

# Agenda Packet

## NORFOLK CITY COUNCIL MEETING

Monday, December 4, 2023  
5:30 p.m.

Created 11/30/2023 2:24 PM

**NOTICE OF MEETING  
CITY OF NORFOLK, NEBRASKA**

NOTICE IS HEREBY GIVEN that a meeting of the City Council of the City of Norfolk, Nebraska, will be held at 5:30 p.m. on Monday, December 4, 2023, in the Council Chambers, 309 N. 5th St., Norfolk, Nebraska, which meeting will be open to the public.

The Mayor and City Council reserve the right to adjourn into closed session as per Section 84-1410 of the Nebraska Revised Statutes.

An agenda for such meeting, kept continually current, is available at the office of the City Clerk, 309 N 5th St, Norfolk Nebraska, during normal business hours.

Individuals requiring physical or sensory accommodations, who desire to attend or participate, please contact the City Clerk's office at (402) 844-2000 no later than 4:30 p.m. on the Friday preceding the meeting.



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Brianna Duerst  
City Clerk

Publish (November 29, 2023)  
1 P.O.P.



AGENDA  
NORFOLK CITY COUNCIL MEETING  
December 04, 2023

In accordance with Section 84-1412 sub-section eight (8) of the Reissue Revised Statutes of the State of Nebraska 1943, as amended, one copy of all reproducible written material to be discussed is available to the public at this meeting for examination and copying. The Mayor and City Council reserve the right to adjourn into closed session as per Section 84-1410 of the Nebraska Revised Statutes.

CALL TO ORDER

1. 5:30 p.m. - call meeting to order
2. Inform the public about the location of the Open Meetings Act posted in the Council Chambers and accessible to members of the public
3. Moment of silence/Pledge of Allegiance to the flag of the United States of America
4. Roll call

RECOMMENDED ACTIONS

- |  |               |
|--|---------------|
| 5. Approval of consent agenda.<br>All items in the consent agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event the item will be removed from the consent agenda and considered separately. | <b>Motion</b> |
| 6. Approval of full agenda.  | <b>Motion</b> |

CONSENT AGENDA

- |  |               |
|--|---------------|
| 7. Consideration of approval of the minutes of the November 20, 2023 City Council meeting.   | <b>Motion</b> |
| 8. Consideration of approval to ratify a Special Designated Liquor License requested by Bar A, to serve beer, wine and distilled spirits at Lot 279, LLC, 400 W Monroe Avenue on December 14 & 15, 2023 from 11:00 a.m. to 12:00 a.m. for a holiday event. | <b>Motion</b> |
| 9. Consideration of acceptance of the Parks and Recreation Board report from November 16, 2023.  | <b>Motion</b> |
| 10. Consideration of approval for Justin Webb to sit on the Dispatch Advisory Board.   | <b>Motion</b> |
| 11. Consideration of approval of all bills on file.  | <b>Motion</b> |

REGULAR AGENDA

12. Consideration of Ordinance No. 5855 amending the dates and times that permissible fireworks may be discharged, and limiting the dates and times that permissible fireworks may be sold. Ordinance No. 5855 passed on first reading, as amended, at the November 6, 2023 City Council meeting and on second reading at the November 20, 2023 City Council meeting. **Ordinance No. 5855**
13. Consideration of approval to award a bid to Johnson's Plumbing of Norfolk, Nebraska for the installation of two (2) - two million BTU commercial pool heaters needed for the 160,000 gallon wave pool at AquaVenture Water Park in the amount of \$132,018.00. **Motion**
14. Consideration of Ordinance No. 5860 amending section 2-5 of the official City Code to update and restructure Parks and Recreation fees. **Ordinance No. 5860**
15. Consideration of Resolution No. 2023-64 adopting the City of Norfolk Affordable Housing Action Plan. **Resolution 2023-64**
16. Consideration of approval of a Letter Agreement Amendment #2 to the original engineering contract with Olsson, Inc. for construction services and value engineering for the Sanitary Sewer Replacement on Monroe Avenue to Logan Street for a time-and-expense basis contract not to exceed \$81,500.00. **Motion**
17. Consideration of approval of a software implementation contract with Novotx, LLC for the Elements asset management system for a grand total of \$188,000.00. **Motion**
18. November sales tax report (September sales) **Motion**

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STAFF MEMORANDUM  
NORFOLK CITY COUNCIL MEETING  
December 04, 2023

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RECOMMENDED ACTIONS

5. Approval of consent agenda. **Motion**  
All items in the consent agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event the item will be removed from the consent agenda and considered separately.
6. Approval of full agenda. **Motion**

CONSENT AGENDA

7. Consideration of approval of the minutes of the November 20, 2023 City Council meeting. **Motion**  
  
See Enclosure 7.
8. Consideration of approval to ratify a Special Designated Liquor License requested by Bar A, to serve beer, wine and distilled spirits at Lot 279, LLC, 400 W Monroe Avenue on December 14 & 15, 2023 from 11:00 a.m. to 12:00 a.m. for a holiday event. **Motion**  
  
See Enclosure 8.
9. Consideration of acceptance of the Parks and Recreation Board report from November 16, 2023. **Motion**  
  
See Enclosure 9.

10. Consideration of approval for Justin Webb to sit on the Dispatch Advisory Board. **Motion**
  
11. Consideration of approval of all bills on file. **Motion**

REGULAR AGENDA

12. Consideration of Ordinance No. 5855 amending the dates and times that permissible fireworks may be discharged, and limiting the dates and times that permissible fireworks may be sold. Ordinance No. 5855 passed on first reading, as amended, at the November 6, 2023 City Council meeting and on second reading at the November 20, 2023 City Council meeting. **Ordinance No. 5855**

This Ordinance provides for times of sale and discharge of fireworks of 10:00 a.m. to 10:00 p.m. (changed from 8:00 a.m. to 11:00 p.m.) on June 25 thru July 3. The times on July 4 have not been amended.

The Ordinance considered at the November 6, 2023 City Council meeting provided for a beginning date for fireworks sales and discharge of June 28 (changed from June 25). The ordinance further provided for times of sale and discharge of noon to 11pm (changed from 8am to 11pm) June 28 thru July 3. A motion to amend the ordinance to allow sales and discharge for 10 days (June 25 thru July 4), from 10:00 a.m. to 10:00 p.m. on June 25 thru July 3, with no amendments to the times on July 4 was approved on a 5-3 vote. The ordinance, as amended, passed on first reading on November 6, 2023 and on second reading on November 20, 2023.

See Enclosure 12.

13. Consideration of approval to award a bid to Johnson's Plumbing of Norfolk, Nebraska for the installation of two (2) - two million BTU commercial pool heaters needed for the 160,000 gallon wave pool at AquaVenture Water Park in the amount of \$132,018.00. **Motion**

This is a request to award a bid with Johnson's Plumbing in the amount of \$132,018.00 to install 2-two million BTU commercial pool heaters for the 160,000 gallon wave pool at AquaVenture Water Park. Earlier this year, the recreation pool heater firewall crumbled causing it to burn through control wiring. It was determined the heater was beyond repair and beyond its expected lifespan. The heater lifespan was expected to last 10 years and we were using the heater for its 12th season. The 4 million BTU recreation pool heater was replaced in May with 2-two million BTU commercial pool heaters. This leaves us with a second 12-year-old 4 million BTU heater in the wave pool.

With the heater beyond its expected lifespan, staff determined the best course of action is to replace the second heater during the off-season, rather than waiting for the heater to fail while the pool is open. This is a budgeted item in the amount of \$180,000 from ARPA funds, leaving us \$47,982 under budget.

See Enclosure 13.

14. Consideration of Ordinance No. 5860 amending section 2-5 of the official City Code to update and restructure Parks and Recreation fees. **Ordinance No. 5860**

This is a request to review and approve the updated parks and recreation fees for the 2024 season. Staff is recommending increases at AquaVenture, Sports, Cabins, and the Campground. The recommended fee increases are meant to offset the rising cost of operations and increase our cost recovery to previous levels. Previous cost recovery levels were at 30% in 2012 and have decreased to 17% in 2023. These fees will bring our fees up to comparable levels with other cities. In most cases, we have not increased fees for 10 years.

See Enclosure 14.

15. Consideration of Resolution No. 2023-64 adopting the City of Norfolk Affordable Housing Action Plan. **Resolution 2023-64**

This is the proposed affordable housing action plan required by the state. The state legislature passed LB866 in 2020 which became statute 19-5505 requiring each city in Nebraska with a population of less than 50,000 to adopt an affordable housing action plan on or before January 1, 2024.

The plan must include the following 4 items listed in the statute, which the proposed plan does:

1. Goals for the construction of new affordable housing units, including multi-family and middle housing, with specific types and numbers of units, geographic location and specific actions to encourage the development of affordable housing, middle housing and workforce housing.
2. Goals for a percentage of areas in the city zoned for residential use which permit the construction of multi-family and middle housing.
3. Plans for the use of federal, state, and local incentives to encourage affordable housing, middle housing and workforce housing, including the affordable housing trust fund, the local option municipal economic development act, TIF, federal CDBG grants, density bonuses and other non-monetary regulatory relief
4. Updates to the city's zoning codes, ordinances and regulations to incentivize affordable housing.

If the city does not adopt an affordable housing action plan by the end of year then the state statute will require the amendment of city code to allow development of:

1. Middle housing in all areas in the city zoned for residential use that allows for the development of detached single family dwellings.
2. A duplex on each lot or parcel zoned for residential use that allows for the development of detached single family dwellings.

By the state's definition of middle housing this would permit duplexes, triplexes, quadplexes, cottage clusters, single-family attached and townhomes on all single-family detached lots. Their definition of townhomes is 2 or more units in a row, but does not have a maximum, nor do any of their definitions have a min. lot size , width, etc. for the middle housing types.

The code amendment passed at the previous meeting was a good start in addressing the 4th plan requirement to permit a gentle density in neighborhoods, if people choose to build some missing middle housing in new or existing neighborhoods. This code amendment had restrictions in place to allow such housing but maintain a gentler density and feel of the neighborhood.

For the other required plan items, the plan has a goal of approximately 10% of the new housing units built be affordable in various areas of the city, 50% of the city is residentially zoned to allow middle housing and/or multi-family and with the code amendment from last meeting that is met. The last item is incentives using grants, etc. and other non-monetary incentives. For this there are a few ideas and options including having a selection of smaller housing plans available at low to no cost for the owners who want to build or sell affordable housing. This will save time and money to build such a structure because the owner won't need to hire someone to design it and will expedite the permitting process because we know that it is acceptable.

Also, the city has partnered with a local non-profit organization, with the remaining local option municipal economic development act funds, who will use these funds as part of the rural workforce housing fund to provide housing for middle and workforce housing in the Norfolk jurisdiction.

People may have also heard about the city working with the Village of Hadar to hopefully form the Northeast Nebraska Regional Land Bank to assist in providing affordable housing options.

See Enclosure 15.



16. Consideration of approval of a Letter Agreement Amendment #2 to the original engineering contract with Olsson, Inc. for construction services and value engineering for the Sanitary Sewer Replacement on Monroe Avenue to Logan Street for a time-and-expense basis contract not to exceed \$81,500.00. **Motion**

On May 2, 2022, the Mayor and City Council approved a \$47,968.00 contract with Olsson, Inc. for the 36" Sanitary Sewer Rehabilitation - 2022 - Monroe Avenue to Logan Street project. On May 1, 2023 City Council approved a \$1,985,515.00 contract with Rutjens Construction to install the sanitary sewer. Construction is anticipated to start December 15, 2023 with an anticipated completion date of August 1, 2024. Amendment #2 provides for construction administration, construction observation, SWPPP inspection, construction meetings, construction staking, project closeout, and value engineering for a time-and-expense basis not to exceed \$81,500.00. Staff recommend approval.

See Enclosure 16.

17. Consideration of approval of a software implementation contract with Novotx, LLC for the Elements asset management system for a grand total of \$188,000.00. **Motion**

In mid 2018 Public Works Department began investigating a more comprehensive asset management system that could be used by all Public Works departments, Parks, and Building and Codes.

A committee was formed consisting of Division and Department leadership, and Information Technology. The committee reviewed several different asset management systems, those included; IworQ, PubWorks, Lucity, eMiant, Cityworks, GIS Workshops, Beehive, and Dude Solutions. The committee invited each of these companies to provide up to a one hour review of their system. The committee then narrow the pool to the top three systems for a more in depth review and invited, IworQ, Dude Solutions, and Elements to provide up to a four hour in depth review of their system.

IworQ is a module based system, the basic modules have a license cost of \$36,500 per year and we are locked in to the general functionality of the modules, the annual cost of the license is \$36,500 per year. GIS integration is through an import/export function. It essentially works outside of our city GIS system.

Dude Solutions is also a module based asset management system which also use and import/export function to consume our GIS system. In 2021 the license quote for just Public Works and Parks was \$27,738. Licensing for Buildings and Codes was separate.

Elements has an annual licensing cost of \$35,500 per year. It is not module based, we have access to the full system and we are able to customize the system to meet our needs. Elements directly integrates with our city GIS system. When managing assets and interacting with the GIS system it is a live connection to our GIS which is desirable. Elements was the only asset management system reviewed that had a direct GIS integration.

The implementation contract with Novotx includes the licensing for the first year, system training for city staff, and system implementation for all Public Works divisions, Parks and Recreation, and Building and Codes. Implementation includes data migration from existing asset data bases, which for Building and Codes is significant. Costs for implementations, data migration, and training are \$152,500.

Based on these system reviews, the committee selected to move forward with the Elements system from Novotx. As a final vetting of the Elements Asset Management System, staff from the street and water department attended the annual Elements user conference to further engage with the Novotx team and meet with other municipal users from across the country.

Implementation would begin in January 2024 and is expected to be wrapped up by the end of 2024.

See Enclosure 17.

18. November sales tax report (September sales)

**Motion**

November sales tax receipts (September sales) are \$1,013,893.31. The City's sales tax receipts are up \$39,170.03 or 4.02% from last November. Motor vehicle sale tax was up \$416.96, while consumers use tax was down \$2,655.72. The remaining increase was in other sales tax. Fiscal year to date sales tax receipts are \$124,374.72 or 6.30% more than budgeted. Included in the agenda packet is a sales tax comparison by month.

See Enclosure 18.

**CITY OF NORFOLK, NEBRASKA**

The Mayor and City Council of the City of Norfolk, Nebraska met in regular session in the Council Chambers, 309 North 5th Street, Norfolk, Nebraska on the 20th day of November, 2023, beginning at 5:30 p.m.

Following a moment of silence and the Pledge of Allegiance to the flag of the United States of America, Mayor Josh Moenning called the meeting to order. Roll call found the following Councilmembers present: Corey Granquist, Frank Arens, Justin Webb, Andrew McCarthy, Thad Murren and Justin Snorton. Absent: Shane Clausen and Kory Hildebrand.

Staff members present were: City Administrator Andy Colvin, City Clerk Brianna Duerst, Finance Officer Randy Gates, Administrative Secretary Kylee Soderberg, Public Works Director Steve Rames, Assistant City Engineer Anna Allen, Parks and Recreation Director Nathan Powell, Parks and Recreation Assistant Director PJ Evans, Communications Manager Nick Stevenson, Fire Chief Tim Wragge, Operations Manager Lyle Lutt, City Planner Val Grimes, and Police Chief Don Miller.

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 City Council Chambers and accessible to members of the public.

Notice of the meeting was given in advance thereof by publication in the Norfolk Daily News, Norfolk, Nebraska, the designated method of giving notice, as shown by affidavit of publication.

Notice was given to the Mayor and all members of the Council and a copy of their acknowledgement of receipt of notice and agenda is attached to the minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the public.

**Agenda Motions**

Councilmember Granquist moved, seconded by Councilmember Murren to approve the consent agenda as printed. Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None. Absent: Clausen and Hildebrand.

Councilmember McCarthy moved, seconded by Councilmember Snorton to adopt the full agenda as printed. Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None. Absent: Clausen and Hildebrand.

**Consent Agenda Items Approved**

Minutes of the November 6, 2023 City Council meeting

Keno comparison report for October 2023

Advertise for a Request for Proposals (RFP) to design and supply a fishing dock at Skyview Lake

Mayor's appointment of Mike Joy to the Civil Service Commission for a six-year term, effective December 23, 2023 and ending December 2029

Mayor's appointment of Jason Tollefson to the Parks and Recreation Board to fill the vacancy from the resignation of previous Board member, Bill Robinson. Appointment will be for the remainder of the term, ending January 2025

Special Designated Liquor License for The Whitehouse/Taylor's Bar and Grill, to serve beer, wine and distilled spirits at Our Savior Lutheran Church, 2420 West Omaha Ave, on January 12, 2024, from 4:30 p.m. to 11:00 p.m. for a fundraising event.

Ratify a Special Designated Liquor License requested by Midtown Events, LLC, to serve beer, wine and distilled spirits at the Warhorse Center, 4300 West Norfolk Avenue on December 1, 2023 from 1:00 p.m. to 2:00 a.m. for a company Christmas part

Resolution No. 2023-62 approving final plat of Husker Investment Group LLC - Busco Inc.'s Addition

Resolution No. 2023-63 approving final plat of Bank of Norfolk's 2nd Subdivision

Maintenance Agreement No. 19 with the Nebraska Department of Transportation for calendar year 2024, and authorization for the Mayor to execute Certificate of Compliance at the end of 2024

Downtown Norfolk Association, Inc., a Nebraska Nonprofit Corporation, agreement to hold a Hometown Holiday Festival in downtown Norfolk on Tuesday, November 21, 2023 (with a rain/snow date of November 28, 2023) from 4:30 p.m. to 9:00 p.m., including but not limited to giving horse-drawn carriage rides, tractor-pulled hayrack rides, trolley rides, live reindeer display, live nativity scene, caroling, tree lighting ceremony, and having small campfires in self-contained steel fire pits

Bills in the amount of \$3,851,217.58

### **Special Presentations**

The Mayor proclaimed November 25, 2023, as "Small Business Saturday."

### **Public Hearings and Related Items**

#### Public Hearing

(special assessments, Paving District No. 520)  
(Walters' East Knolls 14th Addition)

A public hearing was held for the Board of Equalization to hear and equalize special assessments for Paving District No. 520 (Walters' East Knolls 14th Addition).

Councilmember Granquist moved, seconded by Councilmember Arens, to adjourn as the City Council and convene as a Board of Equalization.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None. Absent: Clausen and Hildebrand. Motion approved.

Public Works Director Steven Rames provided information to the Mayor and City Council. There are 13 lots in the assessment district which was requested by the developer. The assessments are divided equally among the lots. Assessed costs are calculated using the assessment due based on an equal benefit per lot. Costs allocated according to previous established methods are as follows: \$38,003.12 non-assessable and \$245,005.50 assessable.

No one else appeared either in favor of or in opposition to the special assessment and the Mayor declared the hearing closed.

Councilmember Granquist moved, seconded by Councilmember Snorton, to reconvene the City Council to regular session.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None. Absent: Clausen and Hildebrand. Motion approved.

