

**MINUTES**  
**ALBION CITY COUNCIL**  
**REGULAR MEETING**  
**TUESDAY, JUNE 14, 2022**

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 June 14, 2022 at Albion City Hall, 420 West Market St., Albion, NE. Present were: Mayor James C. Jarecki, Council Members Jack Dailey, Jason Tisthammer, Jon Porter, and Marcus Johnson. City staff present were: City Administrator Andrew Devine, Deputy City Clerk Sharon Ketteler, Utility Billing Clerk Amber Wynn, City Attorney Darren Wright, Water Commissioner Warren Myers, Officer Mike Mapel, and Street Superintendent Andrew Wilshusen. 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.

**2. CONSIDER MINUTES OF THE MAY 10, 2022 CITY COUNCIL MEETING FOR APPROVAL**

Councilman Porter made a motion to approve the minutes of the May 10, 2022 City Council meeting; second by Johnson. **Vote: Yeas; Dailey, Johnson, Porter, Tisthammer. Nays; None.**

**3. CONSIDER APPOINTMENT OF JAY WOLF TO THE ALBION CITIZENS ADVISORY COMMITTEE**

Councilman Porter made a motion to confirm appointment of Jay Wolf to the Albion Citizen's Advisory Committee, second by Tisthammer. **Vote: Yeas; Tisthammer, Dailey, Johnson, Porter. Nays; None.**

**4. CONSIDER AEDC SALES TAX RELEASE REQUEST TO RELEASE SALES TAX FUNDS FOR SPECIFIC PURPOSES, PROGRAMS, AND/OR PROJECTS**

Council members reviewed the request. Clerk Devine stated the Citizens Advisory Committee met on June 13, 2022 and recommended approval of purchase of the building AEDC is currently leasing, and reallocation of \$11,000 in Sales Tax Funds. This is unused money originally set aside for Downtown Revitalization (DTR) grant match and needs to be used for economic development. AEDC is asking to use the money for improvements to the area around the building they are currently leasing located at 127 S. 4<sup>th</sup> Street. They would like to pave the area directly adjacent to the lot they already own to provide space with electricity and water for an additional food truck vendor. Porter was concerned it was CDBG (Community Development Block Grant) money. Clerk Devine explained it is City Sales Tax money. The DTR Grant had a

local match requirement that AEDC chose to fund to help business owners. The grant ended with \$11,000 of matching fund money left over. Dailey questioned if the balance is exactly \$11,000. Devine couldn't confirm the exact amount as he isn't the AEDC Treasurer. Dailey stated it should be approved as "the balance" rather than giving an exact amount. Dailey asked about the job description for the director of Albion Housing Initiative. Devine stated the job description is complete, however he is waiting for AEDC to provide the pay range. It will then need to be added to the City's Employee Pay Plan Ordinance.

Councilman Porter made a motion to approve the AEDC request to reallocate DTR Match Fund balances as requested, second by Johnson. There was further discussion regarding the purchasing of the current leased building and the need for a salary range for the director of the Albion Housing Initiative Program. Council members decided they would prefer waiting until the salary is established before approving the reallocation of funds. **Vote: Yeas; None. Nays; Porter, Dailey, Johnson, Tisthammer.**

Councilman Johnson made a motion to postpone further action on this agenda item until a salary for Albion Housing Initiative Director is established, second by Dailey. **Vote: Yeas; Dailey, Tisthammer, Johnson, Porter. Nays; None.**

5. **CONSIDER RECOMMENDATION OF THE ALBION PLANNING COMMISSION REGARDING ANNEXATION OF LOT 1 OF THE NIEWOHNER SOUTHEAST ADDITION, BOONE COUNTY, NEBRASKA, AND CONSIDER INITIATING FURTHER ANNEXATION ACTION REGARDING THE SAME**

Clerk Devine explained the property has been purchased for development by Levander Funeral Home. They wish to hook up to city water and sewer so annexation would be necessary. Clerk Devine stated that Planning Commission have reviewed the plan for annexation of this property and recommend approval. Councilman Porter made a motion to initiate annexation proceedings of Lot 1 of the Niewohner Southeast Addition, Boone County, Nebraska; second by Johnson. **Vote: Yeas; Johnson, Tisthammer, Porter, Dailey. Nays; None.**

6. **ACKNOWLEDGEMENT OF RECEIPT OF THE ANNUAL DELINQUENT UTILITY ACCOUNT REPORT**

Utility Billing Clerk, Amber Wynn, provided a report for Council Members to review. **No action taken.**

