

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 Tuesday, August 3, 2021, beginning at 1:00 p.m. to review the proposed FY 2021-2022 budgets.

Council President Rob Merrill called the meeting to order.

Roll call found the following present: Mayor Josh Moenning (1:25 p.m.) and Councilmembers Frank Arens, Shane Clausen (1:17 p.m.) Corey Granquist (1:53 p.m.), Kory Hildebrand, Gary L. Jackson, Rob Merrill and Thad Murren. Absent: None.

Staff members present were City Administrator Andy Colvin, Assistant City Administrator Scott Cordes, City Clerk Brianna Duerst, Finance Officer Randy Gates, Public Works Director Steve Rames, Risk Manager Lyle Lutt, Interim Fire Chief Tim Wragge, Senior Accountant Sheila Rios, Planning and Development Director Valerie Grimes, Region 11 Emergency Manager Bobbi Risor, Street Shop Superintendent Mark Miller, Street Shop Supervisor Scott Smith and Street Maintenance Supervisor Jason Hansen.

Also present were Dan Geary, Terri Wachter, Bill Jepsen and Amy Sisson, Norfolk Airport Authority.

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 Council President 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.

Airport Authority

Dan Geary, Terri Wachter and Amy Sisson provided information to elected officials The budget request for FY 2021-2022 is \$755,571. An addition to the budget is a position of Airport Manager to better communicate with City officials and work toward Economic Development. Also included in the budget is \$100,000 for a consultant to have a strategic plan completed for the airport. There are now economic opportunities at the airport with water and sewer in the area. Need job description for the airport manager position.

Merrill said it would be a good idea to have an ex-officio member from the City to facilitate effective communication.

Colvin said there is a need to get strategic and business plan put together before discussing additional staffing. Need future plan of where the airport is going.

Councilmember Merrill moved, seconded by Councilmember Granquist to approve the budget as presented. All Ayes. Nays: None. Absent: Granquist. Motion carried.

Vehicle Parking District No. 1

Senior Accountant Sheila Rios provided information on revenues. Rios noted 2.7% increase in assessed valuation. Property taxes increased \$8,000 so the Vehicle Parking District can levy maximum amount. At its July 15, 2021 meeting, the VPD board approved to no longer require parking permits downtown. This has not been finalized, but for budget purposes, the parking permit revenues were removed.

City Administrator Andy Colvin said that, over last year, staff has worked to get VPD in code and the bylaws were recently approved by Council. Colvin noted confusion with the parking downtown for citizens. Looking to have spaces reserved for residential tenants downtown, but all other spots to become free for public parking. In addition, there has been discussion on exploring a business improvement district, which would allow additional revenue opportunities.

Councilmember Granquist joined the meeting at 1:53 p.m.

Councilmember Arens moved, seconded by Councilmember Murren to approve the Vehicle Parking Fund as presented. Ayes: all. Nays: None. Absent: None. Motion carried.

Street Division

Mark Miller and Scott Smith presented the Street Division. Decreases in revenues and expenditures are due to funds being carved out of Street Division budget to fund a newly created Fleet Services budget. Staff is requesting approval of a Level III budget with Level IV items in Capital Outlay: \$18,900 for a trailer mounted attenuator, \$6,500 arrow board trailer, \$5,600 for traffic control trailer, \$69,000 for a Road Hog 4070, \$30,000 for a steel faced roller and \$5,500 for a walk behind painter as well as a transfer of \$105,000 for the increased cost of a sander/snow plow.

Granquist would like to see additional \$8,500 added for pedestrian signals. Also discussed snow blade with wing. Councilmembers expressed interest in approving all Level IV items in Capital Outlay minus asset management

Councilmember Arens left the meeting at 2:20 p.m.

Councilmember Merrill moved, seconded by Councilmember Murren to approve the Street Division Level III budget with addition of Level IV items: \$105,000 transfer to the Capital Projects Fund for increased cost of sander/snow plow; trailer mounted attenuator, \$18,900; arrow board trailer, \$6,500; traffic control trailer, \$5,600; Road Hog 4070/cold mill machine, \$69,000; steel faced roller, \$30,000; radar speed limit sign, \$8,500; RRFB pedestrian signal, \$8,500; walk behind painter, \$5,500; snow blade with wing, \$21,000; snow pusher, \$12,000; and Lura curb roller, \$9,000. Roll call: All Ayes. Nays: None. Absent: Arens. Motion carried.

Fleet Services

Street Shop Supervisor Scott Smith presented the Fleet Services budget. This is a new budget, broken out from the Street Budget. As it is a newly created budget, there is nothing to compare it to but will be beneficial for other departments to track vehicle maintenance. Staff is requesting a

Level III budget with addition of the following Level IV item: \$33,000 for half ton pickup, \$5,200 for a frame lift kit and \$7,500 for a heated pressure washer.

