



# 2015 City Council Activity Report

City of Albion, Nebraska

*A monthly summary of notable policy and legislative action taken the Albion City  
Council during the year 2015.*



Notable 2015 Operations Activities for the City of Albion:

- ❖ City wide clean up held in May.
- ❖ Albion Family Aquatic Center completed first full season of operation in 2015.
- ❖ Library basement rehabilitation project completed.
- ❖ Library purchased new furniture utilizing grant funds.
- ❖ New sidewalks installed at Library.
- ❖ Water Well punch list completed.
- ❖ Water department reported progress in radio-read meter change-out program – 572 of 899 (64%) meters have been converted since the program began in 2009.
- ❖ Annual Sewer maintenance program completed including root treatment.
- ❖ Two new sewer manholes constructed on Fairview Street at 4<sup>th</sup> and 5<sup>th</sup>.
- ❖ Completed Phase I of water and sewer GIS mapping project.
- ❖ Entered into agreement with JEO for phase II of water and sewer GIS mapping project.
- ❖ Completed Fairview Street Drainage study with JEO, identifying 4 phase plan for implementation for Storm Sewer Project.
- ❖ Entered into an agreement with JEO for Phase I Fairview Street Storm Sewer Project to be bid early 2016.
- ❖ Entered into an agreement with JEO for Ruby Street repair/construction project to be re-bid early 2016.
- ❖ Entered into an agreement with JEO for new Sports Complex Recreation Area project to replace tennis courts to be bid early 2016.
- ❖ Awarded contract on 8<sup>th</sup> and South Street paving project near new Aquatic Center – to be completed Spring of 2016.
- ❖ Continued Street crack sealing maintenance program.
- ❖ Sold surplus property: 1994 Fire Dept Equipment Truck, 2003 Hustler Mower, old street sweeper, steel well column with stainless shaft, water pumps and motors.
- ❖ Fire Department purchased crew cab pickup, pressure washer, defibrillator equipment, and SCBA (air pack) gear.
- ❖ Fire Department hosting group training for multiple departments.
- ❖ Fire Department held a water rescue training for department members and pool staff at the Albion Family Aquatic Center.
- ❖ New baseball and softball field surface installed at Sports Complex including sod between fields.
- ❖ Purchased new mower for parks.
- ❖ New network and phone system installed integrating multiple City facility locations including: Sewer plant, Water Tower/Wellhouse; Police Station; Fire Station; Library; Aquatic Center; Sports Complex; and City Hall.
- ❖ Installed WiFi radio at Fuller Park primarily for campground guests.
- ❖ Added crushed asphalt aggregate surfacing at Campgrounds.
- ❖ Adopted revised employee handbook and City of Albion Pay Policy.
- ❖ 49 Building Permits were issued in 2015 at an estimated total value of \$11,222,650; 91% of which were located outside of city limits, but within the 1-mile zoning jurisdiction.
- ❖ 2 Demolition Permits were issued in 2015.



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City of Albion, Nebraska

## January 2015

- Approved request of Boone Central PTO to place lighted school crossing signs.
- Approved request of Joe Rozeboom to complete an Eagle Scout project at the Albion Sports Complex.
- Approved Nebraska Department of Environmental Quality Access Agreement for an Environmental Assessment for property at or near 420 W. Market Street.
- Reviewed proposed 2015 1 & 6 year Street Improvement Plan.
- Reviewed annual Mayor Department meeting report.
- Reviewed 2015 Planning Commission and City Council Activity Reports.
- Approved Resolution 101(15) Declaring Nuisance.
- Reviewed Monthly Administrator Report including 2014 Building Permit Report and Financial Reports.
- Approved annual employee evaluation of Sharon Ketteler.
- Approved membership applications of Tony Levander and Andrew Tunink to the Albion Volunteer Fire Department.



