



2019 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 2019.*



Notable 2019 Operations Activities for the City of Albion:

- ❖ Another successful city wide clean up held in May.
- ❖ City continued implementation of the first phase of DTR Plan – Façade Improvement Program with \$350,000 grant from State of Nebraska Department of Economic Development.
- ❖ Awarded bids and began construction on a new water well and water transmission main project.
- ❖ Water Dept reported progress in radio-read meter change-out program.
- ❖ Sold the old firehall property to AEDC for redevelopment purposes.
- ❖ Constructed a new public works building at existing City Property.
- ❖ Refinanced Debt for the 2013 construction of the new WWTF to save approximately \$175,000 and reducing the term of the debt by 2 years.
- ❖ Annual Sewer maintenance program completed including root treatment.
- ❖ Replaced half the Ultra Violet lamp kits for sewer treatment plant.
- ❖ Initiated discussion with Nebraska Game and Parks regarding converting required recreational land from the old pool site to a future campground expansion site – in order to allow for property negotiation with Boone County Health Center for their expansion project.
- ❖ Initiated phase III of the Fairview Drainage Project in cooperation with the Boone County Health Center.
- ❖ Street Maintenance Program Activity completed in 2019 included crack sealing.
- ❖ Fire Department held a water rescue training for department members and pool staff at the Albion Family Aquatic Center.
- ❖ Library partnered with the Albion Chamber to host a Taste of Albion event.
- ❖ 58 Building Permits were issued in 2019 at an estimated total value of \$6,029,400.



2019 City Council Activity Report

City of Albion, Nebraska

January 2019

- Mayor Jarecki reported to the Council that he and Administrator Devine completed a walk-through of the City's facilities and that he will hold a Department Head meeting later in January.
- Approved and addendum to agreement with JEO Consulting Group, Inc. for the New Well and Transmission Main Project to add additional bid specifications to allow for State Revolving Loan Funding
- Reviewed the 2018 Albion Planning Commission Annual Activity Report.
- Reviewed the 2018 Albion City Council Annual Activity Report.
- Reviewed proposed 2019 1 & 6 year Street Improvement Plan.
- Reviewed the Monthly City Administrator Report including information on Streets, Water, Sewer, Library, and Park Departments; and, Financial Statements.
- Approved the payment of the monthly bills.



A monthly summary of notable policy and legislative action taken by the Albion City Council during the year 2019.





February 2019

- Mayor Jarecki provided a report of his semi-annual department head meetings held January 22, 2019 and reviewed the same with the Council.
- Annually in February, the Council considers surplus property for declaration. No property was presented to the Council for declaration at this time.
- Reviewed bid tabulation of Water Well and Transmission Project and awarded the Well Contract bid to Sargent Drilling of Geneva, NE with generator in the amount of \$326,226.74; and, the Transmission Main Project to VRBA Construction of Schuyler, NE in the amount of \$183,978; both awards contingent upon approval of contracts for funding by the State of Nebraska.
- Approved Amendment #2 to agreement with JEO Consulting Group, Inc. for the New Well and Transmission Main Project to add additional administration services required.
- Reviewed the City Administrator Report including information on Streets, Water, Sewer, and Park Departments; and, Financial Statements.
- Held a public hearing for the 2019 1 & 6 year Street Improvement plan and approved Resolution 101(19) adopting the same.
- Approved monthly bills report for payment, but withholding payment of Invoice #2463 to Designs & Signs for \$150.
- Approved request of Recreational Trail Committee to seed and place erosion control.