**7. REVIEW PRELIMINARY DRAFT OF ALBION 1 AND 6 YEAR STREET IMPROVEMENT PLAN**

Clerk Devine introduced Andrew Wilshusen of JEO Consulting Group who is the City's appointed Street Superintendent. Mr. Wilshusen reviewed the Preliminary Plan with council members. The only proposed project on the 1-Year Plan is to pave South 11<sup>th</sup> Street along the campgrounds and further south. Devine explained this has been annexed in for a while now. The City is doing a campground expansion and has other city assets down that road. Council members agreed the road is deteriorating. Mr. Wilshusen stated he thought only minor storm sewer work would be needed in that area. Council members discussed splitting off the area south of South Street and possibly make that a bid alternate to the project. Downtown projects on the 6-Year Plan include: Main Street between 4<sup>th</sup> and 6<sup>th</sup> Streets, Church Street between 5<sup>th</sup> and 6<sup>th</sup> Streets, Sale Barn Road, North 5<sup>th</sup> Street, and various alleys. Alleys cannot be on the 1 & 6 Year Plan that is submitted to the State so they are added as a supplemental plan. Council members discussed top priority alleys that are shown as part of the 1-Year Plan and decided to change the alley between 2<sup>nd</sup> and 3<sup>rd</sup> Street south of Casey's Convenient Store from the 6-Year Plan to the 1-Year Plan. Porter suggested on the alley between Main and Church Streets to the east of 4<sup>th</sup> Street, to extend to the south of proposed plan as the existing concrete is deteriorated. On the south side of town projects on the 6-Year Plan include: Fuller Street between 2<sup>nd</sup> and 3<sup>rd</sup> Streets, and Fairview Street between 6<sup>th</sup> and 8<sup>th</sup> Streets; however, Devine stated this one might not be necessary depending on how drainage is after the roadway development to the west and the Fairground Road to the south is completed. A new street is proposed on the southwest side of town for new development. Devine stated the preliminary plat has been approved on the planned development, however the final plat is pending obligations of developer from the subdivision agreement.

Clerk Devine noted he received a formal request from a resident that the City consider a highway bypass be put on the 1 & 6 Year Street Plan. Council members acknowledged the request but did not consider adding it to the plan.

Mr. Wilshusen will update the street plan map with changes as discussed and provide the City with a cost estimate for the design fee.

**No action taken.**

**8. 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**

Administrator Devine had previously provided a report for council review. Devine added that Doug Morgan has put in his 2-week notice. His last day will be June 24, 2022. Porter questioned the pool chlorine problem. Clerk Devine and Water Commissioner Myers explained what the problem was and how it was repaired.

**No action taken.**

9. **CONSIDER BILLS FOR APPROVAL**

- CONSIDER MONTHLY BILLS FOR APPROVAL

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

10. **CONSIDER MEMBERSHIP APPLICATION OF DAN TOWEY TO THE ALBION VOLUNTEER FIRE DEPARTMENT FOR APPROVAL**

Clerk Devine noted that the Fire Department recommended approval of this application. Councilman Porter made a motion to approve the membership application of Dan Towey to the Albion Volunteer Fire Department, second by Johnson. **Vote: Yeas; Porter, Johnson, Tisthammer, Dailey. Nays; None.**

11. **CONSIDER EMPLOYEE EVALUATIONS FOR APPROVAL**

Council members reviewed the evaluations of Warren Myers for Building Inspector and Water Commissioner positions. Councilman Johnson made a motion to approve the employee evaluations and recommended step raise for Warren Myers, second by Porter. **Vote: Yeas; Porter, Tisthammer, Johnson, Dailey. Nays; None.**

12. **CONSIDER 2<sup>ND</sup> AND 3<sup>RD</sup> READINGS OF ORDINANCE 312(22) AN ORDINANCE RELATING TO A LEVY OF SPECIAL ASSESSMENT FOR THE UNPAID UTILITY BILL OF GLEN MATCHETT, 829 S 4<sup>TH</sup> STREET, ALBION, NE 68620**

The first reading was approved at the May 10, 2022 City Council meeting. Mayor Jarecki instructed Clerk Devine to read the ordinance for the second time. Councilman Johnson made a motion to suspend the statutory rule requiring reading of Ordinance 312(22) on three different days, second by Porter. **Vote: Yeas; Tisthammer, Johnson, Dailey, Porter. Nays; None.** Mayor Jarecki instructed Clerk Devine to read the ordinance for the third time. Councilman Dailey made a motion to approve both readings and final passage of Ordinance 312(22), second by Johnson. **Vote: Yeas; Johnson, Porter, Dailey, Tisthammer. Nays; None.**

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

**Next Special Meeting: July 28, 2022 at 7:30 a.m.**

- Release of Sales Tax Funds for AEDC

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**Next Regular Meeting: July 19, 2022 at 7:30 p.m.**

- 1 & 6 Year Street Plan
- Review Budget

**14. ADJOURN**

At 8:49 p.m. Council Member Porter made a motion to adjourn the meeting, second by Johnson. **Vote: Yeas; Porter, Tisthammer, Johnson, Dailey. Nays; None.**

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.

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James Jarecki, Mayor

ATTEST:

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Sharon Ketteler, Deputy Clerk