*A monthly summary of notable policy and legislative action taken by the Albion City Council during the year 2015.*





## February 2015

- Council Members reviewed the Annual Audit Report presented by AMGL.
- Approved Resolution 103(15) Declaring Surplus Personal Property of the City of Albion, Nebraska and Authorizing the Sale Thereof.
- Decided not to purchase the Water Drive Pro-Tection Service Contract from Sargent Drilling for VFD at Well #4.
- Heard Nuisance Update Report.
- Reviewed the Annual Report for the Albion Housing Authority.
- Reviewed the City Administrator Report including information on Water, Sewer, and Park Departments; an update on the City communication network project; and, Financial Statements.
- Approved employee evaluations and appropriate step raises of Joe Luettel and Joe Landauer.
- Approved Change Order #10 of Grosch Irrigation deducting the cost of a broken feed pump that the City replaced.
- Approved Change Order #4 of Christiansen Construction deducting the costs of allowances not used on the Pool Project.
- Approved Pay Application #15 of Christiansen Construction as certified by Burbach Aquatics for pool project.
- Held a public hearing for the 2015 1 & 6 year Street Improvement plan and approved Resolution 102(15) adopting the same.



## March 2015

- Approved Lot Split Application of Tyler Seda.
- Approved request of Smoke N Chrome on Main, Committee to temporarily close downtown streets for car show from 7:00 a.m. to 3:00 p.m. on June 20, 2015.
- Approved request of Albion Veteran’s Club to close 3rd St. between W. Church St. and W. Main St. from 6:00 a.m. June 20th – 3:00 a.m. June 21st, 2015 for a community event.
- Approved Albion Veteran’s Club Application for Special Designated License for June 20, 2015.
- Reviewed bid tabulation of the City of Albion Property and Casualty Insurance, approved proposal submitted by Cedar Valley Insurance Agency for the annual amount of \$55,545; and authorized the Mayor or his representative to sign any contract documents.
- Opened 2015 lawn care bids and approved the bid submitted by Schrad’s K-Lawn for the amount of \$8,189.05; and authorized the Mayor or his representative to sign any Agreement/Contract documents.
- Approved Change Order #11 of Grosch Irrigation, the final change order to install outside ventilation system in the chemical room of the wellhouse.
- Approved Mayoral appointment of Richard Jacot to the Albion Planning Commission.
- Approved Resolution 104(15) Establishing Swimming Pool Pay Policy.
- Approved Resolution 105(15) Declaring Surplus Property of the Albion Volunteer Fire Department and Offer for Sale.
- Approved Resolution 106(15), Declaring Surplus Property of the Albion Public Library and Offer for Sale.
- Reviewed the Annual Water and Sewer Department Report.
- Approved Scope of Services Agreement with Advanced Consulting Engineering Services for the 8th and South Street Projects.
- Reviewed Monthly Administrator Report including updates on Street, Water, Sewer, and Parks Departments; and Financial Reports.



## April 2015

- Dave Bell of Loup Power District updated the Council on changes with the Company.
- Patti Meyer and Cory Worrell of Boone Central Speakers Bureau provided information on the School Improvement Project.
- Les Nienaber of Bud's Sanitation Service presented options for recycling.
- Held a public hearing to consider, and approved, an application for Administrative Plat by Delbert Niewohner to Replat a Fraction of the Northeast Corner of the East ½ of the South ½ of the Southwest ¼ of Section 16 Township 20 North Range 6 West of the 6th PM Boone County, Nebraska.
- Approved Public Right of Way Permit Applications of Great Plains Communications, Eagle Communications, and Frontier Communications.
- Approved first reading of Ordinance 237(15) relating to levy of special assessment for an unpaid water, sewer, and garbage utility bill.
- Reviewed the Lease Agreement with the State of Nebraska Department of Administrative Services for State Fire Marshall District Office.
- Approved the Agreement for Services with the Northeast Nebraska Economic Development District.
- Approved purchase and installation of new scoreboard at Leon Nelson Memorial Field.
- Approved Mayoral appointments of Michelle Devine as Pool Manager and Staci Wright as Assistant Pool Manager.
- Approved annual evaluations of Jim Bader and Ann Knust, including appropriate and applicable step raise and comparability wage increase.
- Approved Memorandum of Understanding to Water Tank Maintenance Contracts with Utility Service Co. to extend renewal period.
- Reviewed Monthly Administrator Report including updates on Pool Project Progress, Street Issues, Water Projects, Waste Water Facility, Parks Projects, Library Projects, Building Permits, Consolidated City Network/Phone System Project, and Financial Reports.



