

MINUTES
ALBION CITY COUNCIL
REGULAR MEETING
TUESDAY, APRIL 9, 2019

A Regular Meeting of the Albion City Council of the City of Albion, Nebraska was convened in open and public session at 7:30 p.m. on April 9, 2019 at Albion City Hall, 420 West Market St., Albion, NE. Present were: Mayor James C. Jarecki, Council Members Jon Porter, Walt Hoefer, Marcus Johnson, and Chris Kohtz. City staff present were: City Administrator Andrew Devine, Deputy City Clerk Sharon Ketteler, Utility Billing Clerk Amber Wynn, Sewer Commissioner Joe Luettel, Water Commissioner Ron Morearty, Police Officer Joe Predmore, and City Attorney Darren Wright. Notice of this meeting along with the agenda was simultaneously given in advance to all members of the Board. Notice of this meeting was given in advance by publication, a designated method for giving notice; a copy of proof of publication is attached to these minutes. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public. The meeting was recorded using an audio recording device and such recording is available for inspection at the office of the City Clerk.

MAYOR'S COMMENTS

Mayor Jarecki informed the public about the location of the current copy of the Open Meetings Act posted in the Council Chambers. The Mayor reported the City will be making the last payment on the oldest Street Bond. Also, interest rates came in lower than expected for refinancing of wastewater treatment plant and water projects. This will save the City \$157,000 instead of \$130,000 on the water well project; as well as cutting two years off the payments. Mayor Jarecki and Administrator Devine plan to put some loan money for new well into CD's.

2. CONSIDER MINUTES OF MARCH 12, 2019 CITY COUNCIL MEETING FOR APPROVAL

Councilman Porter made a motion to approve the minutes of the March 12, 2019 City Council meeting; second by Johnson.

Vote: Yeas; Porter, Johnson, Kohtz, Hoefer. Nays; None.

3. CONSIDER RIGHT OF WAY PERMIT APPLICATIONS AND/OR RENEWALS FOR APPROVAL:

- **EAGLE COMMUNICATIONS**
- **GREAT PLAINS COMMUNICATIONS**
- **FRONTIER COMMUNICATIONS**

Clerk Devine stated Eagle Communications has submitted all requirements for the permit. There is still time for the others as the permits are not due until May.

Councilman Hoefer made a motion to approve Right of Way permit renewal of Eagle Communications, and the renewals of Great Plains Communications and Frontier Communications once all requirements are met; second by Johnson.

Vote: Yeas; Kohtz, Hoefer, Johnson, Porter. Nays; None.

4. **CONSIDER APPROVAL OF SPECIAL DESIGNATED LIQUOR LICENSE FOR HWY 14 BREWING CO. LLC FOR AN OUTDOOR EVENT ON JUNE 15, 2019**

Council Members reviewed the application. Clerk Devine noted the intended street closure was updated from what the Council approved last month.

Councilman Porter made a motion to recommend approval of the application for Special Designated Liquor License made by Hwy 14 Brewing Co. LLC, second by Johnson. **Vote: Yeas; Hoefler, Kohtz, Johnson, Porter. Nays; None.**

Councilman Porter made a motion to approve revised map of previously approved 4th Street Closure for June 15, 2019, for Alumni Event; second by Hoefler.

Vote: Yeas; Kohtz, Porter, Hoefler, Johnson. Nays; None.

5. **CONSIDER REQUEST OF ALBION SOFTBALL TO RELOCATE OUTFIELD FENCE OF FIELD B TO MEET OFFICIAL SOFTBALL FIELD DESIGN DIMENSIONS**

Mike Malander explained the request, stating a lot of fencing at the Sports Complex is original and in need of repair or replacing. They propose to move current fence on softball field to meet official girls' softball specifications of 200 feet. They would add additional fencing to outfield where there currently is none to protect spectators. They would also add gates for mower and ambulance access. They've receive multiple bids. A lower bid would reuse the top rail and chain link, cutting costs significantly. Councilman Porter inquired about cost share of the project. Clerk Devine stated the City would be responsible for the cost as it would be part of the budgeted Sports Complex improvements. Clerk Devine complimented the Ball Organizations for their volunteer efforts in making improvements to the fields. Councilman Hoefler made a motion to approve request of Albion Softball to relocate outfield fence of Field B to meet official softball field design dimensions, second by Kohtz.