Ordinance No. 5856  
(special assessments, Paving District No. 520)  
(Walters' East Knolls 14th Addition)

Councilmember Granquist introduced, seconded by Councilmember Arens, Ordinance No. 5856 entitled: AN ORDINANCE LEVYING SPECIAL ASSESSMENTS UPON THE LOTS, PARTS OF LOTS, LANDS AND REAL ESTATE ABUTTING UPON AND ADJACENT TO AND SPECIALLY BENEFITED BY THE IMPROVEMENTS IN PAVING DISTRICT NO. 520 OF THE CITY OF NORFOLK, NEBRASKA, TO DEFRAID THE COST OF SAID IMPROVEMENTS; AND TO PROVIDE FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM and moved that the ordinance be passed on first reading. Said ordinance was then read into the record by title by the City Clerk.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None. Absent: Clausen and Hildebrand.

Councilmember Granquist moved, seconded by Councilmember McCarthy, that the statutory rule requiring reading on three different days be suspended.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None. Absent: Clausen and Hildebrand. The motion to suspend the rules was adopted by three-fourths of the Council and the statutory rule requiring reading on three different days was suspended for

consideration of said ordinance.

Thereafter Councilmember Granquist moved, seconded by Councilmember McCarthy, that the statutory rules requiring reading on three different days be suspended and for final passage of the ordinance. The Mayor then stated the question "Shall Ordinance No. 5856 be passed and adopted?"

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None. Absent: Clausen and Hildebrand. The passage and adoption of said ordinance having been concurred in by a majority of all members of the Council, the Mayor signed and approved the ordinance and the City Clerk attested the passage and adoption of the same and affixed her signature thereto. The Mayor then instructed the City Clerk to publish said Ordinance No. 5856 as required by law.

Public Hearing  
(Amend Chapter 27, zone changes)

A public hearing was held to consider amending Chapter 27, Division 5, of the Official City Code to change "single family residential district" to "one and two family residential district"; to amend Chapter 27, Division 6, of code to change "one- and two- family residential district" to "one to four family residential district"; to amend Section 27-114 of the Code to update height and area regulations in "multiple family residential district".

City Planner Valerie Grimes provided information to the Mayor and City Council. The city is required to have an affordable housing action plan before year end, otherwise there are state statutes that require code changes which would be much less restrictive than what is proposed here. The proposed changes would bring, particularly R-1 zoning, into compliance with our 2017 comprehensive plan description of single-family and many of the older lots into conformity with size, width, etc. This proposed amendment deals with R-1, R-2 and R-3 districts. If passed, this would allow 1 & 2 family units in R-1 zoned districts, 1 to 4 family units in R-2 zoned districts (R-2 currently allows up to 4 units but with CUP, this would eliminate the need for the extra step of a CUP), and did not change the allowed uses in R-3 as it already allows one to multi-family units. The amendment also reduces some of the minimum lot widths and square footages. By adding very little in the way of gentle density like this, it does not add drastically to the traffic, parking, or density in a neighborhood.

On November 7, 2023, the Norfolk Planning Commission held a public hearing regarding the City Code amendments to Chapter 27. The City Clerk read the Planning Commission's recommendations for approval into the record.

No one else appeared either in favor of or in opposition to the City Code amendment to Chapter 27 and the Mayor declared the hearing closed.

Ordinance No. 5857  
(Amend Chapter 27, residential zone changes)

Councilmember Arens introduced, seconded by Councilmember Webb, Ordinance No. 5857

entitled: AN ORDINANCE OF THE CITY OF NORFOLK, NEBRASKA TO AMEND CHAPTER 27, DIVISION 5, OF THE OFFICIAL CITY CODE TO CHANGE "SINGLE FAMILY RESIDENTIAL DISTRICT" TO "ONE AND TWO FAMILY RESIDENTIAL DISTRICT"; TO AMEND CHAPTER 27, DIVISION 6, OF THE CODE TO CHANGE "ONE AND TWO-FAMILY RESIDENTIAL DISTRICT" TO "ONE TO FOUR FAMILY RESIDENTIAL DISTRICT"; TO AMEND SECTION 27-114 OF THE CODE TO UPDATE HEIGHT AND AREA REGULATIONS IN "MULTIPLE FAMILY RESIDENTIAL DISTRICT"; TO PROVIDE WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT; AND TO PROVIDE FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM and moved that the ordinance be passed on first reading. Said ordinance was then read into the record by title by the City Clerk.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None. Absent: Clausen and Hildebrand. Ordinance No. 5857 passed on first reading.

Councilmember Arens moved, seconded by Councilmember Murren, that the statutory rule requiring reading on three different days be suspended.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None. Absent: Clausen and Hildebrand. The motion to suspend the rules was adopted by three-fourths of the Council and the statutory rule requiring reading on three different days was suspended for consideration of said ordinance.

Thereafter Councilmember Arens moved, seconded by Councilmember Murren, that the statutory rules requiring reading on three different days be suspended and for final passage of the ordinance. The Mayor then stated the question "Shall Ordinance No. 5857 be passed and adopted?"

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None. Absent: Clausen and Hildebrand. The passage and adoption of said ordinance having been concurred in by a majority of all members of the Council, the Mayor signed and approved the ordinance and the City Clerk attested the passage and adoption of the same and affixed her signature thereto. The Mayor then instructed the City Clerk to publish said Ordinance No. 5857 as required by law.

### **Regular Agenda Items**

#### Ordinance No. 5858

(reduce speed limit, 1st Street, Norfolk Avenue to Prospect Avenue)

Councilmember Granquist introduced, seconded by Councilmember McCarthy, Ordinance No. 5858 entitled: AN ORDINANCE OF THE CITY OF NORFOLK, NEBRASKA, TO AMEND SECTION 24-110 OF THE OFFICIAL CITY CODE TO REDUCE THE SPEED LIMIT ON 1ST STREET FROM NORFOLK AVENUE TO PROSPECT AVENUE; TO PROVIDE WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT; AND TO PROVIDE FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM and moved that the

ordinance be passed on first reading.

Police Chief Don Miller provided information to elected officials. With the redevelopment in Johnson Park and the installation of a roundabout at 1st and Braasch, Norfolk Engineering and Police staff recommend reducing the traffic speed on North 1st Street from Norfolk Ave to Prospect Avenue to 25 mph. This area has a new roundabout installed at 1st and Braasch Avenue and is in the process of renovating Johnson Park. The roundabout requires reduced speeds, and the Johnson Park renovation will result in increased pedestrian traffic. Both improvements make the reduced speed limit in this area a commonsense suggestion.

Ordinance No. 5858 was then read into the record by title by the City Clerk.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None.  
Absent: Clausen and Hildebrand. Ordinance No. 5858 passed on first reading.

Councilmember McCarthy moved, seconded by Councilmember Snorton, that the statutory rule requiring reading on three different days be suspended.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None.  
Absent: Clausen and Hildebrand. The motion to suspend the rules was adopted by three-fourths of the Council and the statutory rule requiring reading on three different days was suspended for consideration of said ordinance.

Thereafter Councilmember McCarthy moved, seconded by Councilmember Snorton, that the statutory rules requiring reading on three different days be suspended and for final passage of the ordinance. The Mayor then stated the question "Shall Ordinance No. 5858 be passed and adopted?"

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None.  
Absent: Clausen and Hildebrand. The passage and adoption of said ordinance having been concurred in by a majority of all members of the Council, the Mayor signed and approved the ordinance and the City Clerk attested the passage and adoption of the same and affixed her signature thereto. The Mayor then instructed the City Clerk to publish said Ordinance No. 5858 as required by law.

Ordinance No. 5859

(Amend Chapter 4, change reference from "cross" animal to "aggressive" animal)

Councilmember Arens introduced, seconded by Councilmember McCarthy, Ordinance No. 5859 entitled: AN ORDINANCE OF THE CITY OF NORFOLK, NEBRASKA TO AMEND SECTION 4-18 OF THE OFFICIAL CITY CODE TO CHANGE A REFERENCE FROM "CROSS" ANIMAL TO "AGGRESSIVE" ANIMAL; TO PROVIDE WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT; AND TO PROVIDE FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM and moved that the ordinance be passed on first reading.



Police Chief Don Miller provided information to elected officials. In the past, individuals who have been cited for harboring a “cross” animal have sometimes misinterpreted the term “cross” animal to mean “cross-breed” animal. This amendment is being made for clarification purposes to prevent any confusion when the Code is referring to a mean or aggressive animal.

Ordinance No. 5859 was then read into the record by title by the City Clerk.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None.  
Absent: Clausen and Hildebrand. Ordinance No. 5859 passed on first reading.

Councilmember McCarthy moved, seconded by Councilmember Murren, that the statutory rule requiring reading on three different days be suspended.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None.  
Absent: Clausen and Hildebrand. The motion to suspend the rules was adopted by three-fourths of the Council and the statutory rule requiring reading on three different days was suspended for consideration of said ordinance.

Thereafter Councilmember McCarthy moved, seconded by Councilmember Murren, that the statutory rules requiring reading on three different days be suspended and for final passage of the ordinance. The Mayor then stated the question "Shall Ordinance No. 5859 be passed and adopted?"

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None.  
Absent: Clausen and Hildebrand. The passage and adoption of said ordinance having been concurred in by a majority of all members of the Council, the Mayor signed and approved the ordinance and the City Clerk attested the passage and adoption of the same and affixed her signature thereto. The Mayor then instructed the City Clerk to publish said Ordinance No. 5859 as required by law.

Ordinance No. 5853

(public safety tax anticipation bond issue, \$1,270,000)

Councilmember McCarthy moved, seconded by Councilmember Arens to remove from the table Ordinance No. 5853. (Ordinance No. 5853 was tabled at the November 6, 2023 City Council meeting.)

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None.  
Absent: Clausen and Hildebrand. Ordinance No. 5853 was removed from the table.

Councilmember Arens introduced, seconded by Councilmember Granquist, Ordinance No. 5853 entitled: AN ORDINANCE AUTHORIZING THE ISSUANCE OF PUBLIC SAFETY EQUIPMENT TAX ANTICIPATION BONDS OF THE CITY OF NORFOLK, NEBRASKA, IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED ONE MILLION TWO HUNDRED SEVENTY THOUSAND DOLLARS (\$1,270,000) FOR THE PURPOSES OF PURCHASING PUBLIC SAFETY EQUIPMENT AND PUBLIC SAFETY BUILDING IMPROVEMENTS

AND MISCELLANEOUS COSTS ASSOCIATED THEREWITH; DIRECTING THE APPLICATION OF THE PROCEEDS OF SAID BONDS; PRESCRIBING THE FORM OF SAID BONDS; PROVIDING FOR THE LEVY AND COLLECTION OF TAXES TO PAY THE SAME; AUTHORIZING THE DELIVERY OF THE BONDS TO THE PURCHASER; AUTHORIZING OFFICERS OF THE CITY TO MAKE ARRANGEMENTS FOR THE SALE OF THE BONDS AND TO DESIGNATE THE FINAL TERMS, RATES AND MATURITY SCHEDULE FOR SAID BONDS WITHIN STATED PARAMETERS; AND ORDERING THE ORDINANCE PUBLISHED IN PAMPHLET FORM and moved that the ordinance be passed on first reading.

Finance Officer Randy Gates provided information to elected officials. This ordinance authorizes issuance of public safety tax anticipation bonds to fund an ambulance, CAD/RMS Police software, in-car video replacement/body cameras, Fire station and Police station roof replacements, and outdoor warning sirens. The bond issue is expected to be \$1,265,000. This is a 14-year bond issue with a 5-year call provision. Gates said this is our standard method of financing Police and Fire safety equipment that is in the CIP. Gates said the interest rate that would be paid on the bond is less than the interest rate we would earn on the bonds and if we issue these bonds in this calendar year, we qualify for a \$5 million arbitrage rebate exemption, so any interest we earn in excess of the interest we pay, we can keep. Gates said these are all budgeted capital items.

Jim McKenzie, 1412 Longhorn Drive, said while he has no objection to the items themselves, the interest on \$1,265,000 at 4.5% over 14 years is about \$442,000 and expressed concern with the debt level of the city. McKenzie questioned specific items in the budget that could potentially be cut to eliminate the need to issue debt for these public safety items. McKenzie also discussed using the unspecified council priority dollars for the Police Station roof replacement so no debt would have to be issued for that project.

Tim Ernst, 2906 Dover Drive, said he feels the budget is a flawed system and said there are things that can be cut.

Brad Brooks, 2204 Highland Drive, stressed the importance of getting the Police Station roof repaired.

Police Chief Don Miller discussed needed upgrades to the software system the Police Station uses on a daily basis, which was originally installed in 1991, as well as body cameras that have been deferred for numerous years.

Fire Chief Tim Wragge discussed the importance of the Police Dispatch Center to Norfolk citizens and surrounding counties. Wragge also noted the importance of keeping ambulances rotated due to increased call volumes.

Jan Habermann, 204 E Phillip Avenue, said the people of Norfolk want these improvements; the issue is the way elected officials are wanting to pay for them. Habermann said the levy should have been set higher to have the needs of the city covered.

Ordinance No. 5853 was then read into the record by title by the City Clerk.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None.  
Absent: Clausen and Hildebrand. Ordinance No. 5853 passed on first reading.

Councilmember Arens moved, seconded by Councilmember Murren, that the statutory rule requiring reading on three different days be suspended.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None.  
Absent: Clausen and Hildebrand. The motion to suspend the rules was adopted by three-fourths of the Council and the statutory rule requiring reading on three different days was suspended for consideration of said ordinance.

Thereafter Councilmember Arens moved, seconded by Councilmember Murren, that the statutory rules requiring reading on three different days be suspended and for final passage of the ordinance. The Mayor then stated the question "Shall Ordinance No. 5853 be passed and adopted?"

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None.  
Absent: Clausen and Hildebrand. The passage and adoption of said ordinance having been concurred in by a majority of all members of the Council, the Mayor signed and approved the ordinance and the City Clerk attested the passage and adoption of the same and affixed her signature thereto. The Mayor then instructed the City Clerk to publish said Ordinance No. 5853 as required by law.

Ordinance No. 5855  
(fireworks sales and discharge)

Councilmember McCarthy introduced, seconded by Councilmember Granquist, Ordinance No. 5855 entitled: AN ORDINANCE OF THE CITY OF NORFOLK, NEBRASKA TO AMEND SECTION 14-230 OF THE OFFICIAL CITY CODE TO AMEND THE TIMES THAT PERMISSIBLE FIREWORKS MAY BE DISCHARGED; TO LIMIT THE DATES AND TIMES THAT PERMISSIBLE FIREWORKS MAY BE SOLD; TO PROVIDE WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT; AND TO PROVIDE FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM and moved that the ordinance be passed on second reading.

City Administrator Andy Colvin said this ordinance provides for times of sale and discharge of fireworks of 10:00 a.m. to 10:00 p.m. (changed from 8:00 a.m. to 11:00 p.m.) on June 25 thru July 3. The times on July 4 have not been amended. The Ordinance considered at the November 6, 2023 City Council meeting provided for a beginning date for fireworks sales and discharge of June 28 and for times of sale and discharge of noon to 11pm June 28 thru July 3. A motion to amend the ordinance to allow sales and discharge for 10 days from 10:00 a.m. to 10:00 p.m. on June 25 thru July 3, with no amendments to the times on July 4 was approved on a 5-3 vote. The ordinance, as amended, passed on first reading on November 6, 2023.

Councilmember Granquist questioned if the cutoff of 10:00 p.m. on July 3 was too early and if extending July 3 to midnight would be appropriate.

David Wragge said he feels a 10:00 p.m. cutoff is too early and would like to see the cutoff time extended to midnight July 1 through July 4.

Nancy Lammers, 1207 W Madison Avenue, questioned the need to extend July 3 to midnight. Lammers said she would like to see fireworks discharge limited to seven days but is okay with the 10:00 a.m. to 10:00 p.m. in the currently proposed ordinance.

Kathy Sanders, 84675 560th Ave, Hoskins, representing Fly by Night Fireworks, is in support of extending July 3 to midnight.

Janet Miller said she is in support of extending hours on July 3.

Kurt Lammers, 1207 W Madison Avenue, said he would be okay with a later cutoff time on July 3, but would like the number of days fireworks are allowed be cut to seven.

Sara Abler, 1000 Woodcrest Street, representing Fly by Night Fireworks, would like a later cutoff time on July 3 and the weekend before July 4.

Stacy Anderson proposed a 10:00 p.m. cutoff Sunday through Thursday and an 11:00 p.m. cutoff Friday and Saturday.

Councilmember Granquist moved, seconded by Councilmember McCarthy, to amend Ordinance No. 5855, to allow for sales and discharge of fireworks on July 3 from 10:00 a.m. to 12:00 midnight.

Roll call: Ayes: Granquist and McCarthy. Nays: Arens, Webb, Murren, and Snorton. Absent: Clausen and Hildebrand. Motion to amend Ordinance No. 5855 failed.

Ordinance No. 5855 was then read into the record by title by the City Clerk.

Roll call: Ayes: Arens, Webb, McCarthy, Murren. Nays: Granquist and Snorton. Absent: Clausen and Hildebrand. Neither the ayes or nays having the majority, Mayor Moenning voted Aye and provided the fifth affirmative vote; therefore, Ordinance No. 5855 passed on second reading.

### **Closed Session**

#### Potential Litigation

Councilmember Arens moved, seconded by Councilmember McCarthy, to adjourn the City Council and convene into closed session to discuss potential litigation at 7:17 p.m.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None.

Absent: Clausen and Hildebrand.

Councilmember Murren moved, seconded by Councilmember Snorton, to reconvene the City Council to regular session at 7:44 p.m.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, and Snorton. Nays: None.  
Absent: Clausen and Hildebrand.

The Mayor restated that the only thing discussed in the closed session was potential litigation.

There being no further business, the Mayor declared the meeting adjourned at 7:45 p.m.

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Josh Moenning  
Mayor

ATTEST:

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Brianna Duerst  
City Clerk

( S E A L )

I, the undersigned Clerk, hereby certify that the foregoing is the full, true and correct original document of proceedings of Monday, November 20, 2023 had and done by the Mayor and City Council; that all of the subjects included in the proceedings were contained in the agenda for the meeting, kept continually current and available for public inspection at the office of the Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to the meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting.

---

Brianna Duerst  
City Clerk

( S E A L )

**Special Designated License  
Local Recommendation (Form 200)**  
Applications must be entered on the portal after local approval – no exceptions  
Late applications are non-refundable and will be rejected

**Bar A**

Retail Liquor License Name or \*Non-Profit Organization (\*Must include Form #201 as Page 2)

439 W Norfolk Ave. Norfolk, Nebraska 68701

Retail Liquor License Address or Non-Profit Business Address

122420

Retail License Number or Non-Profit Federal ID #

Consecutive Dates only

Event Date(s):

12/14/23 12/15/23

Event Start Time(s):

11:00am 11:00am

Event End Time(s):

12:00am 12:00am

Alternate Date:

Alternate Location Building & Address:

Event Building Name: Lot 279, LLC.

