

## WORK SESSION BUDGET REVIEW

The Mayor and City Council of the City of Norfolk, Nebraska, held a budget review work session in the City Administration Training Room, 309 North 5th Street, Norfolk, Nebraska, on Monday, August 2, 2021, beginning at 8:15 a.m. to review the proposed FY 2021-2022 budgets.

Mayor Josh Moenning called the meeting to order.

Roll call found the following present: Mayor Josh Moenning, Councilmembers Frank Arens, Kory Hildebrand, Gary L. Jackson, Rob Merrill, Thad Murren and Fred Wiebelhaus. Absent: Shane Clausen and Corey Granquist.

Staff members present were City Administrator Andy Colvin, Assistant City Administrator Scott Cordes, City Clerk Brianna Duerst, Finance Officer Randy Gates, Senior Accountant Sheila Rios, Risk Manager Lyle Lutt, Public Works Director Steve Rames, Wastewater Plant Superintendent Rob Huntley, Solid Waste Supervisor Rob Mercer, Water Director Dennis Watts, Police Chief Don Miller, Police Captain Mike Bauer.

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.

### Water Fund

Water and Sewer Director Dennis Watts and Public Works Director Steven Rames presented the Water Fund budget. The proposed budget includes a 5% increase in water use fees. Of this increase, \$85,000, approximately 3%, will be transferred to the Economic Development Fund. Rames discussed addition of an asset management software program to increase efficiency with current resources. Total contract is approximately \$170,000, the Water Fund's share of that program is budgeted at \$15,500 for the purchase and \$2,000 for the annual fees. Staff is requesting approval of a Level III budget with the addition of the asset management software program and annual fees.

Elected officials and staff discussed water use rate increases over the last five years as well as the cost of living adjustment in comparison to inflation rates. Watts said there was an 8% increase in rates in 2016, a 2% increase in 2018 and a 2% increase in 2019. With the proposed increase in this budget, Norfolk's water rates remain in the middle compared to peer cities.

Councilmember Merrill moved, seconded by Councilmember Jackson to approve the Water Fund Level III with the addition of the following Level IV items: asset management software program, \$15,500; asset management annual fees: \$2,000. Roll call: All Ayes. Nays: None. Absent: Clausen and Granquist. Motion carried

### Sewer Revenues

Water and Sewer Director Dennis Watts present the Sewer Revenues Budget. Staff is requesting a Level III budget. The proposed budget includes a 5% increase in sewer rates. Again, 3% would be transferred to Economic Development Fund.

Elected officials and staff discussed sewer rate increases over the last 10 years. Sewer rates have increased more than water rates but that is mostly due to several large sewer projects completed since 2016. Watts said sewer projects totaling between \$9,000,000 and \$11,000,000 have been completed since 2016. Again, with the proposed increase in this budget, Norfolk's sewer rates remain in the middle compared to peer cities.

### Sewer Maintenance

Water and Sewer Director Dennis Watts and Public Works Director Steven Rames presented the Sewer Maintenance Budget. Rames said we are looking to replace the grit system, which would provide a lot of room for growth. The total project would cost is approximately \$2,200,000, which would partially be funded with a \$1,250,000 million dollar bond. The other \$1,000,000 would be paid for from an equipment fund. Utilizing these funds help keep fee increases down. Staff is requesting approval of a Level III budget with the addition of the asset management software and annual fees.

Councilmember Merrill moved, seconded by Wiebelhaus Councilmember Wiebelhaus to approve the Sewer Maintenance Level III budget with the addition of the following Level IV items: asset management software program, \$15,500; asset management annual fees, \$2,000. Roll call: All Ayes. Nays: None. Absent: Clausen and Granquist. Motion carried.

### Water Pollution Control (WPC)

Wastewater Plant Superintendent Robert Huntley presented the Water Pollution Control Budget to elected officials. Staff is requesting a Level III budget with the addition of another staff member, who would be lab technician and operator as well as the asset management software and annual fees.