March 2019

- Andrew Devine, Chairman of the Board of the Public Alliance for Community Energy (ACE), presented the Mayor and City Council with a revenue return check from the Nebraska Choice Gas Program in the amount of \$4,060 representing a membership return to be used for community projects. The City will be utilizing the funds in the Parks Department for projects at the Sports Complex. Devine noted that since inception in 1998, ACE has returned \$33,832 to the City of Albion as a member-owner community.
- Approved a request of Albion Ball Organizations to construct a storage building at the Albion Sports Complex. Location to utilize portion of concrete where existing batting cage is located.
- The Council confirmed Mayoral Appointments of Scott Reinhart, as a full member, and Jason Tisthammer, as an alternate, to the Board of Adjustment.
- Reviewed the Annual Report for the Albion Housing Authority.
- Approved Street Closure Requests of Downtown Streets for the following community events:
 - REQUEST OF SMOKE N CHROME ON MAIN, COMMITTEE TO TEMPORARILY CLOSE DOWNTOWN STREETS FOR CAR SHOW ON JUNE 15, 2019 FROM 6:30 AM TO 3:00 PM
 - REQUEST OF ALBION/BOONE CENTRAL ALUMNI COMMITTEE TO TEMPORARILY CLOSE DOWNTOWN STREETS FOR ALBION/BOONE CENTRAL ALUMNI RECEPTION AND STREET DANCE ON JUNE 15, 2019 FROM 1:00 PM TO 12:00 AM
 - REQUEST OF LORI KROHN TO CLOSE CHURCH STREET FROM 5TH STREET TO 3RD STREET FROM 9:20 AM TO 11:30 AM ON JULY 4, 2019 FOR AN INDEPENDENCE DAY KIDDIE PARADE
 - REQUEST OF ALBION CHAMBER OF COMMERCE TO CLOSE 4TH STREET FROM ½ BLOCK SOUTH OF CHURCH STREET TO ½ BLOCK NORTH OF MAIN STREET FROM 6 AM AUGUST 17, 2019 TO 1:30 AM AUGUST 18, 2019 FOR A COMMUNITY EVENT
 - REQUEST OF ALBION CHAMBER OF COMMERCE TO TEMPORARILY CLOSE DOWNTOWN STREETS ON DECEMBER 5, 2019 FROM 5:30 PM TO 7:00 PM FOR A HOLIDAY LIGHT PARADE
- Opened 2019 lawn care bids and approved the bid submitted by Jarecki Lawncare for the amount of \$16,623.20; and authorized Devine to sign any Agreement/Contract documents on behalf of the City.
- Introduced and approved Resolution 102(19) establishing mutual law enforcement jurisdiction with Boone County.
- Introduced and approved Resolution 103(19) adopting policies regarding the acceptance of payment for any and all city services, fees, utility debts, and/or other debts due to the City of Albion, Nebraska.



- Approved conversion of State Revolving Loan #D311152 to a General Obligation Loan and refunding Clean Water Loan #C317103 with combined utilities revenue bonds, with requirement that such issuance results in at least \$125,000 in net savings.
 - Introduced and adopted, with suspension of rules, Ordinance 275(19) authorizing an amendment of the loan agreement between the City and Nebraska DEQ converting loan to general obligation payable from levy of taxes and from other sources; authorizing release of lien on the revenues of the City's water system; authorizing the levy of such taxes; and ordering publication in pamphlet form.
 - Introduced and adopted, with suspension of rules, Ordinance 276(19) authorizing and providing for the issuance of combined utilities revenue refunding bonds, series 2019, of the City of Albion, Nebraska, in the aggregate principal amount of not to exceed two million three hundred ten thousand dollars (\$2,310,000) for the purpose of providing the payment and redemption of the City's outstanding sewer bond issued to the Nebraska DEQ, et al.
- Reviewed the 2018 Annual Water and Sewer Department Report.
- Reviewed Monthly Administrator Report including updates on Street, Water, Sewer, and Parks Departments; and Financial Reports.
- Reviewed the annual audit report for fiscal year ended September 30, 2018 with Terry Galloway of AMGL, CPAs. Mr. Galloway provided a positive report and congratulated the City on once again achieving an unmodified report – the highest level of assurance given by an independent CPA firm.
- Approved monthly bills as presented for payment, but withheld payment of Invoice #2463 to Designs & Signs for \$165.
- Approved employee evaluation of Joe Luettel.
- Approved membership applications of Kenneth Bettencourt and Mitchell Plance to the Albion Volunteer Fire Department.