Event Street Address/City: 400 W Monroe Ave Norfolk, Nebraska 68701

Indoor area to be licensed in length & width: 100 x 30

Outdoor area to be licensed in length & width: \_\_\_ X \_\_\_ (Diagram Form #109 must be attached)

Type of Event: Holiday Event Estimate # of attendees: 100

Type of alcohol to be served: Beer  Wine  Distilled Spirits   
(If not marked, you will not be able to serve this type of alcohol)

Event Contact Name: Callie Overturf Event Contact Phone Number: 402-380-0510

Event Contact Email: callie@lot279.com

\*Signature Authorized Representative:  Printed Name Blake Albers

*I declare that I am the authorized representative of the above named license applicant and that the statements made on this application are true to the best of my knowledge and belief. I also consent to an investigation of my background including all records of every kind including police records. I agree to waive any rights or causes of action against the Nebraska Liquor Control Commission, the Nebraska State Patrol or any other individual releasing said information to the Liquor Control Commission or the Nebraska State Patrol. I further declare that the license applied for will not be used by any other person, group, organization or corporation for profit or not for profit and that the event will be supervised by persons directly responsible to the holder of this Special Designated License.*

**\*Retail licensee – Must be signed by a member listed on permanent license**

**\*Non-Profit Organization – Must be signed by a Corporate Officer**

**Local Governing Body completes below:**

The local governing body for the City/Village of \_\_\_\_\_ **OR** County of \_\_\_\_\_ approves  
the issuance of a Special Designated License as requested above. (Only one should be written above)

\_\_\_\_\_  
Local Governing Body Authorized Signature

\_\_\_\_\_  
Date

# Agenda Packet

## NORFOLK PARKS BOARD MEETING

Thursday, November 16, 2023  
5:00 p.m.

**NOTICE OF MEETING  
CITY OF NORFOLK, NEBRASKA**

NOTICE IS HEREBY GIVEN that a meeting of the Norfolk Parks Board of the City of Norfolk, Nebraska, will be held at 5:00 p.m. on Thursday, November 16, 2023, in the Council Chambers, 309 N. 5th Street, which meeting will be open to the public.

An agenda for such meeting, kept continually current, is available at the City of Norfolk Administration Building, located at 309 N 5<sup>th</sup> Street, Norfolk, Nebraska during normal business hours.



AGENDA  
NORFOLK PARKS BOARD MEETING

November 16, 2023

CALL TO ORDER

1. 5:00 p.m. Call meeting to order.
2. Inform the public about the location of the Open Meetings Act posted in the Council Chambers and accessible to members of the public
3. Roll call.

CURRENT BUSINESS

- |   |               |
|---|---------------|
| 4. Approval of full agenda.   | <b>Motion</b> |
| 5. Approval of the minutes from the October 19, 2024 Parks Board meeting. | <b>Motion</b> |
| 6. Approval to recommend the 2024 Parks and Recreation fees.              | <b>Motion</b> |

OTHER BUSINESS

7. Supervisor reports.
8. Open topics on any concerns the Board has towards current and future planning for the City Parks.
9. No action can be taken on matters discussed.



## Parks and Rec Board Meeting Minutes

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**Thursday, October 19, 2023**  
**5:00 p.m.**  
**City Council Chambers**

The meeting was called to order at 5:00 p.m. Roll call found the following members present: Ann Dover, Becky Wulf, Jerrett Mills, Melissa Temple, and Terry Rasmussen. Absent: Patrick Gerhart, Angie Bailey, and Austin Truex.

City staff present: Parks & Rec Director Nathan Powell, Assistant Rec Director PJ Evans, Parks Supervisor Ryan Beed, Parks & Rec Admin Assistant Jen Olson, and Communications Director Nick Stevenson.

Rasmussen moved, seconded by Temple to approve the October 19, 2023, agenda. Roll call: All Ayes.  
Nays: None. Absent: Gerhart, Bailey, and Truex.

Rasmussen moved, seconded by Temple to approve the September 28, 2023, minutes. Roll call: All Ayes.  
Nays: None. Absent: Gerhart, Bailey, and Truex.

Powell presented an updated version of the 2024 Fee Schedule for review and discussion.

Supervisor reports were given by Beed, LaMie, Evans, and Powell.

Meeting adjourned at 6:06 p.m.

The next meeting will be on November 16, 2023 at 5:00 p.m. in the City Council Chambers at 309 N 5<sup>th</sup> Street, Norfolk, NE.

Minutes recorded and taken by Jennifer Olson, Parks and Recreation Administrative Assistant.

## 2024 Fee Schedule Parks & Recreation

	2023	2024	Explanation
<b>Aquaventure</b>			
Day Pass 55 and up/Veterans	\$ 7	\$ 8	
Day Pass (Ages 4-15)	\$ 6	\$ 7	
Day Pass (Ages 16-54)	\$ 8	\$ 9	
Season Pass Group (Up to 6)	\$ 220	\$ 250	2.5 x season pass
Group Day Pass (Up to 6)	\$ 35	\$ 42	
Each Additional Person to Group Pass	\$ 25	\$ 40	
Special Event Pass	\$ 5	\$ 7	
Pool Rental		\$ 500	Per Hour
Private Swim Lessons		\$ 15	Per Person/Per 1/2 hour
Swim Lessons	\$ 45	\$ 50	Per Person/Per Session
<b>Sports</b>			
Baseball - Practice <del>and games</del> , annual per athlete	\$ 70	\$ 10	Per Athlete
Football and Soccer Practice, annual per athlete	\$ 40	\$ 10	Per Athlete
Baseball/Softball/Football/Soccer Games with practice agreement		\$ 20	Per Day/Per Field Exempt Fields: #4 & #5
Tennis - Practice and Games annual	\$ 40	\$ 10	Per Athlete
Cross Country Course - Practice and Meets annual	\$ 40	\$ 10	Per Athlete
Memorial Football/Soccer/Baseball Adult Practice	\$ 100	\$ 15	Per Athlete
Memorial Football/Soccer/Baseball (Youth) Game w/out practice agreement	\$ 750	\$ 750	Per Day/Per Field
Memorial Football/Soccer/Baseball Game with practice agreement		\$ 50	Per Day/Per Field
<del>Memorial Football/Soccer Adult Tournament</del>	\$ 1,000	<del>\$ 1,000</del>	
<del>Memorial Football/Soccer/Baseball Youth Practice</del>	\$ 50	<del>\$ 50</del>	
<del>Memorial Football/Soccer Youth Tournament</del>	\$ 250	<del>\$ 250</del>	
<del>Memorial Football/Soccer/Baseball Adult Practice</del>	\$ 125	<del>\$ 125</del>	
Memorial Football/Soccer/Baseball (Adult) Game w/out practice agreement	\$ 1,000	\$ 1,000	Per Day/Per Field
<del>Memorial Football/Soccer Adult Tournament</del>	\$ 1,250	<del>\$ 1,250</del>	
<del>Memorial Football/Soccer/Baseball Youth Practice</del>	\$ 75	<del>\$ 75</del>	
<del>Memorial Football/Soccer Youth Tournament</del>	\$ 250	<del>\$ 250</del>	
<b>Cabin Shelter Rentals</b>			
Club House Daily Rental Fee	60	\$ 70	
Elkhorn Lodge Daily Rental Fee	200	\$ 210	
Shelter House Daily Rental Fee	35	\$ 45	
Woodland Cabin Daily Rental Fee	45	\$ 55	
Picnic Shelter	35	\$ 45	
Johnson Park Stage		\$ 50	
Stage Skyview	35	\$ 50	
<b>Camping</b>			
Regular Campsite	24	\$ 26	
Primitive Campsite	16	\$ 18	
<b>Tournament Fees</b>			
<del>Tournament Gate Fee (Local)</del>	10%	<del>10%</del>	
<del>Tournament Entry Fee (Local)</del>	5%	<del>5%</del>	
<del>Tournament Gate Fee (Outside City)</del>	20%	<del>20%</del>	
<del>Tournament Entry Fee (Outside City)</del>	10%	<del>10%</del>	

12/4/2023

**Parks Report  
November 2023**

**Completed projects**

- **Shutdown and winterize cabins (TAHA)**
- **Shutdown and winterize main restroom and campground restroom (TAHA)**
- **Painted main restroom floor (TAHA)**
- **Finish winterizing mechanical room (AQUA)**
- **Winterize and blowout sprinklers and hydrants (AQUA)**
- **Blowout sprinkler systems in irrigated areas around town**
- **Start Warren Cook playground installation**
- **Edging installed by contractor (Central Park Butterfly Garden)**
- **Painted North restroom (Skyview)**
- **Started removal of flowers around town**
- **Dig and store canna bulbs**

**Current Project**

- **Install edging and fall protection around playground ( Central Park)**
- **Install playground ( Warren Cook Park)**

**On Going Duties**

- **Daily cleaning of restrooms**
- **Mowing to reduce leaf accumulation**
- **Cleaning of Elkhorn cabin as needed**

**Recreation Report  
November 2023**

**Major Incidents/Significant Events/Meetings**

- City council meetings on 1<sup>st</sup> and 3<sup>rd</sup> Mondays
- DNA meeting for Hometown Holiday event
- Supervisor's meetings
- Interviews for Arborist
- Interviews for Maintenance
- Holiday decorating downtown
- Partnership meeting

**Project Outcomes**

- RFP for pool heater
- NECC soccer finals

**Current Project**

- NOH
- Hiring of a new staff
- Pickleball court donation
- Tennis and Pickleball courts at Central Park
- Instructor certification
- Signage for athletic fields at Ta-Ha-Zouka Park
- Concessions
- Winter catalog with Ron
- Holiday lights and decorations
- Advertisements

**Upcoming Significant Events & Meetings**

- NOH interview for video
- Downtown Holiday
- Agreement meeting
- Master Plan

**Change in Park/Facility Status**

- 

**Public Requests**

-

# Athletics Supervisor Report

## November 2023

### Current Projects

- Continuing to prep for practice and games at Memorial Field.
- Worked to winterize all fields and bathrooms before freezing temperatures settled in.
- Updating the dugout rubber at Memorial Baseball Field.
- Updating the goals with wheels at North Pine.
- Polls have been installed for the new backstop on field 2 at Ta-Ha Zouka.
- The sports crew will be completing the installation of net wood on the bottom of the backstop.
- Fencing for the dugout will also be installed later this month.
- The Skate Park Pump truck has been updated by the city water division and we will be able to complete the irrigation and sod in the spring.
- Working to find quotes to resurface our tennis courts for the 2024/25 budget.
- Working to find quotes on constructing our new pickleball courts at Liberty Field.
- Finalizing quotes for new Ta-Ha field signs.
- Looking to have the electric strike locks installed on the skate park bathrooms.
- Cleaning out storage and organizing space at the Memorial and Ta-Ha building.
- Fall recreation programs are ending towards the end of November.
- Finalizing our winter recreation catalog and getting ready to advertise on all platforms.
- Decorating the downtown area for upcoming festivities.

**Department Report  
November 2023**

**Major Incidents/Significant Events/Meetings**

- City council meetings on 1<sup>st</sup> and 3<sup>rd</sup> Mondays
- Arts Council meeting (next one is scheduled for January)
- Tree board meeting (next one is scheduled for February)
- DNA meeting and update
- Greener Towns course with Waterwise
- Pool heater bid opening

**Project Outcomes**

- Field two backstop construction underway
- Warren Cook Playground construction underway
- 2024 Fees Final draft presentation to board

**Current Project**

- 2024 Fees
- Paving the area around the Skyview shop
- Liberty Bell Design
- Master Plan process underway
  - Public Survey
- Johnson Park projects
  - BP1 Fountain and Ice
  - BP2 Grading and Trails
  - BP3 Structures
  - BP4 Electrical
- BP5 Landscaping and Irrigation
  - Nature Playground
- Warren Cook Playground
- Phase 2 liberty bell playground
- Parks Signage installations underway
- Skyview Fishing Dock
- Ta Ha Team Lockers
- Pool heater replacement
- Pump Track Irrigation and sod

**Upcoming Significant Events & Meetings**

- NERPA Workshop December 1st

**Change in Park/Facility Status**

- Restroom facilities closed for the season
  - Elkhorn Cabin and Johnson Park restroom remain open year-round
- Splash pad closed for the season

**Public Requests**

-



## Parks and Rec Board Meeting Minutes

---

**Thursday, November 16, 2023**

**5:00 p.m.**

**City Council Chambers**

Melissa Temple called the meeting to order at 5:00 p.m.

Temple informed the public of the Open Meetings Act posted in the Council Chambers.

Roll Call found the following members present: Ann Dover, Terry Rasmussen, Angie Bailey, Austin Truex, Melissa Temple, and Becki Wulf. Absent: Jerrett Mills and Patrick Gerhart.

City staff present were: Parks & Recreation Direction Nathan Powell, Assistant Director – Recreation PJ Evans, Parks Supervisor Ryan Beed, Sports Supervisor Ron LaMie, Administrative Assistant Kylee Soderberg and Communication Manager Nick Stevenson.

Truex moved, seconded by Dover to approve the November 16, 2023 agenda. Roll call: All ayes. Nays: None. Absent: Mills and Gerhart.

Rasmussen moved, seconded by Wulf to approve the October 19, 2023 minutes. Roll call: All ayes. Nays: None. Absent: Mills and Gerhart.

Powell began discussion on the proposed changes to the 2024 fee schedule. Rasmussen moved, seconded by Bailey to approve the 2024 Parks and Recreation fees and to forward on to the City Council. Roll call: All ayes. Nays: None. Absent: Mills and Gerhart.

Supervisor reports were given by LaMie, Beed, Evans and Powell.

Discussions were had on the citizen survey, Riverfront improvement projects, and Johnson Park features.

With no further business, the meeting was adjourned at 5:29 p.m.

The next meeting will be on December 14, 2023 at 5:00 p.m. in the City Council Chambers at 309 N 5<sup>th</sup> Street, Norfolk, NE.

Minutes recorded and taken by Kylee Soderberg, Administration Admin Assistant.



ORDINANCE NO. 5855

AN ORDINANCE OF THE CITY OF NORFOLK, NEBRASKA TO AMEND SECTION 14-230 OF THE OFFICIAL CITY CODE TO AMEND THE TIMES THAT PERMISSIBLE FIREWORKS MAY BE DISCHARGED; TO LIMIT THE DATES AND TIMES THAT PERMISSIBLE FIREWORKS MAY BE SOLD; TO PROVIDE WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT; AND TO PROVIDE FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORFOLK, NEBRASKA:

Section 1. That Section 14-230 of the Official City Code be and the same is hereby amended to read as follows:

**Sec. 14-230. Fireworks--When sale and discharge permissible.**

Permissible fireworks may be sold, discharged, exploded or used in the city on June 25 through and including July 4 of each year; provided, that on such days the sale, discharge, and explosion of fireworks shall be permitted during the following times: June 25 through July 3 8:00 a.m. to 11:00 p.m. from 10:00 a.m. to 10:00 p.m.; and July 4 from 8:00 a.m. to midnight. The sale, discharge, or exploding of fireworks within the city on any dates or times other than as set forth in this section or as otherwise allowed by this article shall constitute an offense unless prior approval for the sale and/or discharge has been acquired from the city council.

Section 2. That the effective date of this Ordinance shall be from and after its passage, approval and publication in pamphlet form as required by law.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
Josh Moenning, Mayor

\_\_\_\_\_  
Brianna Duerst, City Clerk

Approved as to form: \_\_\_\_\_  
Danielle Myers-Noelle, City Attorney

CITY OF NORFOLK			
RFP COMMERCIAL POOL HEATER			
DUE: Wednesday, 11/15/2023 - 2:00 p.m.			
VENDOR	LOCATION	TOTAL	BID BOND
JOHNSON PLUMBING	NORFOLK	\$ 132,018.00	X
VOLKMAN	NORFOLK	\$ 157,300.00	X
PLEVA MECHANICAL	IOWA	\$ 159,871.00	X
MERIT MECHANICAL	TILDEN	\$ 168,176.00	X

ORDINANCE NO. 5860

AN ORDINANCE OF THE CITY OF NORFOLK, NEBRASKA TO AMEND SECTION 2-5 OF THE OFFICIAL CITY CODE TO UPDATE AND RESTRUCTURE PARKS AND RECREATION FEES; TO PROVIDE WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT; AND TO PROVIDE FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORFOLK, NEBRASKA:

Section 1. That Section 2-5 of the Official City Code be and the same are hereby amended to read as follows:

**Sec. 2-5. Schedule of Fees.**

(a) ~~As used in this section:~~

~~Category 1 group shall mean a group physically located or having its principal place of business physically located within the city and its zoning jurisdiction.~~

~~Category 2 group shall mean a group physically located or having its principal place of business physically located outside of the city and its zoning jurisdiction.~~

In the event the description of any fee appearing in the Schedule of Fees in subsection (b) is inconsistent with the wording of the corresponding Code section, the wording of the Code section shall be deemed to control.

(b) Schedule of Fees:

<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Ambulance Fees	Basic life support, non-emergency.	2-2	\$600.00	11/1/2022
Ambulance Fees	Basic life support, emergency.	2-2	\$775.00	11/1/2022
Ambulance Fees	Basic life support, assist only.	2-2	\$100.00	9/1/2015
Ambulance Fees	Advanced life support (1), non-emergency.	2-2	\$700.00	10/1/2019
Ambulance Fees	Advanced life support (1), emergency (one or two ALS interventions).	2-2	\$925.00	11/1/2022
Ambulance Fees	Advanced life support (2), emergency (at least three different medications/procedures).	2-2	\$1,200.00	11/1/2022
Ambulance Fees	Advanced life support, assist only.	2-2	\$250.00	10/1/2019
Ambulance Fees	Specialty care transport (inter-hospital service beyond scope of paramedic).	2-2	\$950.00	10/1/2019
Ambulance Fees	Fee per mile loaded outside Norfolk corporate city limits from 1 to 17 miles. Not including basic life support assistance or advanced life support assistance.	2-2	\$18.00	11/1/2022
Ambulance Fees	Fee per mile loaded outside Norfolk corporate city limits from 18-50 miles. Not including basic life support assistance or advanced life support assistance.	2-2	\$16.00	11/1/2022
Ambulance Fees	Fee per mile loaded outside Norfolk corporate city limits for 50+ miles. Not including basic life support assistance or advanced life support assistance.	2-2	\$14.00	11/1/2022
Blighted Property	Processing fee to declare real property blighted.	2-3	\$100.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Alarm Systems	False alarms (with current permit on file), not including fire alarms, occurring 7-10 times within a permit year, per occurrence.	2.5-5(a)	\$25.00	11/1/2022
Alarm Systems	False alarms (with current permit on file), not including fire alarms, occurring 11-15 times within a permit year, per occurrence.	2.5-5(a)	\$50.00	11/1/2022
Alarm Systems	False alarms (with current permit on file), not including fire alarms, occurring 16-20 times within a permit year, per occurrence.	2.5-5(a)	\$75.00	11/1/2022
Alarm Systems	False alarms (with current permit on file), not including fire alarms, occurring 21 or more times within a permit year, per occurrence.	2.5-5(a)	\$100.00	11/1/2022
Alarm Systems	False alarms (without current permit on file), not including fire alarms, occurring 1-6 times within any 12-month period, per occurrence.	2.5-5(a)	\$25.00	11/1/2022
Alarm Systems	False alarms (without current permit on file), not including fire alarms, occurring 7-10 times within any 12-month period, per occurrence.	2.5-5(a)	\$50.00	11/1/2022
Alarm Systems	False alarms (without current permit on file), not including fire alarms, occurring 11-15 times within any 12-month period, per occurrence.	2.5-5(a)	\$75.00	11/1/2022
Alarm Systems	False alarms (without current permit on file), not including fire alarms, occurring 16-20 times within any 12-month period, per occurrence.	2.5-5(a)	\$100.00	11/1/2022