## May 2015

- Approved amendment to solid waste contract with Bud's Sanitation Service.
- Approved Resolution 107(15) establishing Mutual Law Enforcement Jurisdiction with Boone County.
- Indefinitely postponed action on Ordinance 237(15) as the outstanding utility bill had been paid.
- Reviewed and tabled lease agreement with the State of Nebraska Department of Administrative Services for State Fire Marshal District Office until the City receives a response.
- Reviewed the Nuisance Program Report.
- Reviewed the Annual Identity Theft Prevention Program Report.
- Approved the current Albion Volunteer Fire Department Roster.
- Approved membership application to the Albion Volunteer Fire Department of Sheila Grape.
- Approved annual evaluations of Brent Lipker and Ron Morearty including any appropriate step raises.
- Reviewed Monthly Administrator Report including updates on Pool Project Progress, Street Issues, Water Projects, Waste Water Facility, Parks Projects, Library Projects, Building Permits, Consolidated City Network/Phone System Project, and Financial Reports.



## June 2015

- Approved Resolution 108(15) adopting revised employee handbook and policy.
- Approved final passage, with suspension of rules, of Ordinance 238(15) establishing the City of Albion Pay Plan.
- Approved Mayoral Appointments of Amanda Reinhart and Marcia McFarland to the Albion Library Board.
- Approved maintenance agreement with Cummins Central for sewer generator for term of 1 year.
- Approved addendum to agreement for 2015 Ruby Street Improvements with JEO Consulting Group, Inc.
- Approved request to close Church Street from 5th to 3rd Streets from 9:30 a.m. to 11: 30 a.m. on July 4, 2015 for an Independence Day Kiddie Parade.
- Approved Albion Chamber of Commerce request to close 4th Street from ½ block South of Church Street to ½ block North of Main Street from 6 a.m. August 22, 2015 to 1:30 a.m. August 23, 2015 for a community event.
- Reviewed the Nuisance Program Report.
- Reviewed the Annual Delinquent Utility Account Report.
- Voted to accept option 3, sandblasting and recoating of Water Tower, as presented by Utility Service Company to resolve failure of previous coating attempts.
- Deferred action on Utility Service Contract renewal until a full quorum is present as Council Member Johnson was excused as absent from the meeting.
- Reviewed Monthly Administrator Report including updates on Pool Project Progress, Street Issues, Water Projects, Waste Water Facility, Parks Projects, Library Projects, Building Permits, Consolidated City Network/Phone System Project, and Financial Reports.
- At a special meeting on June 23, 2015, approved purchase of pickup for Fire Department.





## July 2015

- Held public hearing to consider, and approved, an application of Administrative Plat by Casey's Retail Company to replat Lots 2, 3, and 4, Block 1, Mansfield's First Addition to the City of Albion, Boone County, Nebraska.
- Considered bid tabulation from Advanced Consulting and Engineering Services for 8<sup>th</sup> and South Streets Improvement Project and approved the alternate bid of Elkhorn Paving, Inc. for 8<sup>th</sup> and South Streets Improvement Project in the amount of \$169,853.75.
- Considered bid tabulation from JEO Consulting Group, Inc. regarding Ruby Street Improvement Project and rejected all bids received for the Ruby Street project.
- Approved Interlocal Agreement with Boone Central Schools regarding use of Sports Complex for Softball.
- Approved Nuisance Resolution Series 109(15)-1 through 109(15)-8 declaring nuisances.
- Approved Resolution 110(15) accepting and adopting the Northeast Economic Development, Inc. Regional Owner/Occupied Housing Rehabilitation Guidelines.
- Reviewed the Preliminary 2014-15 Budget Performance and 2015-16 Budget and capital improvement plan.
- Approved annual employee evaluation of Michael Mapel including appropriate step raise.
- Reviewed Monthly Administrator Report including updates on Pool Project Progress, Street Issues, Water Projects, Waste Water Facility, Parks Projects, Library Projects, Building Permits, Consolidated City Network/Phone System Project, and Financial Reports.