April 2019

- Mayor Jarecki reported that the City would soon be making final payment on the oldest Street Bonds and that interest rates came in better than expected resulting in savings of about \$157,000 on the water well project by utilizing the State Revolving Loan.
- Approved SDL of Hwy 14 Brewing Co, LLC for an outdoor event on June 15, 2019
- Approved Public Right of Way Permit Applications of Great Plains Communications, Eagle Communications, and Frontier Communications – once all renewal requirements are met.
- Approved request of Albion Softball to have outfield fence on field B to be relocated to meet official softball field dimensions.
- Introduced and approved Resolution 104(19) directing the sale and conveyance of the old firehall property to the Albion Development Company for the purposes of redevelopment.
- Introduced and approved Resolution 105(19) regarding the placement of traffic control signs in order to regulate traffic. Signage referenced to prohibit parking, stopping, and standing along 255th Avenue and East Market Streets where loading and unloading in the area has caused safety issues.
- Approved job description of for Public Works Trainee and Project Manager and authorized the City Administrator and/or Mayor to hire for same position.
- Approved membership application of David Lueken to the Albion Volunteer Fire Department
- Approved monthly bills as presented for payment.
- Approved annual employee evaluations of Jim Bader and Joe Landauer.
- Reviewed Monthly Administrator Report including updates on Street, Water, Sewer, Fire, Library, Albion Family Aquatic Center, and Parks Departments; and Financial Reports.
- Introduced and approved Resolution 106(19) declaring surplus property (2008 Dodge Charger) and directing the sale of the same.
- Approved proposal of JEO to provided required Wetland Delineation Report and Section 404 permitting for Albion Well and Water Main Project.
- At a special meeting on April 30, 2019 the City Council:
 - Authorized the Mayor to manage farm operations.
 - Recommended approval of Hwy 14 Brewing Co, LLC application for addition to liquor license with addition of 4' fence.
 - Approved proposal of Porters, LLC in the amount of \$3,300 to remove and replace curb and gutter in front of Albion Custom Woodworks and an alley approach in conjunction with a sidewalk replacement being performed for Albion Custom Woodworks.
 - Approved payment of an invoice from Sentinel/AGI in the amount of \$8,030.60 for steel building at sports complex.



May 2019

- Mayor Jarecki commented Chief Lipker is researching safety measures for the four way stop, the Public Works position has been filled, and the City is still seeking someone to fill the open Building Inspector position.
- Held a public hearing to accept public input regarding the new water well and water main project in order to discuss the project and the potential impact to existing water rates. Clerk Devine reported that there is no expected rate impact for the project. Roger Protzman of JEO provided an overview of the project progress.
- Indefinitely postponed action on proposal from JEO to design, bid, and provide construction services for a new public works storage building addition.
- Introduced and approved first reading on Ordinances 277(19) and 278(19) to levy special assessments for unpaid utility accounts.
- Reviewed Monthly Administrator Report including updates on Street Issues, Water Projects, Waste Water Facility, Parks Projects, Library Projects, Building Permits, Pool Operations, and Financial Reports.
- Approved monthly bills as presented for payment.
- Approved pay application #1 from Charles Sargent Irrigation, Inc. in the amount of \$77,585.10 for New Well Project.
- Approved employee evaluation of Brent Lipker.