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Alarm Systems	False alarms (without current permit on file), not including fire alarms, occurring 21 or more times within any 12-month period, per occurrence.	2.5-5(a)	\$125.00	11/1/2022
Alarm Systems	Fire false alarms occurring 7-10 times within a permit year, per occurrence.	2.5-5(b)	\$150.00	
Alarm Systems	Fire false alarms occurring 11-15 times within a permit year, per occurrence.	2.5-5(b)	\$500.00	
Alarm Systems	Fire false alarms occurring 16 or more times within a permit year, per occurrence.	2.5-5(b)	\$630.00	
Alcoholic Beverage Occupation Taxes	Manufacturer of alcohol and spirits.	3-27(a)	\$2,000.00	
Alcoholic Beverage Occupation Taxes	Manufacturer of beer.	3-27(a)	Same as license	
Alcoholic Beverage Occupation Taxes	Manufacturer of wine.	3-27(a)	\$500.00	
Alcoholic Beverage Occupation Taxes	Alcoholic liquors distributor.	3-27(a)	\$1,500.00	
Alcoholic Beverage Occupation Taxes	Beer distributor.	3-27(a)	\$1000.00	
Alcoholic Beverage Occupation Taxes	Retailer of beer only, for consumption on the premises.	3-27(a)	\$200.00	

<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Alcoholic Beverage Occupation Taxes	Retailer of beer only, for consumption off the premises.	3-27(a)	\$200.00	
Alcoholic Beverage Occupation Taxes	Retailer of alcoholic liquors for consumption on the premises and off the premises.	3-27(a)	\$600.00	
Alcoholic Beverage Occupation Taxes	Retailer of alcoholic liquors for consumption off the premises.	3-27(a)	\$400.00	
Alcoholic Beverage Occupation Taxes	Retailer of alcoholic liquors for consumption on the premises.	3-27(a)	\$500.00	
Alcoholic Beverage Occupation Taxes	Special designated permit, per day.	3-27(a)	\$80.00	
Alcoholic Beverage Occupation Taxes	Non-beverage user: Class 1.	3-27(a)	\$10.00	
Alcoholic Beverage Occupation Taxes	Non-beverage user: Class 2.	3-27(a)	\$50.00	
Alcoholic Beverage Occupation Taxes	Non-beverage user: Class 3.	3-27(a)	\$100.00	
Alcoholic Beverage Occupation Taxes	Non-beverage user: Class 4.	3-27(a)	\$200.00	
Alcoholic Beverage Occupation Taxes	Non-beverage user: Class 5.	3-27(a)	\$500.00	

<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Alcoholic Beverage Occupation Taxes	Catering permit for Class C, D or I licensees.	3-27(a)	\$200.00	
Alcoholic Beverage Occupation Taxes	Bottle club.	3-27(a)	\$500.00	
Animals and Fowl	Animal impoundment fee for returned loose animals.	4-6	\$10.00	
Animals and Fowl	Dog and cat pet licenses.	4-11	Free	
Animals and Fowl	Daily boarding fee, payable along with impoundment fee.	4-25	\$5.00	
Animals and Fowl	First violation per owner or animal, payable along with impoundment fee.	4-25	\$15.00	
Animals and Fowl	Second violation per owner or animal, payable along with impoundment fee.	4-25	\$20.00	
Animals and Fowl	Third violation per owner or animal, payable along with impoundment fee.	4-25	\$30.00	
Bicycles and Scooters	Bicycle registration.	5-2(b)	Free	11/1/2022
Bicycles and Scooters	Duplicate bicycle registration.	5-2(b)	Free	11/1/2022
Bicycles and Scooters	Motor scooter (gas/electric) registration.	5-25(c)	\$5.00	
Bicycles and Scooters	Duplicate scooter (gas/electric) registration.	5-25(c)	\$5.00	
Bicycles and Scooters	Release from impoundment (not inclusive of towing or removal fees).	5-27(c)	\$25.00	
Building (General) Contractor Registration Fees	Issuance of general building contractor's registration (issued in first year of 3-year registration cycle).	6-38 6-40	\$150.00	12/1/2020



Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Building (General) Contractor Registration Fees	Issuance of general building contractor's registration (issued in second year of 3-year registration cycle)	6-38 6-40	\$100.00	12/1/2020
Building (General) Contractor Registration Fees	Issuance of general building contractor's registration (issued in third year of 3-year registration cycle).	6-38 6-40	\$50.00	12/1/2020
Building Permit Fees	Building permit fee per finished square foot for new construction and additions: ground floor and above.	6-18 6-162	\$.025	10-1-2023
Building Permit Fees	Building permit fee per square foot for new construction and additions: basement	6-18 6-162	\$0.175	10-1-2023
Building Permit Fees	Building permit fee per finished square foot for new construction and additions: attached garage.	6-18 6-162	\$0.14	10-1-2023
Building Permit Fees	Building permit fee per finished square foot for basement finish or remodel.	6-18 6-162	\$0.205	10-1-2023
Building Permit Fees	Building permit fee per square foot for unfinished and accessory structures: detached garages, accessory buildings, decks and warehouses.	6-18 6-162	\$0.175 up to 100,000 sq. ft. and \$0.01 for each additional sq. ft.	10-1-2023
Building Permit Fees	Building permit fee per foot of height for new communication towers.	6-18 6-162	\$6.18	10-1-2023
Building Permit Fees	Building permit fee per foot of height to co-locate on a tower.	6-18 6-162	\$3.09	10-1-2023
Building Permit Fees	Permit fee to locate a manufactured home in a mobile home park.	6-18 6-162	\$123.00	10-1-2023
Building Permit Fees	Permit fee to install an in-ground swimming pool.	6-18 6-162	\$123.00	10-1-2023
Building Permit Fees	Building permit fee to install a sign from 0-99 sq. ft.	6-18	\$34.50	10-1-2023

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Building Permit Fees	Building permit fee to install a sign from 100-199 sq. ft.	6-18	\$62.30	10-1-2023
Building Permit Fees	Building permit fee to install a sign from 200-300 sq. ft.	6-18	\$123.00	10-1-2023
Building Permit Fees	Demolition permit	6-18 6-162	\$51.50	10-1-2023
Building Permit Fees	Miscellaneous/minimum permit fee.	6-18 6-162	\$34.50	10-1-2023
Building Permit Fees	Permit fee when work commences prior to permit application.	6-18 6-162	Triple normal permit fee	
Building Permit Fees	Re-inspection fee for third and subsequent re-inspection.	6-18 6-162	\$59.50	10-1-2023
Building Code Appeal	Application fee for appeal of a decision of a code official and/or the director of planning and development.	6-18	\$500.00 + publication and court reporter costs	12/1/2020
Electrical Code Appeal	Application fee for appeal of a decision of a code official and/or the director of planning and development	6-18 6-57	\$500.00 + publication and court reporter costs	12/1/2020
Electrical Contractor Registration Fees	First time issuance of State of Nebraska electrical contractor, Class B electrical contractor, Class A master electrician, Class B master electrician, special electrician, or a fire alarm installer's registration (issued in first year of 2-year registration cycle).	6-71	\$125.00	10/3/2016
Electrical Contractor Registration Fees	First time issuance of State of Nebraska electrical contractor, Class B electrical contractor, Class A master electrician, Class B master electrician, special electrician, or a fire alarm installer's registration (issued in second year of 2-year registration cycle).	6-71	\$75.00	12/1/2020

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Electrical Contractor Registration Fees	Renewal issuance of State of Nebraska electrical contractor, Class B electrical contractor, Class A master electrician, Class B master electrician, special electrician, or a fire alarm installer's registration.	6-71	\$100.00	12/1/2020
Electrical Permit Fees	Electrical permit fee based on valuation of work to be completed from \$1.00 - \$1,500.00.	6-94	\$34.50	10-1-2023
Electrical Permit Fees	Electrical permit fee for work valued between \$1,501.00 and \$34,000.00. Permit cost calculated at \$5.00 per each \$500.00 value increase or fraction thereof, plus \$34.50 minimum permit fee.	6-94	\$34.50 (permit) + \$5.00/\$500.00 value increase	10-1-2023
Electrical Permit Fees	Electrical permit fee for work valued at greater than \$34,000.00. Permit cost calculated at \$10.00 per each \$1,000.00 value increase or fraction thereof, after \$34,000.00, plus \$359.50 minimum permit fee.	6-94	\$359.50 (permit) + \$10.00/\$1000.00 value increase	10-1-2023
Electrical Permit Fees	Minimum permit fee.	6-94	\$34.50	10-1-2023
Electrical Permit Fees	Permit fee when work commences prior to permit application.	6-94	Triple normal permit fee	
Electrical Permit Fees	Re-inspection fee for third and subsequent re-inspections.	6-94	\$59.50	10-1-2023
Energy Code Appeal	Application fee for appeal of a decision of a code official and/or the director of planning and development	6-18 6-172	\$500.00 + publication and court reporter costs	12/1/2020
Mechanical Permit Fees	New installation fee, per number of square feet conditioned.	6-107	\$0.035	10-1-2023

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Mechanical Permit Fees	Heating unit permit fee, under 140,000 BTU.	6-107	\$41.20	10-1-2023
Mechanical Permit Fees	Heating unit permit fee, 141,000 BTU - 499,000 BTU (per unit).	6-107	\$180.00	10-1-2023
Mechanical Permit Fees	Heating unit permit fee, greater than 499,000 BTU (per unit).	6-107	\$295.00	10-1-2023
Mechanical Permit Fees	Cooling unit permit fee, residential (per unit).	6-107	\$36.00	10-1-2023
Mechanical Permit Fees	Cooling unit permit fee, commercial (per ton).	6-107	\$12.25	10-1-2023
Mechanical Permit Fees	Cooling unit permit fee, industrial chillers (per unit).	6-107	\$840.00	10-1-2023
Mechanical Permit Fees	Miscellaneous installation fee (not requiring new/replacement equipment).	6-107	\$34.50	10-1-2023
Mechanical Permit Fees	Mixing/VAV (variable air volume) boxes.	6-107	\$34.50	10-1-2023
Mechanical Permit Fees	Exhaust fans: (excludes one- and two-family dwellings)	6-107	\$0.08 x exhaust CFM)	10-1-2023
Mechanical Permit Fees	Infrared pipe heating systems or hanging unit heaters permit fee (per unit).	6-107	\$41.00	10-1-2023
Mechanical Permit Fees	Minimum permit fee.	6-107	\$34.50	10-1-2023
Mechanical Permit Fees	Packaged Terminal Air Conditioner (PTAC Unit)	6-107	\$34.50 for first unit plus \$10.00 per each additional unit	10-1-2023
Mechanical Permit Fees	Permit fee when work commences prior to permit application.	6-107	Triple normal permit fee	
Mechanical Permit Fees	Re-inspection fee for third and subsequent re-inspections.	6-107	\$59.50	10-1-2023
Mechanical Contractor Registration Fees	First time issuance of mechanical contractor's 1 year registration.	6-109	\$75.00	10/3/2016

<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Mechanical Contractor Registration Fees	Renewal of mechanical contractor's registration, 1year.	6-109	\$50.00	10/3/2016
Gas Contractor Registration Fees	Original gas contractor's registration.	6-111	\$75.00	
Gas Contractor Registration Fees	Renewal of gas contractor's registration.	6-111	\$50.00	
Mechanical Code Appeal	Application fee for appeal of a decision of a code official and/or the director of planning and development	6-18 6-113	\$500.00 + publication and court reporter costs	12/1/2020
Plumbing Permit Fees	1st trap installation.	6-122	\$12.00	10-1-2023
Plumbing Permit Fees	Additional trap installation fee (per trap).	6-122	\$6.10 plus \$0.035 per finished square foot	10-1-2023
Plumbing Permit Fees	Installation of 4 inch sanitary sewer line, per 100 feet of line or fraction thereof.	6-122	\$14.25	10-1-2023
Plumbing Permit Fees	Installation of sanitary sewer line greater than 4 inches, per 100 feet of line or fraction thereof.	6-122	\$24.25	10-1-2023
Plumbing Permit Fees	Installation of private water line up to and including 1 inch line, per 100 feet of line or fraction thereof.	6-122	\$14.25	10-1-2023
Plumbing Permit Fees	Installation of private water line greater than 1-inch, per 100 feet of line or fraction thereof.	6-122	\$24.25	10-1-2023
Plumbing Permit Fees	Minimum permit fee.	6-122	\$34.50	10-1-2023
Plumbing Permit Fees	Permit fee when work commences prior to permit application.	6-122	Triple normal fee	3/19/2018
Private Water Line Installation	Re-inspection fee for third and subsequent re-inspection.	6-122	\$59.50	10-1-2023

<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Plumbing Code Appeal	Application fee for appeal of a decision of a code official and/or the director of planning and development	6-18 6-124	\$500.00 + publication and court reporter costs	12/1/2020
Plumbing Contractor Registration Fee	Original plumbing contractor's registration.	6-143(a)	\$75.00	
Plumbing Contractor Registration Fee	Renewal of plumbing contractor's registration.	6-143(a)	\$50.00	
Journeyman and Apprentice Plumber's Registration Fees	Original journeyman plumber's registration fee.	6-144(b)	\$50.00	
Journeyman and Apprentice Plumber's Registration Fees	Renewal of journeyman plumber's registration fee.	6-144(b)	\$25.00	
Journeyman and Apprentice Plumber's Registration Fees	Apprentice plumber's registration fee.	6-145	\$10.00	
Well Driller Registration Fees	Well driller's registration fee.	6-146	\$25.00	12/1/2020
Private Wastewater (Septic) System Installer Registration Fees	Private wastewater (septic) system installer's registration fee.	6-146	\$25.00	12/1/2020
One- and Two-Family Dwelling Code Appeal	Application fee for appeal of a decision of a code official and/or the director of planning and development	6-18 6-162	\$500.00 + publication and court reporter costs	12/1/2020

<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Property Maintenance	Application fee for appeal of a decision of a code official and/or the director of planning and development.	6-183	\$500.00 + publication and court reporter costs	10/1/2018
Fuel Gas Code Appeal	Application fee for appeal of a decision of a code official and/or the director of planning and development	6-18 6-192	\$500.00 + publication and court reporter costs	12/1/2020
Fireworks	Fireworks stand occupation tax (annually, per permit).	8-5	\$500.00	10/1/2018
Fire Code Permit Fees	L.P.G. tank, 20 - 500 gallon water capacity.	8-28	\$25.00	
Fire Code Permit Fees	L.P.G. tank, 501 - 90,000 gallon water capacity.	8-28	\$35.00	
Fire Code Permit Fees	Flammable and combustible liquid tanks, 50 - 20,000 gallon water capacity.	8-28	\$70.00	
Fire Sprinkler and Suppression Contractor Fees	Initial registration to install fire sprinkler and suppression systems.	8-29	\$75.00	
Fire Code Permit Fees	Annual re-registration to install fire sprinkler and suppression systems.	8-29	\$50.00	
Fire Sprinkler and Suppression Contractor Fees	Fire sprinkler system permit, per head.	8-29	\$1.50	
Fire Sprinkler and Suppression Contractor Fees	Fire suppression system permit, per extinguishing agent discharge point.	8-29	\$3.00	
Fire Alarm Installer Contractor Fees	First time issuance of fire alarm installer contractor 1 year registration.	8-31	\$75.00	10/3/2016

<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Fire Alarm Installer Contractor Fees	First time issuance of fire alarm installer contractor 2 year registration.	8-31	\$125.00	10/3/2016
Fire Alarm Installer Contractor Fees	Renewal of fire alarm installer contractor 2 year registration.	8-31	\$100.00	10/3/2016
Fire Alarm Installer Contractor Fees	Fire alarm system permit fee, per initiation and warning device.	8-31	\$2.00	3/19/2018
Fire Code Appeal	Application fee for appeal of a decision of the fire code official	8-45	\$500.00 + publication and court reporter costs	12/1/2020
Garbage and Trash	Typical municipal solid waste, per ton.	10-27(1)	\$78.80	11/1/2022
Garbage and Trash	NNSWC gate fee, per ton.	10-28(a)	\$24.00	
Garbage and Trash	Transfer station inspection fee, per load.	10-28(b)	\$8.00	
Garbage and Trash	Transfer station minimum MSW fee, per vehicle.	10-28(c)	\$12.00	
Garbage and Trash	Transfer station operating fee, per ton.	10-28(c)	\$54.80	11/1/2022
Garbage and Trash	Sale of compost and wood chips (after first 1,000 lbs.), per ton		\$10.00	10/1/2021
Garbage and Trash	Sorting/loading labor, per hour.	10-28(d)	\$40.00	11/4/2013
Garbage and Trash	Handling of items unacceptable for transfer to NNSWC landfill, per item	10-28(d)	\$10.00	6-01-2020
Garbage and Trash	Crematory, single animal.	10-28(d)	\$45.00	11/1/2022
Garbage and Trash	Crematory, multiple animals.	10-28(d)	\$90.00	11/1/2022
Garbage and Trash	Crematory, contraband	10-28(d)	\$90.00	11/1/2022



<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Garbage and Trash	Automotive battery, each.	10-28(d)	\$5.00	
Garbage and Trash	Computer/TV monitors, each.	10-28(d)	\$15.00	10/1/2016
Garbage and Trash	Computer system disposal, each.	10-28(d)	\$15.00	
Garbage and Trash	Concrete, clean and un-coated, per ton.	10-28(d)	\$5.00	
Garbage and Trash	Concrete, coated and/or painted, per ton.	10-28(d)	\$5.00	
Garbage and Trash	Construction and demolition, untreated dimensional lumber, per ton.	10-28(d)	\$30.00	
Garbage and Trash	Car tires, each.	10-28(d)	\$5.00	11/1/2022
Garbage and Trash	Hazardous waste.	10-28(d)	Actual costs associated with handling, storage and disposal	
Garbage and Trash	Light truck tires, each.	10-28(d)	\$5.00	11/1/2022
Garbage and Trash	Truck tires/skid loader rubber tracks, each.	10-28(d)	\$15.00	10/6/2014
Garbage and Trash	Implement/racing/skid steer tires, each.	10-28(d)	\$35.00	10/1/2018
Garbage and Trash	Tire with rim, each.	10-28(d)	Twice the stated tire fee	
Garbage and Trash	Appliances, each.	10-30(a)	\$12.00	11/1/2022
Garbage and Trash	Appliances with Freon, each.	10-30(a)	\$35.00	11/1/2022
Garbage and Trash	Yard waste, per 36 gallon bag.	10-30(b)	\$0.60	
Garbage and Trash	Yard waste, per cubic yard.	10-30(b)	\$3.00	10/1/2011
Garbage and Trash	Yard waste, per ton.	10-30(b)	\$19.00	
Garbage and Trash	Yard waste, flat rate for standard size pickup boxes and smaller, each.	10-30(b)	\$3.00	