Councilmember Murren moved, seconded by Councilmember Merrill to approve the Water Pollution Control Level III budget as presented with the addition of the following Level IV items: additional full time staff member; asset management software program, \$23,000; asset management annual use fees, \$2,000. Roll call: All Ayes. Nays: None. Absent: Clausen and Granquist. Motion carried

### Solid Waste Revenue and Operations

Solid Waste Supervisor Robert Mercer presented the Solid Waste Revenue and Operations Budget. The budget includes a 5% increase in tipping fees. Staff is requesting a Level III budget with the addition of the asset management software program and annual fees in Level IV.

Councilmember Merrill, seconded by Jackson to approve the Solid Waste Revenue and Operations Level III budget with the addition of the following Level IV items: asset management program, \$13,000; asset management annual fees, \$2,000. Roll call: All Ayes. Nays: None. Absent: Clausen and Granquist. Motion carried

### Storm Water Utility

Public Works Director Steven Rames presented the Storm Water Utility budget. The budget shows no change in use fees. Staff is requesting approval of a Level III budget.

Councilmember Wiebelhaus moved, seconded by Jackson to approve the budget as presented. Roll call: All Ayes. Nays: None. Absent: Clausen and Granquist. Motion carried.

Engineering

Public Works Director Steven Rames presented the Engineering budget. Staff is requesting approval of a Level III budget. Rames discussed the two vacancies currently in the Engineering Department and priority of getting the vacancies filled.

Councilmember Arens moved, seconded by Councilmember Merrill to approve the Level III as presented. Roll call: All Ayes. Nays: None. Absent: Clausen and Granquist. Motion carried.

SNARE

Police Chief Don Miller presented SNARE budget. SNARE is a drug task force with multiple agencies participating. Contributions from the participating agencies are based on population.

Councilmember Merrill moved, seconded by Councilmember Jackson to approve the SNARE budget as presented. Roll call: All Ayes. Nays: None. Absent: Clausen and Granquist. Motion carried.

Wireless 911 Fund

Police Chief Don Miller presented the Wireless 911 Fund budget. This is a surcharge on cellular phones designed to pay for the equipment and services needed to answer 911 calls. How the money can be spent is regulated.

Councilmember Merrill moved, seconded by Councilmember Wiebelhaus to approve the Wireless 911 Fund budget as presented. Roll call: All Ayes. Nays: None. Absent: Clausen and Granquist. Motion carried.

911 Fund

Police Chief Don Miller presented the 911 Fund budget. This is a surcharge on landlines. This budget will be closed out and rolled into Dispatch budget.

Councilmember Merrill moved, seconded by Councilmember Wiebelhaus to approve the 911 Fund budget as presented. Roll call: All Ayes. Nays: None. Absent: Clausen and Granquist. Motion carried.

Norfolk/Madison Dispatch

Police Chief Don Miller presented information on the Norfolk/Madison Dispatch budget. This is a brand new budget carved out of the Police Fund budget. As such, all increases are 100%. The goal is October 1, 2021 to combine Norfolk and Madison County dispatch. Four dispatchers will be added to accommodate the merge. Miller explained how the budget was calculated for both Norfolk and Madison based on changes in staffing and building expansion.

Councilmember Arens moved, seconded by Councilmember Wiebelhaus to approve the budget as presented. Roll call: All Ayes. Nays: None. Absent: Clausen and Granquist. Motion carried.

Police

Police Chief Don Miller presented the Police budget. Miller said there is not an accurate comparison due to amounts being pulled out of the Police budget and put into the Dispatch

budget. A Level III budget could not be met without eliminating two officers. Staff is requesting approval of a Level III budget with the following Level IV considerations: First and foremost, staffing. Also, light bar and controller for community service operator truck, enclosed multi-use trailer, body cameras and replacement pickup for Community Service Operator.

Councilmember Arens moved, seconded by Councilmember Merrill to approve the Police Level III budget as presented with the addition of Level IV items: maintain full staffing; light bar and controller for CSO truck, \$2,750; 32 body cameras, \$70,000; replacement CSO truck, \$33,500; and enclosed multi-use storage trailer, \$7,000. Roll call: All Ayes. Nays: None. Absent: Clausen and Granquist. Motion carried.

There being no further business, the Mayor adjourned the meeting at 10:43 a.m.

---

Josh Moenning  
Mayor

ATTEST:

---

Brianna Duerst  
City Clerk

( S E A L )