June 2019

- Mayor Jarecki noted that there are nuisances to be declared and City staff has been directed to enforce all fines, fees, and obligations.
- Following review of eight nuisance reports from Officer Mapel, the Council introduced and approved Resolution Series 107(19) 1-8 declaring nuisances.
- Introduced; approved three readings, with the formal suspension of rules, of; and, adopted; Ordinance 279(19) directing the sale of surplus property, identifying the buyer and terms of sale for the sale of the old fire hall property.
- Indefinitely postponed action on Ordinance 277(19) relating to a levy of special assessment of unpaid utility bill of Wilma J. Burge as the bill has since been paid in full.
- Approved the second and third readings, with the formal suspension of rules, of; and, adopted; Ordinance 278(19) relating to a levy of special assessment for the unpaid utility bill of Matthew J. Scarlett.
- Reviewed the Annual Delinquent Utility Account Report.
- Reviewed Monthly Administrator Report including updates on Street Issues, Water Projects, Parks and Recreation Projects, Building Permits, and Financial Reports.
- Approved membership applications of Matthew Childress and Bryan Hohnholt to the Albion Volunteer Fire Department.
- Approved payment of monthly bills as presented, except for bill from Speed Drain, Inc.
- Approved payment of bill from Speed Drain, Inc.; Councilmen Porter abstaining from vote.
- Approved bid of Jarecki Lawncare in amount of \$1,520 to repair lawn at 328 E Fairview Street in connection with Fairview Drainage Phase I Project.
- Considered quote from Sentinel Building for engineered Public Works Building; however, since the proposal was over the statutory threshold the city would be required to start over and take formal bids. No action taken.
- At a special meeting on June 25, 2019, the Council approved an interlocal agreement to create a mutual finance organization and authorized the Mayor to sign the same.



July 2019

- Mayor Jarecki explained a procedure the City will take to clean up nuisances utilizing contractors at a rate of \$200 per hour with all costs of abatement to be billed back to property owner.
- Considered, and postponed action on, a land lease agreement with Verizon Wireless to install, maintain, and operate communications equipment upon City property located at 199 W Clark Street, more commonly known as the old compactor shed.
- Held public hearing to consider, and approved, Conditional Use Permit Application #CU-2018-01 of Wolf Land, LLC for property located in the TA (Transitional Ag) Zoning District and legally described as a parcel consisting of a fraction of the N1/2 of the SW1/4 of the NE1/4 of section 15-20-6, a fraction of the SE1/4 of the NE1/4 of section 15-20-6, and the SE1/4 of section 15-20-6, Boone County, Nebraska; and more commonly known as 2556 250th Street, Albion, Nebraska; with the condition that there will be no end gun use when applying effluent.
- Approved interlocal agreement with Boone Central Schools for use of softball field.
- Reviewed the Preliminary 2017-18 Budget Performance, Preliminary 2018-19 Budget, and Preliminary 2018-19 Capital Improvement Plan.
- The Mayor and Council reviewed Utility Rates, then introduced and approved Resolution 116(18) setting utility rates effective October 1, 2018.
- Officer Predmore updated the Council on nuisance program progress.
- Reviewed Monthly Administrator Report including updates on Street Issues, Water/Sewer Department activities, and Parks/Rec operations, the League of Nebraska Municipalities Budget and Finance Conference, Building Permits, and Financial Reports.
- Approved the Membership Roster of the Albion Volunteer Fire Department.
- Approved monthly bills for payment as presented.
- Approved pay application #4 of Midlands Contracting, Inc. for Fairview Storm Sewer Improvement, Phase II Project.
- Approved pay application of Sargent Irrigation for Water Supply Test Well.
- Approved annual employee evaluations of Brent Lipker and Michael Mapel.
- Approved request of Boone County Health Center to close a portion of 8th Street on August 1st for Child Seat Checks and Bike Safety event.
- Introduced and approved first reading of Ordinance 271(18) for the unpaid utility bill of Albion Sewing Center (Tenant), Michael W. Olson (Landlord).