<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Garbage and Trash	Tree waste, per ton.	10-30(c)	\$19.00	
Garbage and Trash	Brush and limbs, flat rate for standard size pickup boxes and smaller, each.	10-30(c)	\$3.00	
Garbage and Trash	Floppy discs, flash drives, small tape back-ups shredding, each.	NA	\$0.50	11/4/2013
Garbage and Trash	Large tape back-ups, phones without batteries shredding, each.	NA	\$1.00	11/4/2013
Garbage and Trash	Hard drives shredding, each.	NA	\$2.00	10/1/2018
Garbage and Trash	Tractor tires/large rubber tractor tracks, each.	NA	\$100.00	10/1/2018
Garbage and Trash	Scale out weighing, one weight from stored weights, one weight is new.	NA	\$10.00	11/1/2022
Garbage and Trash	Scale in weighing, weigh a vehicle in and out.	NA	\$10.00	11/4/2013
Garbage and Trash	Sale of dirt, pickup or small trailer loaded by hand.	NA	\$5.00	11/4/2013
Garbage and Trash	Transfer trailer rent and transportation (within city limits and extraterritorial zoning jurisdiction only), per load.	10-29	\$250.00 plus landfill gate fee	10/1/2016
Health and Sanitation	Public pool operating permit (class B, C, D, E, or F pools).	11-47	\$50.00	10/1/2013
Permits and Business Regulations	Circus, annual fee (not required for non-profit or civic clubs).	13-17(a)	\$500.00	
Permits and Business Regulations	Carnival, daily fee.	13-17(b)	\$50.00	
Permits and Business Regulations	Salvage yard permit annual fee.	13-42(a)	\$50.00	

<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Permits and Business Regulations	Antique and used merchandise annual permit.	13-58(a)	\$25.00	
Permits and Business Regulations	Auction permit, annual fee.	13-58(a)	\$25.00	
Permits and Business Regulations	Second hand dealer permit, annual fee.	13-58(a)	\$25.00	
Permits and Business Regulations	Pawnbroker's permit, annual fee.	13-71(b)	\$100.00	11/21/2011
Permits and Business Regulations	Telecommunications occupation tax.	13-80(a)	3% gross receipts	
Permits and Business Regulations	Failure of telephone company to provide statement of quarterly gross receipts subject to occupation tax.	13-82(b)	\$25,000.00	
Permits and Business Regulations	Itinerant merchant, 30-day permit	13-113(a)	\$25.00	2/21/2017
Permits and Business Regulations	Itinerant merchant, 90-day permit	13-113(a)	\$60.00	2/21/2017
Permits and Business Regulations	Itinerant merchant, 180-day permit	13-113(a)	\$125.00	2/21/2017
Permits and Business Regulations	Itinerant merchant, annual permit	13-113(a)	\$250.00	2/21/2017
Permits and Business Regulations	Itinerant merchant (occupation tax), per vehicle.	13-113(a)	\$50.00	2/21/2017
Permits and Business Regulations	Peddler/solicitor, 30-day permit	13-113(b)	\$25.00	2/21/2017
Permits and Business Regulations	Peddler/solicitor, 90-day permit	13-113(b)	\$60.00	2/21/2017

<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Permits and Business Regulations	Peddler/solicitor, 180-day permit	13-113(b)	\$125.00	2/21/2017
Permits and Business Regulations	Peddler/solicitor, annual permit	13-113(b)	\$250.00	2/21/2017
Permits and Business Regulations	Peddler/solicitor (occupation tax) per vehicle	13-113(b)	\$5.00	2/21/2017
Permits and Business Regulations	Street vendor/temporary merchant, 30-day permit	13-113(c)	\$25.00	2/21/2017
Permits and Business Regulations	Street vendor/temporary merchant, 90-day permit	13-113(c)	\$60.00	2/21/2017
Permits and Business Regulations	Street vendor/temporary merchant, 180-day permit	13-113(c)	\$125.00	2/21/2017
Permits and Business Regulations	Street vendor/temporary merchant, annual permit	13-113(c)	\$250.00	2/21/2017
Permits and Business Regulations	Street vendor/temporary merchant (occupation tax), per vehicle.	13-113(c)	\$5.00	2/21/2017
Permits and Business Regulations	Appeal of denied itinerant merchant, peddler, solicitor, street vendor, or temporary merchant permit, non-refundable.	13-117	\$100.00	11/21/2011
Permits and Business Regulations	Games of chance (occupation tax).	13-143	5% of gross receipts per quarter	
Permits and Business Regulations	Distributing gambling devices (occupation tax).	13-144	5% of gross receipts per quarter	
Permits and Business Regulations	Gambling device permit fee per location.	13-148	\$10.00	
Permits and Business Regulations	Horse-drawn carriage business license	13-202	\$25.00	11/21/2011

<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Permits and Business Regulations	Sidewalk café, annual license/renewal (May 1 through April 30)	13-311	\$250.00	5/6/2019
Permits and Business Regulations	Small wireless facilities, application fee for collocation on existing city pole, per facility (not to exceed \$500 for up to 5 facilities on same application)	13-231(a)	\$100.00	9/8/2020
Permits and Business Regulations	Small wireless facilities, application for installation modification, or replacement of utility pole and collocation of facility thereon, per pole	13-231(a)	\$250.00	9/8/2020
Permits and Business Regulations	Small wireless facilities, use of city's right of way, annually	13-231(b)	Occupation tax levied under Sec. 13-80(a)	9/8/2020
Permits and Business Regulations	Small wireless facilities, collocation of facility on city pole in city's right of way, per pole annually	13-231(b)	\$20.00	9/8/2020
Permits and Business Regulations	Sexually oriented business registration/renewal, annually	13-354(a)	\$250.00	6/7/2021
Permits and Business Regulations	Sexually oriented business manager's registration/renewal, annually	13-354(a)	\$50.00	6/7/2021
Permits and Business Regulations	Sexually oriented business, application fee for initial registration	13-354(b)	\$250.00	6/7/2021
Permits and Business Regulations	Short-term rental license, annually	13-373(e)	\$150.00	6/7/2021
Mobile Homes and Mobiles Home Parks	Mobile home park permit, plus \$1.00 per space.	15-33	\$25.00 + \$1.00 per space	
Nuisances	Administrative weed/litter/drainage fee.	17-16	\$25.00	

<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Nuisances	Weed abatement fee.	17-16	Cost as billed by contractor plus \$0.01 per square foot if weeds are controlled by the city	
Nuisances	Litter removal.	17-16	Actual cost of litter removal	
Nuisances	Stagnant water mitigation.	17-16	Actual cost of draining and filling to remove stagnant water	
Nuisances	Graffiti removal.	17-55(c)	Actual cost to remove graffiti	
Response to Large Parties	Large party response fee.	20-8	Actual cost	
Streets and Sidewalks	Sidewalk mobilization fee.	22-23(c)	\$100.00	
Streets and Sidewalks	Construction or repair of sidewalks per square foot.	22-23(c)	\$10.00	
Streets and Sidewalks	Under concrete pavement minimum fee, includes first 2 square yards.	22-68(a)	\$375.00	
Streets and Sidewalks	Under concrete pavement, cost per additional square yard or fraction thereof.	22-68(a)	\$75.00	
Streets and Sidewalks	Under gravel or earth roads minimum fee, includes first 2 square yards.	22-68(a)	\$120.00	
Streets and Sidewalks	Under gravel or earth roads, cost per additional square yard or fraction thereof.	22-68(a)	\$40.00	
Streets and Sidewalks	Concrete paving cuts, cost per foot.	22-68(a)	\$5.00	
Streets and Sidewalks	Concrete paving cuts, minimum fee.	22-68(a)	\$50.00	
Streets and Sidewalks	Sawing and removing curbs, cost per foot.	22-68(a)	\$8.00	
Streets and Sidewalks	Removing curb and gutter, cost per foot.	22-68(a)	\$5.00	
Streets and Sidewalks	Curb removal minimum fee.	22-68(a)	\$100.00	

<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Streets and Sidewalks	Curb removal by grinding, permit fee.	22-68(a)	\$15.00	
Streets and Sidewalks	Curb removal by grinding, cost per lineal foot.	22-68(a)	\$11.50	10/1/2019
Streets and Sidewalks	Curb removal by grinding, minimum fee (non-inclusive of permit fee).	22-68(a)	\$100.00	
Streets and Sidewalks	Curb removal by grinding, contractor permit fee.	22-68(a)	\$15.00	
Streets and Sidewalks	Fill material for backfilling, cost per cubic yard.	22-68(a)	\$7.00	
Streets and Sidewalks	Rental price per day: 12 foot barricade with legs.	22-68(b)	\$3.00	
Streets and Sidewalks	Rental price per day: solar lights.	22-68(b)	\$2.00	
Streets and Sidewalks	Rental price per day: plastic drum.	22-68(b)	\$3.50	
Streets and Sidewalks	Replacement fee: each 12 foot barricade.	22-68(b)	\$20.00	
Streets and Sidewalks	Replacement fee: each damaged "A" frame leg.	22-68(b)	\$20.00	
Streets and Sidewalks	Replacement fee: each solar light.	22-68(b)	\$25.00	
Streets and Sidewalks	Replacement fee: each plastic drum.	22-68(b)	\$75.00	
Moving Buildings	Annual building mover's registration.	22-88	\$105.00	10/1/2019
Moving Buildings	Single event building mover's fee.	22-88	\$55.00	10/1/2019
Moving Buildings	Permit to move buildings.	22-98	\$30.00	10/1/2019
Subdivisions	Lot boundary change filing fee.	23-16.1(b)	\$150.00	10/1/2019
Subdivisions	Preliminary plat approval.	23-21	\$300.00	11/1/2022
Subdivisions	Preliminary plat fee per lot.	23-21	\$15.00	10/1/2019
Subdivisions	Final plat approval.	23-21	\$300.00	11/1/2022
Subdivisions	Final plat fee per lot.	23-21	\$10.00	10/1/2019
Subdivisions	Request for a waiver of minimum subdivision improvements.	23-48	\$250.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Traffic	Impounded vehicle storage fee, first day.	24-152(c)	\$25.00	
Traffic	Impounded vehicle storage fee, subsequent days.	24-152(c)	\$5.00	
Traffic	Cost of towing an impounded vehicle.	24-152(c)	Actual cost	
Roll Off Refuse Boxes	Permit for placement on street right of way (10-day permit)	24-284(a)	\$50.00	10/3/2016
Roll Off Refuse Boxes	Permit for placement on street right of way (5-day extension)	24-284(a)	\$25.00	10/3/2016
Utility-type Vehicles	Registration plate and/or decal, annual fee.	24-356(a)(3)	\$50.00	6-01-2020
Utility-type Vehicles	Replacement for lost or damaged registration plate and/or decal.	24-356(a)(3)	\$25.00	6-01-2020
Golf Car Vehicles	Registration plate and/or decal, annual fee.	24-375(a)(3)	\$50.00	4-17-2023
Golf Car Vehicles	Replacement for lost or damaged registration plate and/or decal.	24-375(a)(3)	\$25.00	4-17-2023
Trees and Shrubbery	Failure to reimburse city for abatement of nuisance, in addition to cost of abatement.	25-2(d)	\$25.00	
Water	Final reading required before new water and/or sewer service.	26-2	\$30.00	
Water	Water and/or sewer service turn on fee for newly constructed residences and businesses.	26-2	\$30.00	
Water	Water system tap fee.	26-11(a)	\$115.00 + materials	10/1/2018
Water	Connection to water system, per front foot of property.	26-11(b)	Average of 5 most recent districts	12/1/2020
Water	Restoration of water service during normal business hours.	26-18	\$30.00	
Water	Restoration of water service outside of normal business hours.	26-18	\$45.00	
Water Rates and Charges	Water usage rate for the first 660 cubic feet of water inside city limits.	26-41(b)	minimum fee for meter size	



<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Water Rates and Charges	Water usage rate per 100 cubic feet from 660 to 6,660 cubic feet of water inside city limits.	26-41(b)	\$1.61	11/1/2022
Water Rates and Charges	Water usage rate per 100 cubic feet from 6,660 to 33,660 cubic feet of water inside city limits.	26-41(b)	\$1.29	11/1/2022
Water Rates and Charges	Water usage rater per 100 cubic feet for water usage over 33,660 cubic feet inside city limits.	26-41(b)	\$1.14	11/1/2022
Water Rates and Charges	Water usage rate for the first 660 cubic feet of water outside city limits.	26-41(b)	minimum fee for meter size	
Water Rates and Charges	Water usage rate per 100 cubic feet from 660 to 6,660 cubic feet of water outside city limits.	26-41(b)	\$3.24	11/1/2022
Water Rates and Charges	Water usage rate per 100 cubic feet from 6,660 to 33,660 cubic feet of water outside city limits.	26-41(b)	\$2.60	11/1/2022
Water Rates and Charges	Water usage rater per 100 cubic feet for water usage over 33,660 cubic feet outside city limits.	26-41(b)	\$1.91	11/1/2022
Water Rates and Charges	Minimum charge for 5/8 inch water meter within city limits, per bi-monthly billing period.	26-41(c)	\$14.32	11/1/2022
Water Rates and Charges	Minimum charge for 3/4 inch water meter within city limits, per bi-monthly billing period.	26-41(c)	\$15.51	11/1/2022
Water Rates and Charges	Minimum charge for 1 inch water meter within city limits, per bi-monthly billing period.	26-41(c)	\$18.23	11/1/2022
Water Rates and Charges	Minimum charge for 1 1/2 inch water meter within city limits, per bi-monthly billing period.	26-41(c)	\$33.32	11/1/2022
Water Rates and Charges	Minimum charge for 2 inch water meter within city limits, per bi-monthly billing period.	26-41(c)	\$51.54	11/1/2022
Water Rates and Charges	Minimum charge for 3 inch water meter within city limits, per bi-monthly billing period.	26-41(c)	\$98.05	11/1/2022

<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Water Rates and Charges	Minimum charge for 4 inch water meter within city limits, per bi-monthly billing period.	26-41(c)	\$150.85	11/1/2022
Water Rates and Charges	Minimum charge for 6 inch water meter within city limits, per bi-monthly billing period.	26-41(c)	\$289.12	11/1/2022
Water Rates and Charges	Minimum charge for 5/8 inch water meter outside city limits, per bi-monthly billing period.	26-41(c)	\$28.66	11/1/2022
Water Rates and Charges	Minimum charge for 3/4 inch water meter outside city limits, per bi-monthly billing period.	26-41(c)	\$31.05	11/1/2022
Water Rates and Charges	Minimum charge for 1 inch water meter outside city limits, per bi-monthly billing period.	26-41(c)	\$36.45	11/1/2022
Water Rates and Charges	Minimum charge for 1 1/2 inch water meter outside city limits, per bi-monthly billing period.	26-41(c)	\$66.63	11/1/2022
Water Rates and Charges	Minimum charge for 2 inch water meter outside city limits, per bi-monthly billing period.	26-41(c)	\$103.08	11/1/2022
Water Rates and Charges	Minimum charge for 3 inch water meter outside city limits, per bi-monthly billing period.	26-41(c)	\$196.10	11/1/2022
Water Rates and Charges	Minimum charge for 4 inch water meter outside city limits, per bi-monthly billing period.	26-41(c)	\$301.69	11/1/2022
Water Rates and Charges	Minimum charge for 6 inch water meter outside city limits, per bi-monthly billing period.	26-41(c)	\$578.24	11/1/2022
Water Rates and Charges	Service fee: delinquent charges collected more than once in a 12 month period.	26-46(a)	\$30.00	
Sewers	Connection to, extension or alteration of, existing sewer lines per front foot of property.	26-58(a)	Average of 5 most recent districts	12/1/2020
Sewers	Building sewer application, permit, and inspection fee (building sewer terminated in sewer main).	26-59(b)	\$20.00	12/2/2013

<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Sewers	Building sewer application, permit, and inspection fee (building sewer terminated in manhole).	26-59(l)	\$20.00	12/2/2013
Sewers	Appeal of decision of city engineer.	26-64(a)	\$500.00 + publication and court reporter costs	11/4/2013
Sewers	Individual septic/sewage system construction permit filing fee.	26-80	\$25.00	3/19/2018
Water and Sewer Inspection	Inspection of water, sewer or disposal system as a condition of the sale of real estate or for the financing thereof.	26-86(c)	\$50.00	
Wastewater Treatment	Residential and commercial waste water treatment, minimum bi-monthly charge.	26-97(e)	\$30.44	11/1/2022
Wastewater Treatment	Additional charge per 100 cubic feet of waste water over 400 cubic feet of waste water per bi-monthly billing period.	26-97(e)	\$2.60	11/1/2022
Wastewater Treatment	Normal charge, per 1,000,000 gallons, for wastewater of greater strength than normal domestic sewage where BOD is equal or less than 250mg/L, TSS is equal or less than 250mg/L, and TKN is equal to or less than 30 mg/L.	26-97(f)	\$3,228.49	11/1/2022
Wastewater Treatment	Charge for biochemical oxygen demand (BOD) for high strength waste.	26-97(f)	\$0.1913 per pound above 250mg/L	11/1/2022
Wastewater Treatment	Charge for total suspended solids (TSS) for high strength waste.	26-97(f)	\$0.2153 per pound above 250 mg/L	11/1/2022
Wastewater Treatment	Charge for total Kjeldahl nitrogen for high strength waste.	26-97(f)	\$0.6986 per pound above 30 mg/L	11/1/2022
Wastewater Treatment	Minimum charge for mud pit waste disposed of at the wastewater plant's dump station.	26-97(i)	\$190.00, plus transfer station tipping fees established in section 10-28	10/1/2018

<b>Category</b>	<b>Description of Fee</b>	<b>Municipal Code Reference</b>	<b>Fee</b>	<b>Date Last Modified</b>
Wastewater Treatment	Minimum charge for septic waste.	26-97(i)	\$0.04 per gallon	10/1/2018
Wastewater Treatment	Sewer reconnection fee, inside normal business hours for users of city sewer and water.	26-99.5	\$30.00	
Wastewater Treatment	Sewer reconnection fee, outside normal business hours for users of city sewer and water.	26-99.5	\$45.00	
Wastewater Treatment	Sewer only customers, second attempt to collect delinquent payment.	26-99.6	\$15.00	
Wastewater Treatment	Sewer only customers, third and subsequent attempts to collect delinquent payment.	26-99.6	\$30.00	
Wastewater Treatment	Exposure and disconnection of sewer.	26-99.6	Actual cost	
Wastewater Treatment	Permit to discharge waste industrial waste into a public sewer.	26-141(c)	\$100.00	
Stormwater	Appeal of decision of city engineer	26-193	\$500.00 + publication costs	(10-1-19)
Stormwater	Stormwater fee for residential customers, per month	26-201	\$2.00	11/1/2022
Stormwater	Stormwater fee for commercial and industrial customers, per month	26-201	\$6.00	11/1/2022
Zoning	Application of appeal to zoning board of adjustment.	27-31(3)	\$500.00 + publication costs	10/1/2013
Zoning	Amendment to zoning district map.	27-38(b)	\$325.00 + publication costs	11/1/2022
Zoning	Conditional use permit.	27-56(2)a 27-380	\$325.00 + publication costs	11/1/2022
Zoning	Permit to keep hens, bantam hens and/or ducks, annual permit or renewal	27-295(1)a	\$15.00	4/3/2023
Zoning	Release of a temporary sign removed from public right-of-way and held in the street division's enclosed yard.	27-323(a)4	\$50.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Zoning	Post-platting hard surface waiver filing fee.	27-351	\$250.00 + publication costs	
Zoning	Eligible facility permit	27-380	\$300.00	9/8/2020
Miscellaneous: Administration	Returned check or ACH fee	NA	\$30.00	11/1/2022
Miscellaneous: Baseball fields (all fields)	Practice and games, Youth practice, annual per team athlete.	NA	<del>\$70.00</del> \$10.00	10/6/2014 (date of ordinance)
Miscellaneous: Baseball fields (excluding fields #4 & #5 and Veterans Memorial)	Youth games, with practice agreement, per field per day.	NA	\$20.00	(date of ordinance)
Miscellaneous: Baseball field at Veterans Memorial	Youth games, with practice agreement, per field per day.	NA	\$50.00	(date of ordinance)
Miscellaneous: Baseball field at Veterans Memorial	Youth game, without practice agreement, per field per day.	NA	\$750.00	(date of ordinance)
Miscellaneous: Baseball fields (other than Veterans Memorial)	Adult practice, annual per athlete	NA	\$10.00	(date of ordinance)
Miscellaneous: Baseball field at Veterans Memorial	Adult practice, annual per athlete.	NA	\$15.00	(date of ordinance)
Miscellaneous: Baseball field at Veterans Memorial	Adult games, with practice agreement, per field per day.	NA	\$50.00	(date of ordinance)
Miscellaneous: Baseball field at Veterans Memorial	Adult games, without practice agreement, per field per day	NA	\$1,000.00	(date of ordinance)
Miscellaneous: Cabin Rentals	Club house daily rental fee.	NA	<del>\$60.00</del> \$70.00	(date of ordinance)