## August 2015

- Approved Mayoral appointment of Amber Wynn as the Utility Billing Clerk.
- Held public hearing to consider, and recommended approval of, a Class D License application of Bosselman Pump & Pantry Inc.
- Held public hearing to consider, and approved with no conditions, a Conditional Use Permit application of Jay and Carmen Johnson to build an auto repair shop.
- Approved Lot Split application of Pillen Milling, LLC to split property legally described as a fraction of the West half of the Northwest quarter of Section 16, Township 20 North, Range 6 West of the 6<sup>th</sup> P.M., Boone County, Nebraska.
- Held public hearing to consider, and approved, a zone change request of Pillen Milling, LLC to change zone of property legally described as a fraction of the West half of the Northwest quarter of Section 16, Township 20 North, Range 6 West of the 6<sup>th</sup> P.M., Boone County, Nebraska from Transitional Ag to Light Industrial.
- Approved final passage, with suspension of rules, Ordinance 239(15) amending the official zoning map of the City of Albion, Nebraska to reflect the approved zone change.
- Approved Resolution 111(15) setting Utility Rates effective October 1, 2015.
- Approved Resolution 112(15) setting Cost of Living Adjustment for non-temporary City Employees effective October 1, 2015.
- Approved Resolution 113(15) regarding placement of traffic control signs in order to regulate traffic.
- Approved \$22,000 property tax authority request of Albion Airport Authority.
- Mayor Jarecki reported on his semi-annual department head meeting.
- Approved annual employee evaluation of Andrew Devine.
- Reviewed Monthly Administrator Report including updates on Pool Project Progress, Street Issues, Water Projects, Waste Water Facility, Parks Projects, Library Projects, Building Permits, and Financial Reports.
- At a special meeting on August 25, 2015, the Council held a Budget Workshop and reviewed proposed 2015-16 budget.
- Authorize City staff to work with JEO and Ameritas to continue with the assessment district process for the Harrison Street Improvement Project with an estimated \$84 per running foot.
- Approved agreement for Phase I services for Fairview Street Drainage project.
- Approved Resolution 114(15), an Interlocal Agreement with Boone County regarding specific zoning jurisdiction for a fraction of property located in the Northwest Quarter of 16-20-6 in Boone County, Nebraska.



## September 2015

- Held public hearing for 2015-2016 Budget Adoption.
- Approved Resolution 115(15) regarding the 2015-2016 property tax request.
- Approved and adopted the 2015-2016 Budget including an additional 1% increase of the restricted funds authority and the 2015-2016 Capital Improvement Plan.
- Held a public hearing to consider, and approved, an application for Administrative Plat of Laurence and Lori Swerczek to replat Lots 5, 6, 7, and 8, Block 6, Hawks Addition to the City of Albion, Boone County, Nebraska.
- Held a public hearing to consider, and approved, a zone change request of Laurence and Lori Swerczek to change zoning of property legally described as Lots 5, 6, 7, and 8, Block 6, Hawks Addition to the City of Albion, Boone County, Nebraska from R-3 (High Density Residential) to I-1 (Light Industrial).
- Approved Resolution 116(15) an Interlocal Agreement with Boone County allowing existing Boone County Employee to contract with the City to provide Street Superintendent Services.
- Approved final passage, with suspension of rules, Ordinance 240(15) creating Albion Street Improvement District #2015-01.
- Approved Resolution 117(15) setting an October 13, 2015 date for the sufficiency hearing regarding the creation of the Albion Street Improvement District #2015-01.
- Reviewed Monthly Administrator Report including updates on Pool Project Progress, Street Issues, Water Projects, Waste Water Facility, Parks Projects, Library Projects, Building Permits, and Financial Reports.
- Approved final passage, with suspension of rules, Ordinance 241(15) amending the official Zoning Map of the City of Albion, Nebraska to reflect the approved zoning changes.
- Held fiscal year end meeting on September 29, 2015.