August 2019

- Mayor Jarecki announced the City of Albion was awarded the Doug Bereuter Accomplished Community Award given by Northeast Nebraska Economic Development District.
- The Mayor also provided a report of his semi-annual Department Head Meeting held on August 6, 2019; and reviewed it with the Council.
- Held public hearing for, and approved, administrative plat application of James H. Kohtz, to replat a tract of land comprising a part of the NW ¼ of the NW ¼ of Section 21-20-6, Boone County, Nebraska.
- Approved Airport Authority request for City Tax Allocation up to \$30,000 for Fiscal Year 2019-20.
- Approved Resolution 110(19) setting Cost of Living Adjustment at 2.0% for non-temporary City Employees effective October 1, 2019.
- Approved Resolution 111(19) approving change of cable television franchisee from Eagle Communications, LLC to Eagle Broadband Investments, LLC.
- Reviewed a report from the Albion Police Department and City Attorney Wright regarding status of previously declared nuisances. No new nuisances to declare.
- Introduced and approved the first reading of Ordinance 280(19) relating to a levy of special assessment for the unpaid utility bill of Duane Bittner, Landlord; Luz Janzen, Tenant
- Reviewed Monthly Administrator Report including updates on Street Maintenance Program, planning for financing future Street Projects, Water System Radio Read Meter Program, Sewer Manhole Rehabilitation plans, the Fire Department Training Facility on order, increases in attendance at the Albion Family Aquatic Center, Building Permits issued, and Financial Reports. Devine also reported that he had applied for a tire amnesty grant.
- Approved monthly bills as presented for payment.
- At a special meeting on August 27, 2019, the Council:
 - Held a Budget Workshop and reviewed proposed 2019-20 budget including certified valuation as reported by County Assessor, final preparation by accountant, and setting the budget adoption hearing date and time;
 - Approved annual BCDA Membership and Disbursement Agreements.
 - Approved resolution 112(19) authorizing the Mayor to sign the 2019 Municipal Annual Certification of Program Compliance to the Nebraska Board of Public Roads and Classifications and Standards Form.
 - Approved Right of Way permit of Frontier Communications, contingent upon receiving the necessary bond.
 - Introduced and approved with suspension of rules ordinance 280(19) authorizing the issuance of a general obligation water bond for the 2018-19 Water Well Project in the principal amount not to exceed \$605,520 in the form of a promissory note to the Nebraska Department of Environment and Energy.
 - Approved annual employee evaluation and step-raise for Amber Wynn.



September 2019

- Held public hearing to consider, and approved, a 2018-19 Budget Amendment due to bond refinancing.
- Held public hearing for 2019-2020 Budget Adoption.
 - Approved Resolution 114(19) approving the 2019-2020 Budget Statement including an additional 1% increase of the restricted funds authority, and setting the 2019-20 Property Tax request; and,
 - Approved the 2019-2020 Capital Improvement Plan.
- Conditionally approved vacation request of Boone Central Schools to vacate Prairie Street from 5th Street to 6th Street, contingent on the Memorandum of Understanding from September 9, 2019 conditions being met.
- Postponed action until the October meeting on Resolution 115(19) an Interlocal Agreement with Boone County allowing existing Boone County Employee to contract with the City to provide Street Superintendent Services.
- Introduced and approved Resolution 116(19) approving a request for an extension of contract end date for CDBG Grant #17-DTR-103 and authorizing the Chief Elected Official to sign an extension request.
- Approved Addendum #1 to lease agreement 65151621 with the Nebraska Department of Administrative Services to renew lease of 438 W Market Street to the State Fire Marshal's office for 2 years.
- Reviewed Monthly Administrator Report regarding the status of various City Departments, City Activities, and Financial Reports.
- Received a Nuisance program report from Devine.
- Approved monthly bills as presented for payment.
- Approved Pay Application of VRBA Construction for the 2018-19 New Well Project in the amount of \$74,877.30.
- Approved applications of Erica Young, Nicole Hardwick, and Ashley Babl to the Albion Volunteer Fire Department.
- Approved bid of On Point Construction in the amount of \$33,826 for construction of concrete footing and floor for City of Albion public works storage building.
- Approved final bills for Fiscal Year ending Sept. 30, 2019.