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Miscellaneous: Cabin Rentals	Club house refundable damage deposit (cash only).	NA	\$100.00	2/19/2013
Miscellaneous: Cabin Rentals	Elkhorn lodge daily rental fee.	NA	<del>\$200.00</del> \$210.00	2/19/2013 (date of ordinance)
Miscellaneous: Cabin Rentals	Elkhorn lodge refundable damage deposit (cash only).	NA	\$200.00	2/19/2013
Miscellaneous: Cabin Rentals	Shelter house daily rental fee.	NA	<del>\$35.00</del> \$45.00	(date of ordinance)
Miscellaneous: Cabin Rentals	Shelter house refundable damage deposit (cash only).	NA	\$100.00	2/19/2013
Miscellaneous: Cabin Rentals	Woodland cabin daily rental fee.	NA	<del>\$45.00</del> \$55.00	(date of ordinance)
Miscellaneous: Cabin Rentals	Woodland cabin refundable damage deposit (cash only).	NA	\$100.00	2/19/2013
Miscellaneous: Cross country course	Practice and meets, annual per team athlete.	NA	<del>\$40.00</del> \$10.00	10/6/2014 (date of ordinance)
Miscellaneous: Electric Vehicles	Vehicle charging fee for first 4 hours, flat fee	NA	\$2.00	6/7/2021
Miscellaneous: Electric Vehicles	Vehicle charging fee after first 4 hours, per hour	NA	\$1.00	6/7/2021
Miscellaneous: Fire Department	Copy of a fire report.	NA	\$10.00	
Miscellaneous: Planning & Development Department	Copy of plat, mailed.	NA	\$8.00	11/1/2022
Miscellaneous: Planning & Development Department	Detailed zoning verification questionnaire response	NA	\$50.00	10/1/2011
Miscellaneous: Planning & Development Department	Detailed code compliance questionnaire response	NA	\$50.00	10/1/2011

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Miscellaneous: Fire Department	Special operations/activities.	NA	Actual cost	
Miscellaneous: Fire Department	Subpoenaed copy of a rescue report.	NA	\$10.00	
Miscellaneous: Football/soccer Field	Adult practice Category 1 group, per hour (2 hour minimum)	NA	\$100.00	4/5/2012
Miscellaneous: Football/soccer Field	Adult practice Category 2 group, per hour (2 hour minimum)	NA	\$125.00	4/5/2012
Miscellaneous: Football/soccer Field	Adult game, single Category 1 group	NA	\$750.00	4/5/2012
Miscellaneous: Football/soccer Field	Adult game, single Category 2 group	NA	\$1,000.00	4/5/2012
Miscellaneous: Football/soccer Field	Adult tournament Category 1 group, per day	NA	\$1,000.00	4/5/2012
Miscellaneous: Football/soccer Field	Adult tournament Category 2 group, per day	NA	\$1,250.00	4/5/2012
Miscellaneous: Football/soccer Field	Youth practice, Category 1 group, per hour (2 hour minimum)	NA	\$50.00	4/5/2012
Miscellaneous: Football/soccer Field	Youth practice, Category 2 group, per hour (2 hour minimum)	NA	\$75.00	4/5/2012
Miscellaneous: Football/soccer Field	Youth games outside of regular season, (i.e. tournaments) Category 1 groups	NA	\$250.00	4/5/2012
Miscellaneous: Football/soccer Field	Youth games outside of regular season, (i.e. tournaments) Category 2 groups	NA	\$250.00	4/5/2012

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Miscellaneous: Football/soccer /baseball Field at Veterans Memorial Park	Special event	NA	To be determined by nature of event	10/1/2021
Miscellaneous: Football and Soccer fields (all fields) (other than Veterans Memorial)	Practice and games, Youth practice, annual per team athlete.	NA	\$40.00 \$10.00	10/6/2014 (date of ordinance)
Miscellaneous: Football and Soccer fields (other than Veterans Memorial)	Youth games, with practice agreement, per field per day.	NA	\$20.00	(date of ordinance)
Miscellaneous: Football and Soccer fields at Veterans Memorial	Youth games, with practice agreement, per field per day.	NA	\$50.00	(date of ordinance)
Miscellaneous: Football and Soccer fields at Veterans Memorial	Youth game, without practice agreement, per field per day.	NA	\$750.00	(date of ordinance)
Miscellaneous: Football and Soccer fields (other than Veterans Memorial)	Adult practice, annual per athlete.	NA	\$10.00	(date of ordinance)
Miscellaneous: Football and Soccer fields at Veterans Memorial	Adult practice, annual per athlete.	NA	\$15.00	(date of ordinance)



Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Miscellaneous: Football and Soccer fields (other than Veterans Memorial)	Adult games, with practice agreement, per field per day.	NA	\$20.00	(date of ordinance)
Miscellaneous: Football and Soccer fields at Veterans Memorial	Adult games, with practice agreement, per field per day.	NA	\$50.00	(date of ordinance)
Miscellaneous: Football and Soccer fields at Veterans Memorial	Adult games, without practice agreement, per field per day.	NA	\$1,000	(date of ordinance)
Miscellaneous: Football/soccer Field	Adult, per day (depending upon availability)	NA	\$500.00	4/5/2012
Miscellaneous: Library	Late book fee, per day.	NA	\$0.10	10/1/2011
Miscellaneous: Library	Late DVD fee, per day.	NA	\$.25	
Miscellaneous: Library	Late hotspot fee, per day.	NA	\$1.00	10/1/2018
Miscellaneous: Library	Late audio book fee, per day.	NA	\$0.10	
Miscellaneous: Library	Late CD fee, per day.	NA	\$.25	10/1/2011
Miscellaneous: Library	Late video game fee, per day	NA	\$.25	10/1/2018
Miscellaneous: Library	Late magazine fee, per day	NA	\$.10	10/1/2018
Miscellaneous: Library	Photo copy, each.	NA	\$0.10	
Miscellaneous: Library	Lost materials.	NA	Actual cost of replacement	
Miscellaneous: Library	Genealogy research fee.	NA	\$10.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Miscellaneous: Library	Interlibrary loan: microfilm/roll.	NA	\$3.00	
Miscellaneous: Parking	Replacement parking tag	NA	\$25.00	2/3/2014
Miscellaneous: Parking stall rental	Annual fee	NA	\$80.00	9/8/2020
Miscellaneous: Parking stall rental	Quarterly fee	NA	\$17.50	11-20-2017
Miscellaneous: Parks	Overnight camping in Ta-Ha-Zouka Park, per night	NA	<del>\$24.00</del> \$26.00	11/1/2022 (date of ordinance)
Miscellaneous: Parks	Overnight camping in Ta-Ha-Zouka Park (primitive), per night	NA	<del>\$16.00</del> \$18.00	11/1/2022 (date of ordinance)
Miscellaneous: Parks	Reservable picnic shelter	NA	<del>\$35.00</del> \$45.00	10/1/2011 (date of ordinance)
Miscellaneous: Parks	Reservable stage at Central Park	NA	\$35.00	9/1/2015
Miscellaneous: Parks	Reservable stage at Johnson Park	NA	\$50.00	(date of ordinance)
Miscellaneous: Parks	Reservable stage at Skyview Park	NA	<del>\$35.00</del> \$50.00	9/1/2015 (date of ordinance)
Miscellaneous: Police Department	Copy of an accident report, picked up.	NA	\$3.00	
Miscellaneous: Police Department	Copy of an accident report, mailed.	NA	\$4.00	
Miscellaneous: Police Department	Records subpoena.	NA	\$18.00	
Miscellaneous: Police Department	Copy of a video.	NA	\$20.00	
Miscellaneous: Police Department	Copy of a photo.	NA	\$1.00/sheet	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Miscellaneous: Police Department	Criminal history check.	NA	\$5.00	
Miscellaneous: Police Department	Finger printing.	NA	\$10.00	
Miscellaneous: Police Department	Gun permit (background check).	NA	\$5.00	
Miscellaneous: Police Department	Breath test related to DUI.	NA	\$35.00	
Miscellaneous: Police Department	Blood/urine test related to DUI.	NA	\$155.00	10/1/2013
Miscellaneous: Recreational Programs	Recreation programs	NA	\$0-\$275.00 (To be determined by nature of program)	11/1/2022
Miscellaneous: Recreational Programs	Girls softball, per child.	NA	\$15.00	10/1/2011
Miscellaneous: Recreational Programs	Girls softball, late registration, per child.	NA	\$18.00	10/1/2011
Miscellaneous: Recreational Programs	Kreative Kids per child, per session.	NA	\$20.00	10/1/2011
Miscellaneous: Recreational Programs	Men's basketball, per team.	NA	\$255.00	10/1/2011
Miscellaneous: Recreational Programs	Women's volleyball, per team.	NA	\$160.00	10/1/2011
Miscellaneous: Recreational Programs	Coed volleyball, per team.	NA	\$160.00	10/1/2011
Miscellaneous: Recreational Programs	Summer girl's volleyball, per team.	NA	\$120.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Miscellaneous: Recreational Programs	Summer girl's basketball, per team.	NA	\$250.00	
Miscellaneous: Recreational Programs	Men's flag football, per team.	NA	\$220.00	10/1/2011
Miscellaneous: Recreational Programs	Swimming lessons, per student.	NA	\$45.00 \$50.00	8/15/2016 (date of ordinance)
Miscellaneous: Recreational Programs	Private swim lessons (per student per 1/2 hour session)	NA	\$15.00	(date of ordinance)
Miscellaneous: Softball fields	Practice and games, annual per team athlete.	NA	\$70.00 \$10.00	10/6/2014 (date of ordinance)
Miscellaneous: Softball fields (excluding fields #4 & #5)	Games, with practice agreement, per field per day	NA	\$20.00	(date of ordinance)
Miscellaneous: Street Department	Special operations/activities.	NA	Actual cost	
Miscellaneous: Swimming Pool Admissions	AquaVenture Daily admission: youth (age 4-15).	NA	\$6.00 \$7.00	10/1/2012 (date of ordinance)
Miscellaneous: Swimming Pool Admissions	AquaVenture Daily admission: adult (age 16-54).	NA	\$8.00 \$9.00	10/1/2012 (date of ordinance)
Miscellaneous: Swimming Pool Admissions	AquaVenture Daily admission: senior (age 55 & up) and veterans.	NA	\$7.00 \$8.00	10/1/2012 (date of ordinance)
Miscellaneous: Swimming Pool Admissions	AquaVenture Group daily admission: (maximum 6 people).	NA	\$35.00 \$42.00	2/21/2017 (date of ordinance)

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Miscellaneous: Swimming Pool Admissions	<u>AquaVenture</u> Individual season pass: (all ages).	NA	\$100.00	2/21/2017
Miscellaneous: Swimming Pool Admissions	<u>AquaVenture</u> Group season pass (maximum <u>any</u> 6 people).	NA	<del>\$220.00</del> <u>\$250.00</u>	<del>11-20-2017</del> (date of ordinance)
Miscellaneous: Swimming Pool Admissions	<u>AquaVenture</u> Group season pass for individuals living in same household (up to 6 people)	NA	<u>\$250.00</u>	(date of ordinance)
Miscellaneous: Swimming Pool Admissions	<u>AquaVenture</u> Each additional person to group season pass for individuals living in same household	<u>NA</u>	<u>\$40.00</u>	(date of ordinance)
Miscellaneous: Swimming Pool Admissions	<u>AquaVenture</u> Special event pass	<u>NA</u>	<u>\$7.00</u>	(date of ordinance)
Miscellaneous: Swimming Pool Admissions	<u>AquaVenture</u> Children 3 and under.	NA	Free	2/21/2017
Miscellaneous: Swimming Pool	<u>AquaVenture</u> Pool rental, per hour	<u>NA</u>	<u>\$500.00</u>	(date of ordinance)
Miscellaneous: Tennis	Practice and meets, annual per <del>team</del> athlete.	NA	<del>\$40.00</del> <u>\$10.00</u>	<del>10/6/2014</del> (date of ordinance)
Miscellaneous: Tournaments	<u>Category 1 group</u>		<u>10% of gate fee</u> <u>or 5% of entry fee</u>	<u>10/6/2014</u>
Miscellaneous: Tournaments	<u>Category 2 group</u>		<u>20% of gate fee</u> <u>or 10% of entry fee</u>	<u>10/6/2014</u>

Section 2. That the effective date of this Ordinance shall be from and after its passage, approval and publication in pamphlet form as required by law.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

\_\_\_\_\_  
Brianna Duerst, City Clerk

\_\_\_\_\_  
Josh Moenning, Mayor

Approved as to form: \_\_\_\_\_  
Danielle Myers-Noelle, City Attorney

December 2023

AFFORDABLE  
HOUSING  
ACTION  
PLAN

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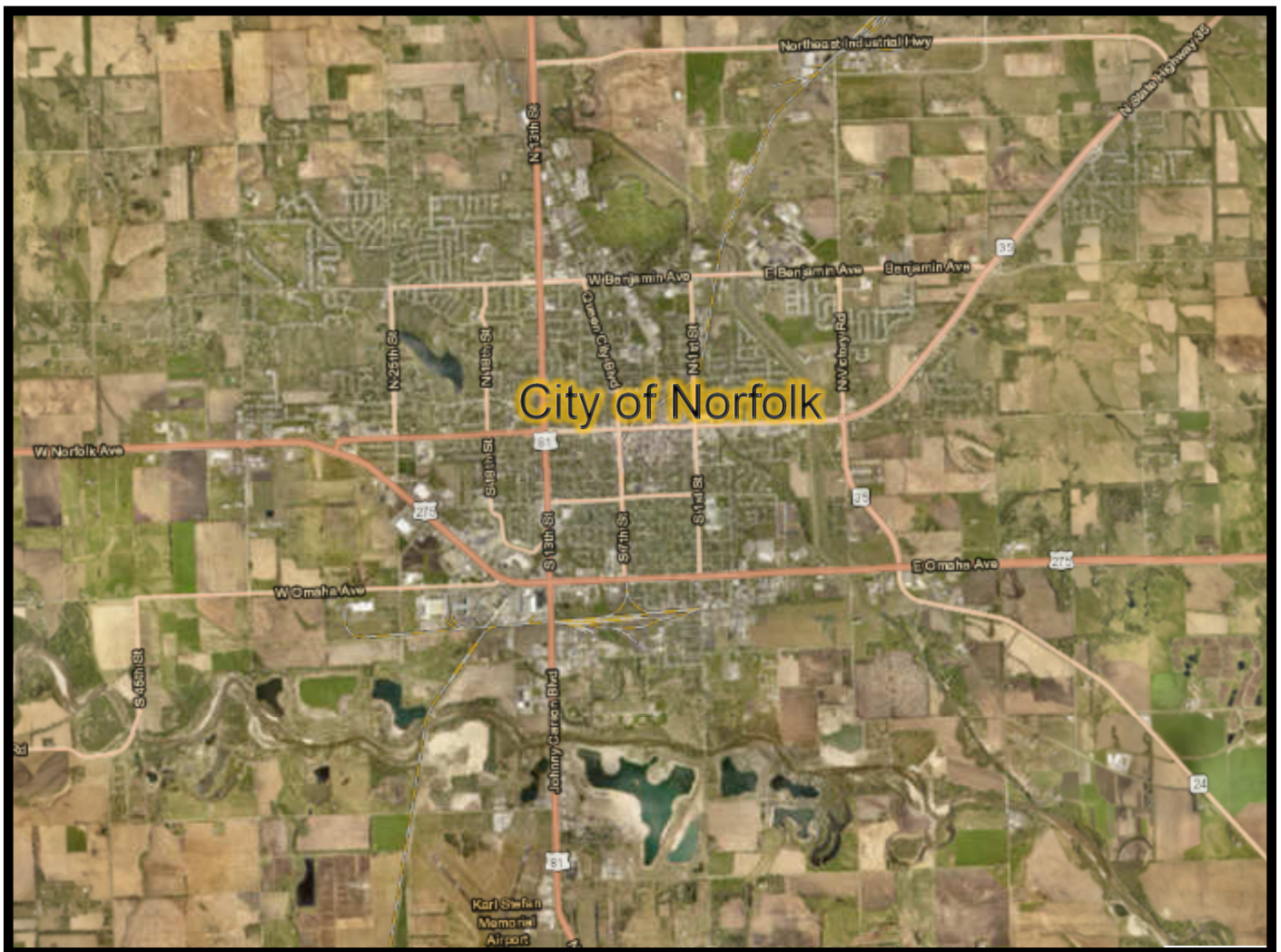




# CITY OF NORFOLK GENERAL INFO

The City of Norfolk is a hub of Northeast Nebraska. The city encompasses 18.6 square miles and has a zoning extraterritorial jurisdiction containing another 54.9 square miles outside city limits for a total of 73.5 sq. miles in the jurisdiction.

The population of Norfolk, according to the Census Bureau, was 24,955 with the 2020 census. Following the 2020 census, the City undertook a large annexation of areas (residential, commercial, industrial) that were essentially a part of the city already and many had been for years. With this comprehensive annexation in the fall of 2021, the population increased from the 2020 census to 25,865, per the Nebraska Department of Revenue.



The community has continued to grow throughout the years and, like many other communities across the United States, have found housing stock and affordability of housing challenging for many citizens. According to the latest census bureau information, 12.9% of Norfolk citizens are in poverty.

Norfolk, along with many other communities in the U.S., have seen costs for housing and other basic living expenses continue to rise. The information below assists with understanding the median income vs. housing costs, so the community may acknowledge and encourage more housing options and affordability, not just for those in poverty, but across Norfolk’s citizenry.

Median value of owner-occupied housing units, 2017-2021	\$163,500
Median selected monthly owner costs—with a mortgage, 2017-2021	\$1,219
Median selected monthly owner costs—without a mortgage, 2017-2021	\$572
Median gross rent, 2017-2021	\$762
Median household income (in 2020 dollars), 2017-2021	\$52,021
Per capita income in the past 12 months (in 2021 dollars), 2017-2021	\$32,164

Source: [census.gov/quick facts](https://www.census.gov/quick-facts)

To demonstrate the rising cost of new construction, in the chart below is the average cost per dwelling unit for new residential construction that has taken place in Norfolk during FY 2020-2021 and 2021-2022 (Fiscal Year 10/1 to 9/30). This information is sourced from the building permits for each type of residential dwelling tracked by permit (single family detached-SFD, single family attached-SFA, Duplex, multi family-MF).