Vote: Yeas; Johnson, Hoefler, Porter, Kohtz. Nays; None.

6. **CONSIDER RESOLUTION 104(19) DIRECTING THE SALE AND CONVEYANCE OF REAL PROPERTY COMMONLY KNOWN AS THE OLD FIREHALL PROPERTY AND LEGALLY DESCRIBED AS ALL OF LOT 1, THE EAST 31 FEET OF THE NORTH 92 FEET OF LOT 2, THE SOUTH 40 FEET OF LOT 2, AND THE EAST 34 FEET OF THE SOUTH 40 FEET OF LOT 3, CLARK'S FIRST ADDITION TO THE CITY OF ALBION, BOONE COUNTY, NEBRASKA TO THE ALBION ECONOMIC DEVELOPMENT CORPORATION FOR THE PURPOSES OF REDEVELOPMENT**

Clerk Devine reported there is a party interested in purchasing the old firehall to redevelop for commercial space. Some city equipment is currently stored in it, however, the City would have better control and less liability issues if all equipment were stored at the existing public works shop. There is adequate space for an addition

to the north side of the shop. Councilman Porter announced he owns 50% of a company interested in buying the old firehall; and described the company's proposed plans for extensive redevelopment and improvement of it. Clerk Devine stated AEDC manages economic development plans for the City and can assist in getting this property conveyed to an entity for redevelopment. Councilman Hoefer made a motion to introduce and approve Resolution 104(19), second by Johnson.

Vote: Yeas; Kohtz, Johnson, Hoefer. Nays; None. Abstain; Porter.

Clerk Devine stated AEDC will have 30 days to accept or decline the sale.

7. CONSIDER RESOLUTION 105(19) REGARDING THE PLACEMENT OF TRAFFIC CONTROL SIGNS IN ORDER TO REGULATE TRAFFIC

Council Members reviewed and discussed the resolution which would allow placement of traffic signs along 255th Avenue and East Market Street to prohibit parking, stopping, and standing. Loading and unloading in this area has caused a great safety issue. Councilman Johnson made a motion to introduce and approve Resolution 105(19), second by Kohtz. **Vote: Yeas; Hoefer, Porter, Kohtz, Johnson. Nays; None.**

8. CONSIDER APPROVAL OF JOB DESCRIPTION FOR A NEW CITY POSITION DESCRIBED AS PUBLIC WORKS PROJECT MANAGER, AND AUTHORIZE THE CITY ADMINISTRATOR AND/OR MAYOR TO HIRE FOR SAME POSITION

Clerk Devine provided the Council with the job description for a Public Works Trainee & Project Manager. Devine noted that funds have been budgeted for this position. This employee would be trained in all public works positions, while documenting essential functions and creating a manual in which to preserve the knowledge. Councilman Porter explained the process his company uses that includes videoing and taking notes to document each task. Following lengthy discussion by the Council, and input of Luettel and Morearty, Councilman Hoefer made a motion to approve job description for Public Works Trainee and Project Manager and authorize the City Administrator and/or Mayor to hire for same position, second by Johnson.

Vote: Yeas; Porter, Johnson, Kohtz, Hoefer. Nays; None.

9. **CONSIDER FOR APPROVAL MEMBERSHIP APPLICATION OF DAVID LUEKEN TO THE ALBION VOLUNTEER FIRE DEPARTMENT**

Councilman Hoefer made a motion to approve membership application of David Lueken to the Albion Volunteer Fire Department, second by Porter.