## October 2015

- Approved request of Mike Sharp to have non-regulatory children playing signs placed in City Right of Way.
- Approved temporary street closure request of Albion Chamber of Commerce on December 3, 2015 for a Holiday Light Parade.
- Approved Special Designated License Application of Albion Thriftyway for an event on November 20, 2015.
- Approved Boone County Development Agency Membership Agreement and Disbursement Agreement.
- Held a public hearing to consider repeal of Ordinance 240(15) creating Albion Street Improvement District #2015-01. Clerk Devine stated there was sufficient written objections to cause repeal of the Ordinance. Approved final passage, with suspension of rules, Ordinance 242(15) repealing Ordinance 240(15) which had created Albion Street Improvement District #2015-01.
- Approved Mayoral appointments of Kristine D. Schrad and Laurence E. Swerzcek to the Albion Housing Authority Board for a five year term beginning November, 2015.
- Approved Addendum #3 to the Water Tank Maintenance Contract dated August 12, 2003 between the City of Albion, Nebraska and Utility Service Co., Inc. with additional language outlining scope of work as drafted by City Attorney and approved by Mayor.
- Approved payment of Pay Application #7 of Mechanical Inc., the final pay application for the mechanical contract on the pool project.
- Approved payment of Final Pay Application of Grosch Irrigation for well project.
- Approved applications for membership to the Albion Volunteer Fire Department of Trevor Koetter, Mark Tisthammer, and Jeff Spiehs.
- Reviewed Monthly Administrator Report including updates on Pool Project Warranty Progress, Street Issues, Water Projects, Waste Water Facility, Parks Projects, Library Projects, Building Permits, and Financial Reports.



## November 2015

- Held a public hearing to consider, and approved, a request for zoning change by Janet Lawson to change the zoning of property legally described as a fraction of the East ½ of the Southwest ¼ of 21-20-6, Boone County, Nebraska from R-2 (Medium Density Residential) to C-3 (Highway Commercial).
- Approved renewal of Maintenance Agreement #84 between NDOR and the City of Albion.
- Approved renewal Solid Waste Contract with Bud's Sanitary Service.
- Heard a plan for future campground expansion from Chuck Rolf of the Boone County Ag Society.
- Terminated sign lease and sign permit for welcome sign located on the Southwest side of State Highway 14 near Beaver Creek.
- Approved JEO agreement and scope of services for Sports Complex multi-sport recreation surface project.
- Approved Addendum #3 to the Water Tank Maintenance Contract if latest addendum is returned from Utility Service Company unaltered.
- Reviewed Monthly Administrator Report including updates on Pool Project Warranty Progress, Street Issues, Water Projects, Waste Water Facility, Parks Projects, Library Projects, Building Permits, and Financial Reports.

## December 2015

- Elected Jon Porter as Council President for 2016.
- Confirmed Mayoral Appointments for 2016.
- Reviewed a claim of R.R. Holladay of the Dunes Motel to directly compensate his guests as well as himself for guests being disturbed prior to 5:00 a.m. on November 13, 2015 by the City's solid waste contractor. The Council denied the claim.
- Approved Resolution 118(15) authorizing renewal application for Nebraska Department of Economic Development Certified Community Program.
- Approved Annual State Street Budget Report.
- Approved Addendum #3 to the Water Tank Maintenance Contract with Utility Service Company, Inc.
- Approved employee evaluation and appropriate step raise for Sharon Ketteler.
- Reviewed Monthly Administrator Report including updates on Pool Project Warranty Progress, Street Issues, Water Projects, Waste Water Facility, Parks Projects, Library Projects, and Financial Reports.