Residential Type & Fiscal Yr. (new construction only)	Dwelling Units	Valuation	Cost/Dwelling Unit
SFD, FY 2021-2022	42	\$14,506,363	\$345,390
SFD, FY 2022-2023	37	\$11,838,253	\$319,953
SFA (2 attached units), FY 2021-2022	4	\$1,040,000	\$260,000
SFA (2 attached units), FY 2022-2023	12	\$1,936,200	\$161,350
Duplex, FY 2021-2022	4	\$211,000	\$52,750
Duplex, FY 2022-2023	42	\$6,094,450	\$145,106
MF (3 units & above), FY 2021-2022	94	\$7,822,587	\$83,219
MF (3 units & above), FY 2022-2023	44	\$2,269,974	\$51,590

# STATE LEGISLATION REQUIREMENTS

The Nebraska State Legislature passed LB866 in 2020 to become N.R.S. 19-5505 that requires each city with a population of less than 50,000 inhabitants to adopt an Affordable Housing Action Plan on or before January 1, 2024. The section of statute was also amended by LB531 in 2023.

If the city fails to adopt their Affordable Housing Action Plan prior to January 1, 2024, then the statute requires the city to allow development of:

1. Middle housing in all areas in the city zoned for residential use that allow for the development of detached single family dwellings.
2. A duplex on each lot or parcel zoned for residential use that allows for the development of detached single family dwellings.

For the Affordable Housing Action Plan, the required items to be included and adopted as part of the plan are as below:

1. Goals for the construction of new affordable housing units, including multifamily housing and middle housing, with specific types and numbers of units, geographic location, and specific actions to encourage the development of affordable housing, middle housing and workforce housing.
2. Goals for a percentage of areas in the city zoned for residential use which permit the construction of multifamily housing and middle housing.
3. Plans for the use of federal, state, and local incentives to encourage affordable housing, middle housing, and workforce housing, including the Affordable Housing Trust Fund, the Local Option Municipal Economic Development Act, tax-increment financing, federal community development block grants, density bonuses, and other nonmonetary regulatory relief.
4. Updates to the city's zoning codes, ordinances, and regulations to incentivize affordable housing.



# COMMUNITY OPEN HOUSE/SURVEY

On August 31, 2023, the city hosted an open house to discuss the requirements of the affordable housing action plan. At this open house there were multiple boards with questions so we, as the city, could hear from the public on what they felt were obstacles to affordable housing, ideas they may have to assist with the goals, what they would prefer to see in the form of housing for middle and affordable options.

Following the in-person open house, those boards and questions were made into a digital survey for those who were not able to attend the in-person open house to still have an opportunity to voice their opinions. We had a total of 129 participants with the in-person and online survey.

Some of the results from the questions are as follows:

*What are the obstacles to finding somewhere to live?*

The top three (3) results given were:

1. High and increasing costs to rent or own (88.37%)
2. Too few affordable options available (76.74%)
3. Finding family-sized affordable housing (51.94%)

*What should be some first steps to making housing affordable?*

The top results given were:

1. Affordable housing should be spread throughout the city and in mixed-income developments (54.26%)
2. Expand access to housing assistance programs (47.29%)  
Require affordable housing in developments (47.29%)
3. Incentives for local home ownership or landlords (41.86%)

*What types of housing would you want to live in and would consider to be affordable?*

The top results given were:

1. Small single-family (72.87%)
2. Duplex (44.19%)  
Small multi-family apartment building (44.19%)
3. Townhouse (40.31%)



# GOALS FOR CONSTRUCTION OF AFFORDABLE HOUSING UNITS

The first affordable housing item listed in N.R.S. 19-5505 requires :

**1.** Goals for the construction of new affordable housing units, including multifamily housing and middle housing, with specific types and numbers of units, geographic location, and specific actions to encourage the development of affordable housing, middle housing and workforce housing.

To undertake the setting and comprehension of goals set forth as prescribed above, general understanding of the proposed terms used in this Affordable Housing Action Plan need to be defined. Some terms have current definitions in the Norfolk city code while others are based on state statute with both being revised from time to time.

Definitions:

*Accessory dwelling unit, detached* shall mean a smaller, independent residential dwelling unit located on the same lot as a detached single-family home where the property owner occupies either the principal structure or the detached accessory dwelling unit. (per city)

*Affordable housing* shall mean residential dwelling units affordable to a household earning not more than eighty percent (80%) of the income limit as set forth by the United States Department of Housing and Urban Development under its Income Limits Documentation System, as such limits existed on January 1, 2022 for the county in which the units are located and for a particular household size. (per state)

*Cottage cluster* shall mean a grouping of no fewer than four (4) detached housing units per acre with a footprint of less than nine hundred (900) square feet each and that includes a common courtyard. (per state)

*Density bonus* shall mean a density increase over the otherwise maximum allowable residential density under the Norfolk city code. (per state)

*Middle housing* shall mean duplexes, triplexes, quadplexes, cottage clusters, single-family attached or townhouses. (per state)

*Multi-family residential* shall mean the use of a site for three or more dwelling units within one building not otherwise defined as townhouse units. (per city)

*Single-family attached* shall mean a single-family residential use in which one dwelling unit is located on a single lot and is attached by a common vertical wall to only one other adjacent dwelling unit on another single lot. (per city)

*Townhouses* shall mean the use of a site for three or more attached dwelling units, each occupied by one family and separated by vertical side walls extending from foundation through roof without opening. Each townhouse unit must have at least two exposed exterior walls and may or may not have individual unit lot line. (per city)

*Workforce housing* shall mean housing that meets the needs of working families; owner-occupied housing units that have an after-construction appraised value of at least one hundred twenty-five thousand dollars (\$125,000) but not more than two hundred seventy-five thousand dollars (\$275,000); upper-story housing for occupation by a homeowner; and housing that does not receive federal or state low-income housing tax credits, community development block grants, HOME funds as defined in N.R.S. Section 81-1228, or funds from the Affordable Housing Trust Fund. (per state)

The goals set in this plan are for approximately 10-20 years, which is the estimate in which the general Comprehensive Plan will most likely be ready for an update. This would allow the city, if they so chose, to incorporate an updated version of the Affordable Housing Action Plan into the updated Comprehensive Plan.

Goals for construction of new affordable housing units:

Specific housing types and number:

- Multi-family: 240 total new units, with 24 being affordable
- Duplex or triplex: 180 total new units, with 18 being affordable
- Single-family attached: 120 total new units, with 12 being affordable
- Townhome: 120 total new units, with 12 being affordable
- Tiny house or accessory dwelling unit (ADU): 50 total new units, with 40 being affordable

Geographic locations:

- Northwestern & western residential areas
- Central residential areas
- Eastern residential areas
- Focus on areas that have infill locations, need redeveloping, have city infrastructure in place and/or have walkability to work, shopping, amenities

Encouraging actions:

- Amended zoning codes in many sections to encourage efficient use of land, particularly land having city infrastructure available, and encourage gentle density for potentially more equitable affordability for all citizens in all residential areas of the city.

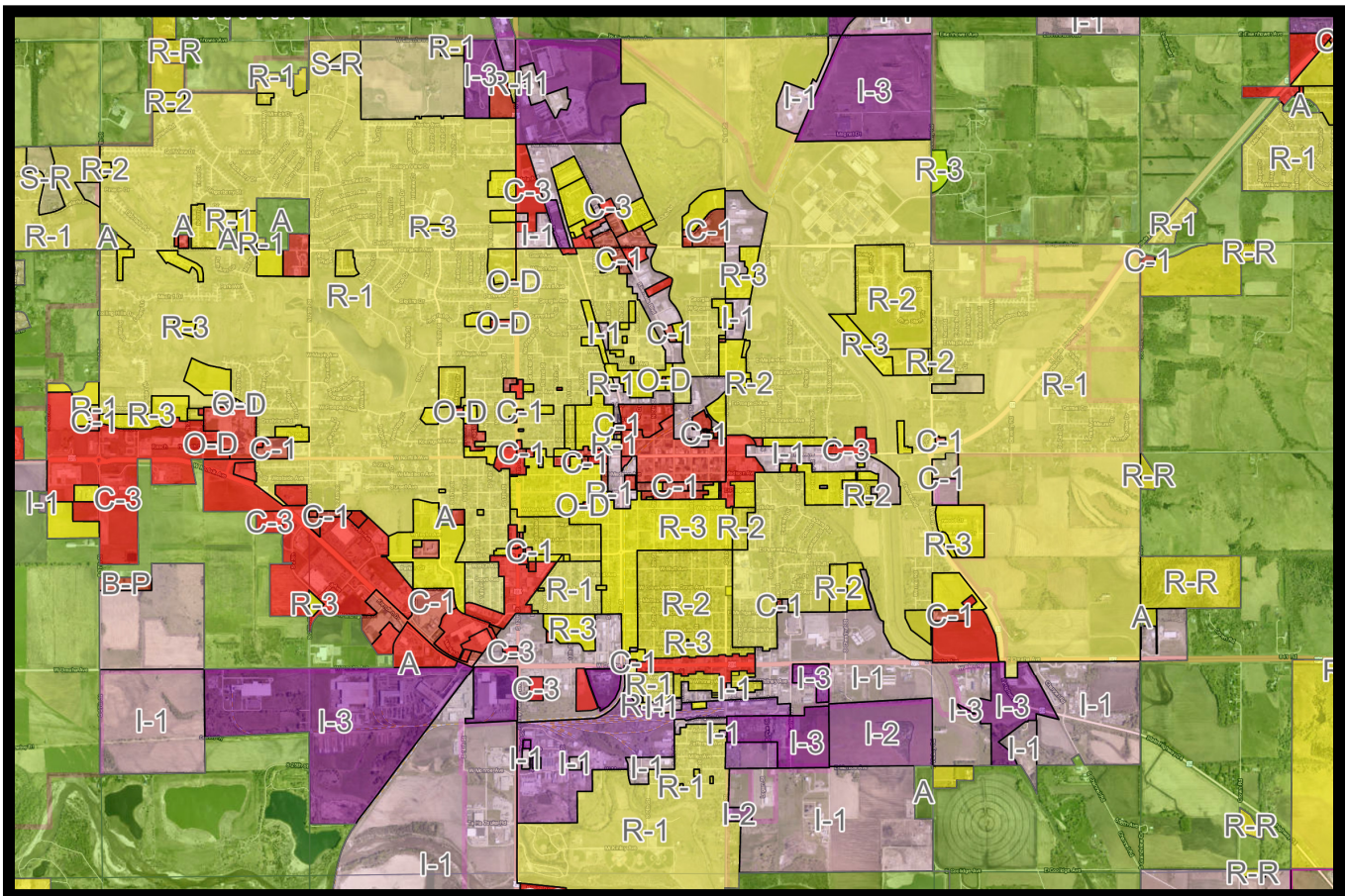
# GOALS FOR PERCENTAGE OF AREAS IN THE CITY

The second affordable housing item listed in N.R.S. 19-5505 requires :

**2.** Goals for a percentage of areas in the city zoned for residential use which permit the construction of multi-family housing and middle housing.

As with many communities across the United States, much of the residential zoning within city limits has only allowed single-family detached residential. Communities across the country have been adjusting their zoning code to permit gentle densities in the form of other residential options within the single-family zoning. The City of Norfolk has also undertaken zoning code amendments to permit other residential options.

With the zoning code amendments, it is the goal to have 50% of the city residentially zoned to permit the options of middle housing and/or multi-family housing. The remaining percentage of land within the city limits is comprised of mostly commercial or industrial zoning.



# PLANS FOR THE USE OF INCENTIVES

The third affordable housing item listed in N.R.S. 19-5505 requires :

**3.** Plans for the use of federal, state, and local incentives to encourage affordable housing, middle housing, and workforce housing, including the Affordable Housing Trust Fund, the Local Option Municipal Economic Development Act, tax-increment financing, federal community development block grants, density bonuses, and other nonmonetary regulatory relief.

The city has assisted projects over the years when applicants have requested help with various grants. Tax-increment financing (TIF) has been made available with many developers using TIF to assist with financing residential projects. However, the city has not included a requirement to provide a certain amount of affordable housing units as part of the redevelopment plan and agreement. The city is discussing a possible policy amendment to require residential TIF to have an affordability and/or workforce housing units component. It will ultimately be the decision of the city council/community development agency, if a policy amendment like this is adopted in the future.

Further, the city's intent is to assist in encouraging the building of affordable housing by providing, at no cost, a selection of plans for some smaller houses in the 800-1200 SF range, which is the preference per the community survey. For those building and/or selling affordable houses, this will save time and money to build such a structure. The owner will not need to hire their own designer which lowers cost, provides the person with an estimated cost estimate for each plan, and will expedite the permitting process through the city, as the city will already know the building plans are acceptable.





The city has provided the remaining local option municipal economic development act funds to a local non-profit housing corporation. In doing so, the city has partnered with this non-profit who will use these funds as part of the rural workforce housing fund to provide housing for middle and workforce housing in the Norfolk jurisdiction. The non-profit has committed to making these funds into a revolving loan and working with the city to assist those citizens and builders wanting and needing assistance for middle and workforce housing.

Nonmonetary encouragement for affordable housing is formed through the multiple amendments to the city code passed and approved by the Norfolk City Council, as described in the following goal.

The City of Norfolk in conjunction with the Village of Hadar have formed the Northeast Nebraska Regional Land Bank to assist in providing affordable housing options. This can be in the form of affordable vacant land to build an affordable house or rehabilitation of a structure that would otherwise continue to deteriorate further to the point of required demolition.



# UPDATES TO CODES, ORDINANCES AND REGULATIONS

The fourth affordable housing item listed in N.R.S. 19-5505 requires :

**4.** Updates to the city's zoning codes, ordinances, and regulations to incentivize affordable housing.

The city has discussed and made multiple amendments to city code and policies to incentivize affordable and middle housing. Some examples are below:

- Reduced the minimum lot square footage and minimum lot width in the city residential zoning districts of R-1, R-2 and R-3
- Included, as permitted uses, middle housing of duplexes and single-family attached in what was single-family detached only R-1 zoning
- Reduced the front yard setback for the house portion of the building, so that it requires less land to place a similarly sized house with previous setbacks
- Adopted a new zoning district specifically for tiny houses
- Amended code to allow accessory dwelling units (ADU's) in all residential districts including agriculture and rural residential
- Adopted the International Code Council's (ICC) Appendix Q for the building of tiny houses, which provides relief from standard building codes
- Other items to be considered could potentially be:
  - further zoning changes to reduce parking for smaller units
  - owners using micro-TIF for individual structures for rehabilitation
  - partnering with modular home builders to discuss potential for affordable modular home neighborhood
  - TIF to have an affordability and/or workforce housing component
  - following some time with the above code amendments in place, evaluate the effectiveness and modify, as needed, along with new and further amendments to code



RESOLUTION NO. 2023 - 64

WHEREAS, the State of Nebraska has enacted N.R.S. §19-5501 through §19-5506 known as the Municipal Density and Missing Middle Housing Act; and

WHEREAS, in N.R.S. §19-5502, the Nebraska Legislature has found and declared that:

- (1) Residential density is beneficial in making better and more cost-effective use of municipal resources and services;
- (2) There is a need for affordable housing in municipalities of all sizes in Nebraska. Affordable housing contributes to economic growth by providing housing options for workers of all levels;
- (3) Following World War II, municipal zoning codes, ordinances, and regulations in Nebraska and throughout the United States prioritized detached single-family homes and mid-rise to high-rise apartment buildings over other forms of housing stock;
- (4) In addition to zoning restrictions, the historic practice of redlining in Nebraska communities has contributed to a lack of affordable housing in many Nebraska municipalities;
- (5) Housing stock known as middle housing, while prominent in the early 1900s, has been largely missing in the construction of new housing in the United States since the mid-1940s; and
- (6) Examining and updating municipal zoning codes and ordinances to permit varied types of housing stock will provide greater availability of affordable housing, increase residential density, promote more efficient and effective land use, and create conditions for successful mass transit, bikeability, walkability, and affordability in residential neighborhoods.

WHEREAS, N.R.S. §19-5505 requires the City of Norfolk, as a city with a population of less than fifty thousand inhabitants, to adopt an Affordable Housing Action Plan on or before January 1, 2024. Such action plan shall include, but not be limited to:

- (a) Goals for the construction of new affordable housing units, including multifamily housing and middle housing, with specific types and numbers of units, geographic locations, and specific actions to encourage the development of affordable housing, middle housing, and workforce housing;
- (b) Goals for a percentage of areas in the city zoned for residential use which permit the construction of multifamily housing and middle housing;
- (c) Plans for the use of federal, state, and local incentives to encourage affordable housing, middle housing, and workforce housing, including the Affordable Housing Trust Fund, the Local Option Municipal Economic Development Act, tax-increment financing, federal community development block grants, density bonuses, and other nonmonetary regulatory relief; and

- (d) Updates to the city's zoning codes, ordinances, and regulations to incentivize affordable housing.

WHEREAS, the Norfolk City Council heard presentation and information on the Norfolk Affordable Housing Action Plan at the regular June 20, 2023 city council meeting.

NOW, THEREFORE, in consideration of the above recitals the Mayor and City Council of the City of Norfolk, Nebraska, hereby adopt the following resolution:

BE IT RESOLVED by the Mayor and City Council of the City of Norfolk, Nebraska that the City of Norfolk Affordable Housing Action Plan, attached hereto, is hereby adopted.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Josh Moenning, Mayor

ATTEST:

\_\_\_\_\_  
Brianna Duerst, City Clerk

Approved as to form: \_\_\_\_\_  
Danielle Myers-Noelle, City Attorney



## LETTER AGREEMENT AMENDMENT #2

Date: 11/13/2023

This AMENDMENT (“Amendment”) shall amend and become a part of the Letter Agreement for Professional Services dated May 2, 2022 between The City of Norfolk, NE (“Client”) and Olsson, Inc. (“Olsson”) providing for professional services for the following Project (the “Agreement”):

### PROJECT DESCRIPTION AND LOCATION

Project is located at: The intersection of Monroe and 4<sup>th</sup> Street continuing to Logan Street, Norfolk Nebraska

Project Description: The project generally consists of replacing the existing 36” sanitary sewer line that run from the intersection of Monroe Avenue and 4<sup>th</sup> Street south along 4<sup>th</sup> Street to approximately 175’ south of Jackson Avenue before turning east and continuing to Logan Street. See Exhibit.

Amendment #2 will consist of the Construction Services and Value Engineering for the City of Norfolk Monroe to Logan Sanitary Sewer Replacement.

### SCOPE OF SERVICES

Client and Olsson hereby agree that Olsson’s Scope of Services under the Agreement is amended by adding the services specifically described below for the additional compensation set forth below:

#### PHASE 600 – CONSTRUCTION SERVICES

##### **Task 601: Construction Administration**

**TMNTE: \$5,500.00**

- Review shop drawings and submittals for compliance with construction documents. Olsson anticipates 10 submittals.
- Act as a liaison for the City/Owner with Contractors.
- Conduct a pre-construction meeting.

##### **Task 602: Construction Observation**

**TMNTE: 39,000.00**

- Observe sanitary improvements as designated in the construction documents for the project.
- Provide observation and material testing for an average of 20 hours per week for 15 weeks.
- Provide clarification and direction to Contractors regarding compliance with construction documents and City code and regulations.
- Maintain daily logs of construction activity and provide weekly progress reports.