Vote: Yeas; Porter, Kohtz, Hoefer, Johnson. Nays; None.

10. **ACKNOWLEDGEMENT OF RECEIPT OF THE CITY ADMINISTRATOR REPORT TO THE CITY COUNCIL REGARDING THE STATUS OF VARIOUS CITY DEPARTMENTS, CITY ACTIVITIES, AND CITY FINANCIAL REPORTS**

Clerk Devine provided an updated report and reviewed it with Council Members. Devine added that he and the Mayor plan to put \$200,000 of utility cash reserves into CD's and mark them "Utility Debt Service Reserve Fund" for the sewer refinance. The amount of interest earned will off-set the loan interest and possibly bring it down to less than a half percent. They also plan to purchase CD's for the Water Well Project, earning a rate of 2.6% interest, which is the same amount of interest for the loan on that project.

Devine also added that as the City Zoning Administrator, he was required to complete a preliminary Flood Survey Report by reviewing every structure in the flood zone area and determine if any had more than 50% damage. Devine was happy to report that none had received that much damage. **No action taken.**

11. **CONSIDER BILLS FOR APPROVAL**

- CONSIDER MONTHLY BILLS FOR APPROVAL

Councilman Porter made a motion to approve the monthly bills for payment, second by Johnson. **Vote: Yeas; Porter, Hoefer, Johnson, Kohtz. Nays; None.**

12. **CONSIDER EMPLOYEE EVALUATIONS FOR APPROVAL**

Councilman Porter made a motion to approve annual employee evaluation and scheduled step raise for Jim Bader; and annual employee evaluation of Joe Landauer, second by Kohtz. **Vote: Yeas; Kohtz, Porter, Hoefer, Johnson. Nays; None.**

13. **CONSIDER RESOLUTION 106(19) DECLARING SURPLUS PROPERTY AND DIRECTING THE SALE OF THE SAME**

Council Members reviewed the resolution declaring the 2008 Dodge Charger police car as surplus property. Councilman Porter made a motion to introduce and approve Resolution 106(19), second by Johnson.

Vote: Yeas; Kohtz, Porter, Hoefler, Johnson. Nays; None.

14. **CONSIDER PROPOSAL FROM JEO CONSULTING GROUP FOR WETLAND DELINEATION REPORT AND SECTION 404 PERMITTING FOR THE ALBION WELL AND WATER LINE**

The City was notified that the US Army Corp of Engineers is requiring a wetland delineation and study around the proposed test well site for our Well and Main Project. JEO's additional cost to complete this study is not to exceed \$3,375. Councilman Hoefler made a motion to accept proposal from JEO Consulting Group for Wetland Delineation Report and Section 404 permitting for the Albion Well and Water Line, second by Johnson.

Vote: Yeas; Johnson, Kohtz, Porter, Hoefler. Nays; None.

15. **ITEMS TO BE PUT ON NEXT MEETING AGENDA**

Next Regular Meeting: May 14, 2019 at 7:30 p.m.

- ADMINISTRATOR REPORT
- CONSIDER BILLS FOR APPROVAL

16. **ADJOURN**

At 8:57 p.m. Council Member Johnson moved to adjourn the meeting, second by Porter. **Vote: Yeas; Johnson, Kohtz, Porter, Hoefler. Nays; None.**

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I the undersigned Clerk hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Mayor and Council; that all subjects included in the foregoing proceedings were contained in the Agenda for the meeting, kept continually current and available for inspection at the office of the Clerk; that such subjects were contained in said Agenda for at least 24 hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for the examination and copying of the public; that 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 of meetings of said body were provided advance notification of the time and place of said meeting and subjects to be discussed at said meeting.

Readers Note: An audio recording of the meeting is also available at public request.

James Jarecki, Mayor

ATTEST:

Sharon Ketteler, Deputy Clerk