

## FINANCE COMMITTEE MEETING

The Finance Committee of the City of Norfolk, Nebraska met in the Council Chambers, 309 West Madison Avenue, Norfolk, Nebraska, on Monday, August 25, 2008, beginning at 7:00 a.m.

Mayor Gordon D. Adams called the meeting to order.

Roll call found the following Committee members present: Mayor Gordon Adams and Councilpersons Brenneman, Coy, Fauss, Lange, Reeder, Saunders, Van Dyke and Wilson.  
Absent: None.

Staff members present were City Administrator Al Roder, Public Works Director Dennis Smith, City Attorney Clint Schukei, City Clerk Beth Deck, Wastewater Plant Superintendent Todd Boling, Transportation, Building & Grounds Director Jim Koch, Water & Sewer Director Dennis Watts, Solid Waste Manager Gary Lund, Housing Director Sheila Miller, Property/Operations Manager Gary Lund, Police Chief Bill Mizner, Fire Chief Shane Weidner, Information Systems Manager Jim McKenzie, Prevention Manager Scott Cordes, Finance Officer Randy Gates, and Human Resources Director Sheila Miller.

Notice of the meeting was given in advance by publication in the Norfolk Daily News, and notice of the meeting was given to the Mayor and all members of the Council prior to the meeting.

The Mayor presided and the City Clerk recorded the proceedings.

The Mayor 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.

The Mayor requested consideration of approval of the minutes of the July 14, 2008 Finance Committee meeting as printed.

Councilperson Van Dyke moved, seconded by Councilperson Saunders to approve the minutes of the July 14, 2008 Finance Committee meeting as printed. Roll call: Ayes: Councilperson Brenneman, Coy, Fauss, Lange, Reeder, Saunders, Van Dyke, Wilson and Mayor. Nays: None. Absent: None. Motion carried.

The Mayor requested consideration of approval of the minutes of the July 15, 2008 Finance Committee meeting as printed.

Councilperson Brenneman moved, seconded by Councilperson Fauss to approve the minutes of the July 15, 2008 Finance Committee meeting as printed. Roll call: Ayes: Councilperson Brenneman, Coy, Fauss, Lange, Reeder, Saunders, Van Dyke, Wilson and Mayor. Nays: None. Absent: None. Motion carried.

The Mayor requested consideration of approval of the minutes of the July 22, 2008 Finance Committee meeting as printed.

Councilperson Fauss moved, seconded by Councilperson Wilson to approve the minutes of the July 22, 2008 Finance Committee meeting as printed. Roll call: Ayes: Councilperson Brenneman, Coy, Fauss, Lange, Reeder, Saunders, Van Dyke, Wilson and Mayor. Nays: None. Absent: None. Motion carried.

The Mayor requested consideration of approval of the minutes of the July 29, 2008 Finance Committee meeting as printed.

Councilperson Lange moved, seconded by Councilperson Coy to approve the minutes of the July 29, 2008 Finance Committee meeting as printed. Roll call: Ayes: Councilperson Brenneman, Coy, Fauss, Lange, Reeder, Saunders, Van Dyke, Wilson and Mayor. Nays: None. Absent: None. Motion carried.

The first item discussed was Amendment No. 17 to the Black & Veatch engineering services contract for pre-design of the Northeast Water Pumping Station to provide water service to the Norfolk **Regional Center**. Cost of the contract is in a not-to-exceed amount of \$36,500. Public Works Director Dennis Smith explained the State of Nebraska is prepared to spend up to \$2.8 million to construct a plant and shop addition adjacent to Building 16 at the Norfolk Regional Center (NRC). The construction will modernize the hospital and discontinue operations in Building 20 at the north end of the NRC campus. The proposed facility upgrade will result in a savings to the State of \$608,097 annually and will pay for the project over a 12-year period. Cooperation from the City of Norfolk will help ensure the State makes these improvements to the Norfolk Regional Center. The State is seeking a commitment from the City of Norfolk to extend city water services to Building 16. The Regional Center is currently being supplied from ground water wells which will be disconnected once the new service facilities are completed. The service should be fully functional by October 2010 and will initially provide water only to the hospital building. However, other existing Regional Center facilities may be served in the future. The project will be installation of a new booster pumping station in the general vicinity of Benjamin Avenue and Victory Road. The location for the booster pump station and future elevated water storage tank will be investigated by Black & Veatch to identify the optimum site for providing service to the Regional Center and future development north of the intersection of Benjamin Avenue and Victory Road as well as the East Knolls and Meadow Ridge housing developments. The Scope of Services includes additional water system modeling for predicting infrastructure requirements for future system demands. The engineering pre-design needs to be completed by September 15, 2008 and, with approval by elected officials, Black & Veatch can meet that deadline.