- Review Contractor Pay Requests.
- Construction testing as required by construction documents and the City of Norfolk Standard Specifications
  - o Concrete Testing – 4 Total
  - o Compaction Testing – 50 Total
  - o Soils Proctor – 3 Total
- Review Contractor Pay Requests.

**Task 603: SWPPP Inspection**

**TMNTE: \$10,000.00**

- Provide SWPPP Inspection on a weekly basis for 3 hours per week for 23 weeks.
- Inspections will be conducted till final stabilization is completed for the project, the anticipated cost per inspection is \$435/inspection.

**Task 604: Construction Meetings**

**TMNTE: \$2,000.00**

- Conduct two (2) onsite progress meeting.

**Task 605: Construction Staking**

**TMNTE: \$8,000.00**

- Olsson will provide construction staking for the sanitary sewer main layout. The following shall be utilized for staking:
  - o Verify control points and benchmarks for the project.
  - o Set 1 graded offset at 100' station and every sanitary manhole for the proposed sanitary sewer main. (1 Trip)
  - o Stake Construction Limits through properties.

**Task 606: Project Closeout**

**TMNTE: \$7,000.00**

- Olsson shall complete the following services to close out the project. These services shall include the following:
- Organize Final Inspection – Olsson shall organize and attend the final inspection of the project with the Client's personnel and regulatory agencies and provide written comments to the Client.
  - Review Contractor's Records – Olsson shall review the Contractor's record drawings for completeness and legibility. Olsson shall identify additional information that may be required to complete the project record drawings and request the information from the Contractor.
  - Prepare Record Drawing Package – Using the Contractor's and Olsson's Resident Project Representative's record drawings and importing the Clients GPS shots, Olsson shall import and revise the construction documents to reflect the construction records for the project. Olsson shall also prepare a summary of the materials testing that was completed on the project. Olsson shall provide the Client with two (2) sets of record drawings and testing package and a CD of the .pdfs of the record drawings and testing package.

**PHASE 700 – VALUE ENGINEERING**

**TMNTE: \$10,000.00**

**Task 701: Value Engineering**

- Update plans for Sanitary Sewer run along 4<sup>th</sup> Street for new alignment that will allow for open trench cut and remove boring for the project.

- Submit updated plans for City of Norfolk Review
- Revise plans per comments from the City of Norfolk.
- Submit revised plans to NDEE of updated layout.
- Revise plans per comments from NDEE.

## **SCHEDULE FOR OLSSON'S SERVICES**

Unless otherwise agreed, Olsson expects to perform its services covered by this Amendment as follows:

Anticipated Start Date: December 1<sup>st</sup>, 2023

Anticipated Completion Date: August 1<sup>st</sup>, 2024

Olsson will endeavor to start its services on the Anticipated Start Date and to complete its services on the Anticipated Completion Date. However, the Anticipated Start Date, the Anticipated Completion Date, and any milestone dates are approximate only, and Olsson reserves the right to adjust its schedule and any or all of those dates at its sole discretion, for any reason, including, but not limited to, delays caused by Client or delays caused by third parties.

## **COMPENSATION**

For the additional Scope of Services specifically set forth in this Amendment, Client shall pay Olsson the following fee in addition to the fee(s) set forth in the Agreement:

Client shall pay to Olsson for the performance of the Scope of Services, the actual hourly labor rates of personnel performing such services on the project times a factor of 3.085, and all actual reimbursable expenses in accordance with the Reimbursable Expense Schedule attached to this agreement. Olsson shall submit invoices on a monthly basis, and payment is due within 30 calendar days of invoice date.

Olsson's Scope of Services will be provided on a time-and-expense basis not to exceed **\$81,500.00**.

**TERMS AND CONDITIONS OF SERVICE**

All provisions of the original Agreement not specifically amended herein shall remain unchanged.

If this Contract Amendment satisfactorily sets forth your understanding of our agreement, please sign in the space provided below. Retain a copy for your files and return an executed original to Olsson. This proposal will be open for acceptance for a period of [maximum 30] days from the date set forth above, unless changed by us in writing.,

**OLSSON, INC.**

By   
Steve Hancock, Team Leader

By   
Seth Lange, Project Manager

By signing below, you acknowledge that you have full authority to bind Client to the terms of this Amendment. If you accept this Amendment, please sign:

**CITY OF NORFOLK, NE**

By \_\_\_\_\_  
Signature

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Dated: \_\_\_\_\_





**Novotx, LLC**  
 4905 South 1500 West Suite 210  
 Riverdale  
 Utah  
 United States 84405

**Sales Agreement**  
 Valid Until: Dec 29, 2023  
 Agreement Number : 5405498000016961014  
 Prepared By: Mike Schwab  
 mschwab@novotx.com

<b>BILL TO:</b>	<b>SHIP TO:</b>
<b>309 N 5th St</b> Norfolk Nebraska United States 68701-4092	<b>309 N 5th St</b> Norfolk Nebraska United States 68701-4092

This agreement describes the products and/or services to be provided and/or licensed by the Customer at the address below. Prior to installation and/or use, an authorized representative of the Customer must agree to the terms and conditions of the License Agreement(s) associated with the product(s) listed below (provided separately).

Account Name: <b>City of Norfolk Nebraska</b>	Title: <b>Public Works Director/City Engineer</b>
Contact Name: <b>Steven Rames</b>	Email: <b>srames@norfolkne.gov</b>

<b>S.No.</b>	<b>Product Details</b>	<b>Quantity</b>	<b>List Price</b>	<b>Total</b>
1.	<b>Asset Management Onboarding Services EXS-ONB-AM</b> Fixed price for Elements XS onboarding services as outlined below.  Divisions Include: Streets Fleet Parks and Recreation Water Distribution Sewer Collection Water Plant Water Pollution Control (WPC) Solid Waste Engineering Stormwater	1	\$ 77,500.00	\$ 77,500.00
2.	<b>Connect Configuration Services EXS-ONB-CONNECT</b> Fixed price for Elements XS Connect configuration services as outlined below.  Implementation services for Permits and Codes as defined in attached project scope. See Attachment 1 for additional detail.	1	\$ 75,000.00	\$ 75,000.00
3.	<b>Elements XS Annual Subscription - Municipal Tier 2 EXS-M-T2</b> Elements XS Annual Subscription. Enterprise License; includes unlimited named users. Subscription renews annually beginning 12 months after installation.	1	\$ 20,000.00	\$ 20,000.00
4.	<b>Connect Annual Subscription EXS-CONNECT</b> Elements XS Connect annual subscription.	1	\$ 10,000.00	\$ 10,000.00
5.	<b>Hosting Services (AWS) EXS-HOST-AWS</b> Annual hosting services fee for Elements XS. Includes setup, maintenance, and support of Elements XS environment and up to 150gb of cloud storage for file attachments.	1	\$ 5,500.00	\$ 5,500.00
				<b>Sub Total \$ 188,000.00</b>
				Discount \$ 0.00
				Tax \$ 0.00
				Adjustment \$ 0.00
				<b>Grand Total \$ 188,000.00</b>

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ELEMENTS AS ANNUAL SUBSCRIPTION (\$20,000), CONNECT ANNUAL SUBSCRIPTION (\$10,000) and Hosting Services (\$5,500) plus 50% of Asset Management Onboarding Services (\$38,750) and 50% of Connect Configuration Services (\$37,500) due at contract signing.

Fee breakdown per division is as follows:

License and Hosting

- Streets: \$3,125
- Fleet Services: \$2,484
- Permits and Codes: \$8,014
- Parks and Rec: \$2,324
- Engineering: \$2,324
- Storm Sewer: \$1,683
- WPC: \$5,289
- Solid Waste: \$2,484
- Water: \$4,087
- Sewer: \$3,686

50% Onboarding and Connect Configuration at Signing

- Streets: \$6,282
- Fleet Services: \$4,993
- Permits and Codes: \$21,000
- Parks and Rec: \$4,671
- Engineering: \$4,671
- Storm Sewer: \$3,383
- WPC: \$10,631
- Solid Waste: \$4,993
- Water: \$8,215
- Sewer: \$7,410

50% Onboarding and Connect Configuration at Completion

- Streets: \$6,282
- Fleet Services: \$4,993
- Permits and Codes: \$21,000
- Parks and Rec: \$4,671
- Engineering: \$4,671
- Storm Sewer: \$3,383
- WPC: \$10,631
- Solid Waste: \$4,993
- Water: \$8,215
- Sewer: \$7,410

Note: It is understood that there is a division implementation schedule which is outlined in more detail below, however, if a division is completed and signs off outside of the desired order, Novotx will generate the invoice for that division.

The final 50% of Connect Configuration Service will be invoiced upon completion of the Connect scope as described in Attachment 1

The annual license of Elements XS, Connect, and Hosting Costs (\$35,500) will renew automatically on the anniversary date of the contract signature.

For onsite meetings, please see Additional Terms section below.

### **Onboarding Services Included**

Based on conversions with the City, the following outlines the desired implementation schedule:

- 1A - Streets
- 1B - Fleet
- 2 - Parks and Recreation
- 3A - Water / Sewer
- 3B - Water Plant
- 4A - Water Pollution Control
- 4B - Solid Waste
- 5A - Engineering
- 5B - Stormwater

Permits and Codes is not included in this list as that project will be run in parallel and managed by a member of our Professional Services team.

## **Standard Deliverables**

The items below are included with a standard deployment of Elements XS.

### **What's Included**

#### Pre-Installation Items

- Business process review and consultation for best practices with Elements XS
- Review IT infrastructure
- Review GIS infrastructure Review Reporting Requirements

#### Installation

- Installation of Elements XS

#### Map Integration

- Integration of one map viewer in Elements XS
- Configuration to load map-based (GIS) assets from map viewer
- Training to Configure GIS Layers in Elements

#### Deployment of the following workflows:

- Create Service Order from GIS Asset
- Report a GIS Problem from Map
- Select Multiple Assets from Map using the Elements Select Tool Add GIS Asset Relationships to Tasks
- Zoom to GIS Assets

#### General Application Setup

- Setting up company, department, and division structure o Setup of default navigation menus
- Configure SMTP settings for Email notifications
- Active Directory Integration with LDAP

#### Service Orders Setup

- Configuration of Default Statuses
  - o 1 - Pending
  - o 2 - In Progress
  - o 3 - Ready for Review
  - o 4 - Complete
  - o 5 - Cancelled
- Configuration of Default Priorities:
  - o 1 - Low
  - o 2 - Medium
  - o 3 - High
  - o 4 - Emergency

Delivery of standard Service Order templates using default Status and Priority configurations

#### Training on the following items:

- Configure custom application menus
- Configure service order templates
- Configure preventive and routine maintenance schedules
- Configure users and user permissions
- Configure basic Elements XS workflows
- Configure custom Service Order Task Status and Priority types

- Configuration of default Service Order task assignments

#### One-Time Data Imports (Includes Test Imports and Data Validations)

- Non-spatial assets
- Inventory Items (materials, equipment).

#### Utility Billing Integration (as specified on Sales Agreement)

#### Standard Reports and Dashboards

#### Service Orders & Work Management Reports

- Task Charges
- Task Contractor Usage
- Task Costs
- Task Equipment Usage
- Task Labor Usage
- Task Material Usage

#### Inventory Reports

- Purchase Order Details
- Item Receiving Details
- Invoice Details
- Material Usage by Asset Type
- Contractor Purchase Order History
- FIFO Valuation Report
- Item Quantity Transaction History
- Item Purchase Order History
- Parts Used by Account / Date
- Stock Levels Report
- Vendor Purchase Order History

#### Other Included Reports

- Activities Details
- Notes Details
- Phone Calls Details
- Timesheet Hours
- System Configuration Reports

#### **What's Not Included**

- Installing or configuring Microsoft SQL Server, Esri products, or any other third-party applications that may be required for Elements XS.
- Configuring and/or publishing map or feature services, including query layers
- Configuring Esri web maps, dashboards, or other Esri technology
- Setting up preventive and routine maintenance schedules \*
- Setting up asset scoring \*
- Setting up service order templates \*
- Setting up user accounts and user permissions \*
- Setting up custom application menus \*
- Setting up basic Elements XS workflows \*
- Configuring default assignments for Service Order templates \*
- Creation of Elements Advanced Workflows to support custom business process (unless specified in sales agreement)
- Training on creation of Elements Advanced Workflows
- IT setup (opening ports, installing IIS, etc.)
- Creating dynamic forms
- Creating Custom Reports

\* Training on how to configure and use these features is provided

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#### **Additional Terms**

##### Onsite Meetings:

It is the desire of the City to include the potential for up to four (4) onsite trips from Novotx team members. Since these are optional trips that can be scheduled or can also be accommodated remotely, these are not included as line items in this agreement. These trips will be invoiced when requested by the customer.

We anticipate each trip being onsite for two (2) full days. The cost for each trip is inclusive of travel and expenses. Some items that can be managed in these trips include: Post-Contract Discovery sessions, Project Updates, Training, Go-live

Support. When you are arranging the onsite visit, your Project Manager will detail the expectations and goals of the trip based on the progress of the project. These can be flexible and we will work with the City to ensure needs of the trip are met. Any of the above functions will also happen virtually as a standard part of the agreed upon project costs.

Trip cost: \$5,500 per trip

To arrange a trip, contact your Project Manager to initiate the process.

**Required Licensing:**

All Elements XS deployments require Esri's ArcGIS Enterprise and/or an active subscription to ArcGIS Online. On-premise deployments also require Microsoft SQL Server and a standard Windows server operating environment. Pricing in this agreement does not include these products and Customer is responsible for purchasing, installing, and maintaining these applications.

**Scope Limitations & Additional Services**

For all items beyond the original project scope, additional professional services are billed at \$1,800 per day (\$225 per hour). Services beyond the project scope must be approved by Customer prior to services being performed and will be billed separately. Services beyond the scope of this agreement include:

- Any scripts, interfaces, reports or program code requested by the Licensee, other than Program Modifications to the Elements XS applications that provide specific functionality uniquely designed for the Licensee
- Consulting services for Custom Applications or Custom Programming performed specifically for the Licensee
- Historical data imports require the customer to provide data to Novotx in a tabular format following a template provided by Novotx

**Travel Expenses**

Unless specified otherwise, all travel expenses will be billed actual, as incurred, for any services performed onsite.

**Sales Tax**

Customer agrees to pay any and all applicable sales, use, excise or transaction taxes with respect to the products and services under this Sales Agreement. It is the customers responsibility to pay any and all applicable taxes if the customer is not tax exempt.

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**Purchase Authorization**

By signing below, customer agrees to purchase products and services listed above.

**Customer**

Printed Name

Signature

Title

Date

**Novotx Representative**

Printed Name Justin Gough

Signature *Justin Gough*

Title President, Novotx LLC

Date 29 Nov 2023

Novotx Internal Authorizations

Sales *MG*

Onboarding *CP*

Technical *MP*

Product *WL*

## Attachment 1: Connect Project Implementation Scope

### Norfolk Permits and Codes

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#### PROJECT DETAILS

A final scope will be developed after contract execution to define detailed deliverables based on Permit and Categories below. At that time, it will be defined what will be delivered and anything outside of that scope will require an additional Pro Services contract. The scope will define developed workflows, reports, testing, moving to production, documentation and support of final product.

City of Norfolk Permits and Categories	
Building Permit	Fireworks
Utility Electrical	Contractor Registration
Utility Fire Alarm/Fire Sprinkler	House Mover
Utility Mechanical	Homeowner Verification for Electrical Wiring
Utility Plumbing	Home Occupation Application
Utility Roll off Refuse Box	Chicken Permit
Utility Septic Tank/Well	Park Suggestion or Request for Information
Utility Water Heater	Pothole and Street Problem Report Form
Utility Yard Sprinkler	Grass, Weeds or Tree Complaint
Curb Grind	Property Maintenance/Trash Complaint
Street Break	Abandoned/Junked Vehicles
Tamp Back	Clogged Storm Drain
Water-Sewer	Construction Site, sediment and mud complaint
Sign	Illegal Dumping and Suspicious Discharges
Fire Prevention	

**CITY OF NORFOLK**  
**1 1/2 CENT SALES TAX COMPARISON**  
**2019 - 2024**

PAYMENT DATE	FISCAL YEARS ENDED SEPTEMBER 30,						2024		CHANGE 2023 TO 2024		BUDGET VARIANCE	
	2019	2020	2021	2022	2023	2024	BUDGET					
October	\$ 749,907.08	\$ 791,667.22	\$ 807,699.88	\$ 916,869.52	\$ 995,864.82	\$ 1,083,160.19	\$ 996,910.16	\$ 87,295.37	8.77%	\$ 86,250.03	8.65%	
November	\$ 693,592.86	\$ 773,622.59	\$ 798,022.46	\$ 884,430.97	\$ 974,723.28	\$ 1,013,893.31	\$ 975,768.62	\$ 39,170.03	4.02%	\$ 38,124.69	3.91%	
December	\$ 688,673.25	\$ 760,004.07	\$ 815,440.55	\$ 899,492.96	\$ 965,286.05	-	\$ 966,331.39	\$ -	0.00%	\$ -	0.00%	
January	\$ 722,650.88	\$ 743,508.54	\$ 821,520.19	\$ 881,000.94	\$ 991,455.26	-	\$ 992,500.60	\$ -	0.00%	\$ -	0.00%	
February	\$ 812,345.69	\$ 887,425.53	\$ 950,153.16	\$ 1,009,091.07	\$ 1,135,957.92	-	\$ 1,137,003.26	\$ -	0.00%	\$ -	0.00%	
March	\$ 632,492.20	\$ 633,342.26	\$ 774,090.95	\$ 781,268.81	\$ 823,190.27	-	\$ 824,235.61	\$ -	0.00%	\$ -	0.00%	
April	\$ 606,371.26	\$ 725,373.93	\$ 719,690.10	\$ 800,199.17	\$ 864,336.75	-	\$ 865,382.09	\$ -	0.00%	\$ -	0.00%	
May	\$ 712,360.98	\$ 733,041.40	\$ 943,475.10	\$ 941,437.19	\$ 965,402.83	-	\$ 965,402.83	\$ -	0.00%	\$ -	0.00%	
June	\$ 738,010.16	\$ 653,114.23	\$ 935,611.73	\$ 907,696.57	\$ 948,479.55	-	\$ 908,741.91	\$ -	0.00%	\$ -	0.00%	
July	\$ 761,157.69	\$ 750,322.72	\$ 883,844.67	\$ 985,039.55	\$ 1,029,422.05	-	\$ 986,084.89	\$ -	0.00%	\$ -	0.00%	
August	\$ 756,686.77	\$ 866,997.21	\$ 907,083.35	\$ 984,190.94	\$ 1,112,393.81	-	\$ 985,236.28	\$ -	0.00%	\$ -	0.00%	
September	\$ 748,664.90	\$ 857,175.30	\$ 951,421.42	\$ 981,225.96	\$ 965,491.99	-	\$ 982,271.30	\$ -	0.00%	\$ -	0.00%	
<b>TOTALS</b>	<b>\$8,622,913.72</b>	<b>\$9,175,595.00</b>	<b>\$ 10,308,053.56</b>	<b>\$ 10,971,943.65</b>	<b>\$ 11,772,004.58</b>	<b>\$ 2,097,053.50</b>	<b>\$ 11,585,868.94</b>	<b>\$ 126,465.40</b>	<b>6.42%</b>	<b>\$ 124,374.72</b>	<b>6.30%</b>	