Councilmember Murren moved, seconded by Councilmember Granquist to approve the Fleet Services Level III budget with addition of Level IV items: half ton pickup, \$33,000; frame lift kit, \$5,200; heated pressure washer, \$7,500. Roll call: All Ayes. Nays: None. Absent: Arens. Motion carried.

Fire Division

Assistant City Administrator Scott Cordes and Assistant Fire Chief Tim Wragge presented the Fire Division budget. Cordes noted two fire fighter positions would need to be eliminated to fit the Level III budget. Staff request approval of a Level III budget with funding those two positions in Level IV. Other Level IV requests include \$30,588 for a pickup, \$7,000 for a Hurst strongarm breaching tool and \$12,000 for Station 2 security cameras.

Councilmember Merrill moved, seconded by Councilmember Granquist to approve the Level III budget as presented with the addition of the following Level IV items: maintain full staffing; fleet pickup, \$30,588; Hurst strongarm breaching tool, \$7,000; Station 2 security cameras, \$12,000. All Ayes. Nays: None. Absent: Arens. Motion carried.

Region 11 Emergency Management Fund

Bobbi Risor presented the Region 11 budget. Staff requests approval of a Level III budget.

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

Planning & Development

Planning and Development Director Val Grimes provided information to elected officials. Grimes noted that 93% of the total budget is personnel costs and in order for the budget to balance, a majority of the overtime expense had to be removed in Level III. This overtime is primarily used for Willie Nelson to work on Thursdays for various city projects across all divisions. Staff is requesting approval of a Level III budget with the overtime expense budgeted in Level IV.

Councilmember Merrill moved, seconded by Councilmember Clausen to approve the Level III budget as presented with the overtime expense budgeted in Level IV. Roll call: All Ayes. Nays: None. Absent: Arens. Motion carried.

Debt Service

Senior Accountant Sheila Rios provided information to elected officials. Rios noted we will not be receiving a grant from FEMA to assist in flood control levy recertification project. The budget includes a .9% levy increase.

Councilmember Granquist moved, seconded by Councilmember Murren to accept the Debt Service Fund as presented. Roll call: Ayes: All. Nays: None. Absent: Arens. Motion carried.

Special Assessments

Senior Accountant Sheila Rios provided information to elected officials.

Councilmember Murren left the meeting at 4:20 p.m.

Councilmember Granquist moved, seconded by Councilmember Merrill to accept the Special Assessments budget as presented. Roll call: Ayes: All. Nays: None. Absent: Arens and Murren. Motion carried.

City Highway Allocation Fund (CHAF)

Public Works Director Steven Rames provided information to elected officials. CHAF money is from State of Nebraska gasoline tax and motor vehicle fees based on estimates from the Nebraska Department of Transportation.

Councilmember Murren returned to the meeting at 4:24 p.m.

Councilmember Merrill moved, seconded by Councilmember Murren to accept the CHAF budget as presented.

Thereafter Councilmember Merrill moved, seconded by Councilmember Murren to accept the CHAF budget with the following changes: decrease Street Shop Master Plan and Land Acquisition from \$550,000 to \$50,000 and increase Street Maintenance Contract Work from \$1,102,500 to \$1,602,500. Roll call: All Ayes. Nays: None. Absent: Arens. Motion carried.

Capital Projects Fund

Senior Accountant Sheila Rios and Risk Manager Lyle Lutt provided information to elected officials. Staff is requesting a Level III budget plus a Level IV transfer and additional expense of \$105,000 for a sander/snow plow that was previously approved in the Street Division budget. Rames explained that last FY, \$100,000 was budgeted in the Capital Projects Fund for a snowplow. Actual cost will be closer to \$205,000 once the blade and saltbox are added.

Councilmember Merrill moved, seconded by Councilmember Jackson to approve the Capital Projects Fund budget as presented. Roll call: All Ayes. Nays: None. Absent Arens. Motion carried.

Possible Additions/Changes to Budget

Moenning discussed the possibility of allocating some Council Priority Dollars to localize priority dollars to each Ward. There is \$362,000 that is currently unallocated as of the end of FY 2021-2022.

Colvin discussed a request of using Council Priority Dollars for a pilot grant program for landscaping projects for existing businesses. Landscaping would need to be along the street, not in the back of a business. Can use Keno dollars but Council Priority dollars to cover rest of cost. Would like permission to allocate Keno funds to facilitate program. Will discuss in more detail at a future meeting.

There being no further business, the Mayor adjourned the meeting at 5:38 p.m.

Josh Moenning
Mayor

ATTEST:

Brianna Duerst
City Clerk

(S E A L)