in regards to the parking downtown since we removed the parking passes. The City reported they have not heard anything. Stebbing reported a lot of overnight parking. Discussion followed regarding snow removal issues with overnight parking.

Board agreed that notification has not really happened to the public. Rames said this will happen after updates to the City code are complete.

Renter reported feedback from citizens they do not like the parking space loss that happened after the center walk through areas were put in. Rames suggested bicycle racks in that space to utilize it. Board responded positively to this suggestion.

Connie Geary left at 9:00 a.m.

Amy Renter left at 9:05 a.m.

Webb suggested addressing the storing of vehicles and trailers in the City owned parking lots.

Signage will be installed and pavement marking will happen once the weather is warmer.

Webb asked if the snow removal budget that was leftover, 28K, can be used for something else. Colvin suggested using it for downtown lighting.

Pat Carney left at 9:10 a.m.

Financials

Board reviewed invoices paid.



Adjourn

Bates moved, seconded by Stappert to adjourn the meeting at 9:30 a.m. Roll call: Ayes: John Stappert, Stephanie Bates, Doug Stebbing, and Justin Webb. Absent: Connie Geary and Pat Carney.

Next meeting will be April 21, 2022 at 8:15 a.m. in the Training Room at the City Administration Building.

Fund 103 VEHICLE PARKING FUND

GL Number	Description	Balance
*** Assets ***		
103-000-118.006	DNA IMPREST ACCOUNT	3,000.00
103-000-138.009	DUE FROM DISB. FUND	170,639.49
Total Assets		173,639.49
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
103-000-297.001	FUND BALANCE-UNRESERVED	182,874.11
Total Fund Balance		182,874.11
Beginning Fund Balance		182,874.11
Net of Revenues VS Expenditures		(9,234.62)
Ending Fund Balance		173,639.49
Total Liabilities And Fund Balance		173,639.49

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	AVAILABLE		% BDGT USED
		2021-22 AMENDED BUDGET	MONTH 02/28/2022 INCREASE (DECREASE)	02/28/2022 (ABNORMAL)	NORMAL	(ABNORMAL) BALANCE	
Fund 103 - VEHICLE PARKING FUND							
Revenues							
Dept 000							
103-000-311.001	PROPERTY TAXES	101,112.00	2,832.44	20,245.98	80,866.02		20.02
103-000-314.001	MOTOR VEHICLE PRO RATE	270.00	67.09	109.30	160.70		40.48
103-000-371.004	PARKING LOT RENT	0.00	0.00	(100.00)	100.00		100.00
103-000-386.001	INTEREST ON LOANS	12.00	0.00	1.93	10.07		16.08
103-000-388.001	OTHER INTEREST INCOME	200.00	17.55	216.38	(16.38)		108.19
103-000-397.004	OTHER LOANS PRINCIPAL PA	1,920.00	0.00	1,174.99	745.01		61.20
Total Dept 000		103,514.00	2,917.08	21,648.58	81,865.42		20.91
TOTAL REVENUES		103,514.00	2,917.08	21,648.58	81,865.42		20.91
Expenditures							
Dept 013 - VEHICLE PARKING FUND							
103-013-533.000	CONTRACT EQUIPMENT SERVI	28,000.00	0.00	4,032.00	23,968.00		14.40
103-013-541.000	ELECTRICITY	4,400.00	268.60	1,074.40	3,325.60		24.42
103-013-543.000	WATER AND SEWER	1,200.00	0.00	412.99	787.01		34.42
103-013-546.000	BLDG, GRND & PLANT MAINT	85,300.00	0.00	0.00	85,300.00		0.00
103-013-551.000	PUBLIC RELATIONS	23,540.00	0.00	868.75	22,671.25		3.69
103-013-561.000	INSURANCE	275.00	0.00	463.97	(188.97)		168.72
103-013-563.000	POSTAGE	125.00	0.00	13.34	111.66		10.67
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	0.00	1,000.00		0.00
103-013-568.000	OTHER PROFESSIONAL FEES	24,180.00	1,500.00	8,494.00	15,686.00		35.13
103-013-591.000	DEBT SERVICE-PRINCIPAL	15,000.00	0.00	15,000.00	0.00		100.00
103-013-592.000	DEBT SERVICE-INTEREST	1,014.00	0.00	523.75	490.25		51.65
Total Dept 013 - VEHICLE PARKING FUND		185,784.00	1,768.60	30,883.20	154,900.80		16.62
TOTAL EXPENDITURES		185,784.00	1,768.60	30,883.20	154,900.80		16.62
Fund 103 - VEHICLE PARKING FUND:							
TOTAL REVENUES		103,514.00	2,917.08	21,648.58	81,865.42		20.91
TOTAL EXPENDITURES		185,784.00	1,768.60	30,883.20	154,900.80		16.62
NET OF REVENUES & EXPENDITURES		(82,270.00)	1,148.48	(9,234.62)	(73,035.38)		11.22