Councilperson Van Dyke questioned the size of the water main.

Smith stated the current main in that area is 12". However, Black & Veatch will look at optimum sizing for the area. Smith said another consideration is the fact that the Northeast Community College farm is located north of the campus.

Councilperson Fauss questioned whether these improvements will be a help to industries.

Smith stated the study is the first step to developing an industrial park in that area as well as serving current industries. The study will also address fire suppression, electrical power systems and standby emergency power generation planning.

Councilperson Brenneman moved, seconded by Councilperson Fauss to approve and move forward with Amendment No. 19 to the Black & Veatch Engineering Contract for pre-design of the Northeast Water Pumping station to provide water service to the Norfolk Regional Center in an amount not-to-exceed \$36,500. Roll call: Ayes: Councilperson Brenneman, Coy, Fauss, Lange, Reeder, Saunders, Van Dyke, Wilson and Mayor. Nays: None. Absent: None. Motion carried.

The next item discussed was an agreement with Nebraska Central **Railroad** to replace the crossing material on the railroad tracks on Norfolk Avenue from outside sidewalk to outside sidewalk in an amount of \$60,000.

Public Works Director Dennis Smith explained Norfolk Avenue will be overlaid from 1st Street to 8th Street in the near future. City staff contacted Nebraska Central Railroad representatives to replace the crossing material on the railroad tracks on Norfolk Avenue from outside sidewalk to outside sidewalk. The Railroad will provide the labor, equipment and expertise for the project and the City will pay for the materials. The asphalt contractor plans to complete work prior to the sidewalk project.

Councilperson Van Dyke moved, seconded by Councilperson Lange to enter into a formal agreement with Nebraska Central Railroad to replace the crossing material on the railroad tracks on Norfolk Avenue from outside sidewalk to outside sidewalk in an amount of \$60,000. Roll call: Ayes: Councilperson Brenneman, Coy, Fauss, Lange, Reeder, Saunders, Van Dyke, Wilson and Mayor. Nays: None. Absent: None. Motion carried.

Amy Sanderhoff, on behalf of the Downtown Norfolk Association, reviewed a letter dated August 14, 2008 requesting permission from the City of Norfolk for a variety of uses of City property for the upcoming D-Arts Festival on Saturday, September 27, 2008. The event is a festival to showcase the new look for Downtown Norfolk. The requests are to:

1. Block street parking in the area between the Norfolk Food Bank at 106 West Norfolk Avenue and Mapes Law Office at 100 West Norfolk Avenue to provide access for foot traffic to displays. The blocked area would include a ramp and signage promoting the event.
2. Block street parking in front of Reeder Originals at 115 West Norfolk Avenue to Northeast Nebraska Area Agency on Aging at 119 West Norfolk Avenue to provide access for foot traffic to displays. The blocked area would include a ramp and signage promoting the event.
3. Block street parking in front of Regency Portraits and Pat-a-Cake at 316 West Norfolk Avenue and ...and everything nice at 320 West Norfolk Avenue to provide access for foot traffic to displays. The blocked area would include a ramp and signage promoting the event.
4. Block street parking in front of Sixpence at 416 West Norfolk Avenue and Little King at Little King at 420 West Norfolk Avenue to provide access for foot traffic to displays. The blocked area would include a ramp and signage promoting the event.
5. Block off the parking lot on the north side of Norfolk Avenue on 1st Street adjacent to Tienda Leon. The purpose of this area would be hold performances and activities as well as possibly distributing food and non-alcoholic beverages.
6. Block off the parking lot on the southwest corner of 3rd Street and Norfolk Avenue as well as the adjacent sidewalks to the north and east of the parking lot and 3rd Street from Norfolk Avenue south to the alley. The purpose of this area would be to hold the main performance stage, dancing area in front of the stage, tables and chairs for audience members, a beer garden, and Downtown food vendors.
7. Have a beer garden in the parking lot on the southwest corner of 3rd Street and Norfolk Avenue which will be open from 12:00 p.m. to 1:00 a.m. Only beer will be sold here, no wine, hard liquor, or mixed drinks.
8. Close the north side of Norfolk Avenue from 5th Street west to 7th Street to be used as a performance area for actors, musicians, artists, various street performers, and Downtown food vendors.