October 2019

- Council Member Walt Hoefler's absence from the meeting was formally excused.
- Held a public hearing to consider, and approved, request to vacate administrative plat/lot split of Lot 8, Block 22, Mansfield's 4th Addition to the City of Albion.
- Introduced, approved, and adopted with suspension of rules, Ordinance 281(19) vacating administrative subdivision/lot split of Lot 8, Block 22, Mansfield's 4th Addition to the City of Albion.
- Held a public hearing to consider, and approved, lot split application of Merilee Niewohner to split a parcel of land comprising of the west half of the SW ¼ of Section 28-20-6, Boone County, Nebraska.
- Introduced and approved Resolution 115(19) an interlocal agreement with the County of Boone allowing existing Boone County Employee to contract with the City to provide Street Superintendent Services
- Received City Administrator Report regarding the status of various city departments, city activities, and city financial reports.
- Approved monthly bills as presented for payment.
- Approved change order #1 of VRBA Construction in the amount of \$5,750 for Water Well Project.
- Approved pay application #2 of VRBA Construction in the amount of \$83,278.30 for Water Well Project.



November 2019

- The Mayor gave his condolences to the family of the teacher and student who were killed recently in an automobile accident. Mayor Jarecki congratulated Jim Bader on his retirement and thanked him for his years of service to the City of Albion. The Mayor also reminded everyone of courtesy tips on snow removal during this upcoming season.
- Approved Mayoral Appointment of Brian Nathan to the Albion Planning Commission.
- Approved the amended/updated 2019-20 Capital Improvement Plan.
- Approved agreement with JEO Consulting Group, Inc. for Fairview Storm Drainage Phase III project, with stipulation they do not exceed \$9,100 for construction observation.
- Approved request of Albion Softball to construct backstop and dugout fence improvements at the Sports Complex.
- Approved request of Deb Mitchell to place a memorial bench at Fuller Park in honor of Dewyn Lough.
- Introduced and approved first reading of ordinance 282(19) relating to a levy of special assessment for the unpaid utility bill of Wilma Jean Burge.
- Reviewed City Administrator Report regarding the status of various city departments, city activities, and city financial reports.
- Reviewed updated nuisance report as provided by Officer Mapel.
- Introduced and approved first reading of Ordinance 283(19) relating to levy of special assessment for the unpaid nuisance abatement costs and fees of Richard and Shannon Hager.
- Approved monthly bills for payment as presented.
- Approved pay application #3 of Sargent Irrigation in the amount of \$147,6565.18 for Water Well Project.
- Approved pay application #1 of On Point Construction in amount of \$78,920.70 for Public Works Building.



December 2019

- Mayor Jarecki reported that he and Devine would be reviewing City assets and planning a department head meeting.
- Indefinitely postponed action on Ordinance 282(19) relating to a levy of special assessment for the unpaid utility bill of Wilma Jean Burge as the bill had been paid since the first reading of the ordinance.
- Approved second and third reading and final adoption with suspension of rules of Ordinance 283(19) relating to a levy of special assessment for the unpaid nuisance abatement costs and fees of Richard and Shannon Hager
- Introduced and Approved Resolution 117(19)-1 declaring a nuisance.
- Reviewed City Administrator Report regarding the status of various city departments, city activities, and city financial reports. Devine also reported that the City grant request for tire disposal had been approved.
- Approved monthly bills as presented for payment.
- Approved employee evaluations of Joe Predmore and Aaron Allgood.
- Elected Walt Hoefer as Council President for 2020.
- Confirmed Mayoral Appointments for 2020.
- Approved AEDC request to make allocation changes of previously released funds that were requested or specific purposes, programs, and/or projects - \$50,000 previously allocated to the Andersen Project are being reallocated back into the general economic development fund as it was unused in a timely manner; and, \$30,000 in funds were allocated to Applied Connective for Façade Improvements.
- Approved renewal of Maintenance Agreement #84 between NDOR and the City of Albion.
- Discussed current city code regarding dogs and possible changes, but no formal action was taken.