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 103 VEHICLE PARKING FUND							
Dept 013 VEHICLE PARKING FUND							
103-013-541.000	ELECTRICITY	NE PUBLIC POWER DISTR	ELECTRIC BILLS	03102022	03/21/22	268.60	12911
103-013-541.000	ELECTRICITY	NE PUBLIC POWER DISTR	ELECTRIC BILLS	04012022	04/18/22	268.60	
103-013-551.000	PUBLIC RELATIONS	SOUND PRODUCTS	MUSIC SERVICE	22033716840	04/04/22	55.00	12920
103-013-568.000	OTHER PROFESSIONAL FEES	HOLLMAN MEDIA	CBA4D4D6B73	22033529299	04/04/22	2,572.00	12920
103-013-568.000	OTHER PROFESSIONAL FEES	DOWNTOWN NORFOLK ASSO	SIGN RENT	20220401	04/04/22	1,500.00	12972
Total For Dept 013 VEHICLE PARKING FUND						4,664.20	
Total For Fund 103 VEHICLE PARKING FUND						4,664.20	

Candice Alder
Economic Developer

calder@norfolkne.gov

REQUEST FOR QUOTE

The City of Norfolk is requesting a quote for a Festoon Lighting Plan designed specifically for Norfolk Avenue from 1st Street to 8th Street in Downtown Norfolk. Please submit your quote to the City of Norfolk - Economic Development office at 309 N 5th Street, Norfolk, NE 68701.

The City will be working alongside a subcommittee with representatives of the Downtown Norfolk Association and the Vehicle Parking District to explore and implement these activities.

I. COMMUNITY AND PROJECT BACKGROUND

The City of Norfolk is a retail and business hub in northeast Nebraska with a population of approximately 25,865. The City of Norfolk is exploring the incorporation of festoon lighting along Norfolk Avenue from 1st Street to 8th Street in order to:

- enhance the atmosphere and amenities in the downtown district
- create a comfortable and engaging environment for pedestrians, bicyclists, and vehicles
- provide an seamless connection between the riverfront and the downtown district
- increase safety

II. DELIVERABLES

- Two stakeholder meetings to 1) listen to project priorities and 2) present Festoon Lighting Plan
- Utilize feedback from initial stakeholder meeting to design and develop a Festoon Lighting Plan for Norfolk Avenue from 1st Street to 8th Street.
- Festoon Lighting Plan shall include:
 - Proposed anchor point locations – preference is to use city-owned infrastructure
 - Evaluation of weight requirements for Festoon Lighting Plan and recommendation for placement of reinforced cables if/where necessary
 - Recommendation for multi-phase implementation
 - Recommendation for type of lighting suitable for long-term commercial use
 - Opinion of probable cost for each phase of the plan
 - Economic benefits of enhanced lighting

Any questions concerning this request for quotes should be directed to Candice Alder at (402) 844-2263 or email calder@norfolkne.gov.