9. Place up to 2 port-a-potties per block on Norfolk Avenue from 1st to 8th Streets.
10. Place banners and signage on the sidewalks and landscaped areas of Downtown starting September 8, 2008 and remaining through September 28, 2008 to promote the event. Signs would be placed between 1st and 8th Streets from Madison to Braasch. Signs on the sidewalks would be sandwich board style. Signs and banners on landscaped areas would be vinyl attached to stakes that would be sunk into the ground.
11. Place banners and signage on landscaped areas around the City starting September 8, 2008 and remaining through September 28, 2008 to promote the event. Signs would be placed in high traffic areas on Omaha Avenue, Benjamin Avenue, 1st Street, and 13th Street. Signs and banners would be vinyl attached to stakes that would be sunk into the ground.
12. Allow open containers from alcohol sales in front of Reeder Originals from 115 West Norfolk Avenue to Northeast Nebraska Area Agency on Aging at 119 West Norfolk Avenue.
13. Allow open containers from alcohol sales in the courtyard area in front of Tienda Leon at 116 West Norfolk Avenue.
14. Block street parking and allow open containers from alcohol sales in front of Harbor Bar to the street at 208 West Norfolk Avenue.
15. Block street parking and allow open containers from alcohol sales in front of Office Bar to the street at 120 South 4th Street.
16. Allow open containers from alcohol sales in front of Fifth Street Tavern to the street at 500 West Norfolk Avenue.
17. Allow open containers from alcohol sales in front of Club Hollywood to the street at 117 South 3rd Street, as well as in the adjacent parking lot, to the South and East of the establishment which will require restricting lot parking.

Sanderhoff stated request #11 may change to placing the signs, with the permission of owners, on personal property.

Councilperson Van Dyke questioned whether City staff has had an opportunity to review the requests.

Police Chief Bill Mizner has not had that opportunity but City staff are meeting this morning to review the requests.

Councilperson Reeder questioned the City's liability regarding the DNA's requests.

Property/Operations Manager Gary Miller explained the City will require an agreement with the Downtown Norfolk Association to take on all of the liability for the event.

Sanderhoff understands the individual property owners will be liable for the events held in front of their own businesses.

City Attorney Clint Schukei understood the DNA would be the entity signing the agreement to cover all aspects of the event and not individual property owners. Schukei stated working with one group is easier than individual property owners.

Councilperson Reeder had concerns with the proposed ramps into the streets and questioned whether they would meet ADA standards.

Miller explained the agreement can get complicated when certain areas are requested to be blocked off instead of one large area.

Connie Geary, DNA, isn't sure that there will be ramps into the streets "but wanted to include it in the request".

Councilperson Coy questioned how the requested areas will be blocked off.

Sanderhoff stated the DNA is planning on using barricades, cones and ropes to block off the proposed areas.

Mayor Adams has real concerns about allowing open containers.

Schukei explained this item was for discussion purposes only at this time and to inform elected officials about the various requests. Schukei stated any action items pertaining to these requests will appear on the September 2, 2008 City Council meeting for formal consideration.

The next item of discussion was the Wastewater **budget adjustments** to reflect wastewater rate adjustments being recommended by Black & Veatch as part of the Water and Wastewater master planning efforts.

Finance Officer Randy Gates explained the Vehicle Parking District final valuations were slightly less than projected which results in a \$3,120 decrease in the property tax levied for the District. The decrease has a corresponding affect on the ending fund balance.

Public Works Director Dennis Smith explained the Black & Veatch's Water and Wastewater Master Plan recommends a sewer rate increase of 10% to 15% for FY 2008-2009 which is an increase of \$343,500 in user fees. This also results in an increase of \$3,500 in other interest income. No increase is planned for water rates. Sewer revenues fund both the sewer and water pollution control expenditures.

Councilperson Van Dyke moved, seconded by Councilperson Reeder to proceed with the budget adjustments as explained and to move forward with the sewer rate adjustment as recommended. Roll call: Ayes: Councilperson Brenneman, Coy, Fauss, Lange, Reeder, Saunders, Van Dyke, Wilson and Mayor. Nays: None. Absent: None. Motion carried.

Councilperson Van Dyke moved, seconded by Councilperson Fauss to adjourn the meeting at 7:37 a.m. Roll call: Ayes: Council members Brenneman, Coy, Fauss, Lange, Reeder, Saunders, Van Dyke, Wilson and Mayor Adams. Nays: None. Absent: None. Motion carried.

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Gordon D. Adams  
Mayor

ATTEST:

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Elizabeth A. Deck  
City Clerk

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