

MINUTES
ALBION CITY COUNCIL
SPECIAL MEETING – BUDGET WORKSHOP
TUESDAY, AUGUST 18, 2020

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 August 18, 2020 at Albion City Hall, 420 West Market St., Albion, NE. Present were: Mayor James C. Jarecki, Council Members Marcus Johnson, Jon Porter, Chris Kohtz, and Walt Hoefer. City staff present were: City Administrator Andrew Devine and Deputy City Clerk Sharon Ketteler. 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 AUGUST 11, 2020 CITY COUNCIL MEETING FOR APPROVAL

Councilman Kohtz made a motion to approve the amended copy of minutes of the August 11, 2020 City Council meeting; second by Porter. **Vote: Yeas; Kohtz, Hoefer, Johnson, Porter. Nays; None.**

3. REVIEW BID TABULATION OF BOONE BEGINNINGS ADDITION INFRASTRUCTURE PROJECT AND CONSIDER FOR AWARD

Council members reviewed the letter of recommendation from Roger Protzman, JEO Project Engineer. Mr. Protzman joined the meeting by teleconference and reviewed the Bid Tabulation with the council. Rutjens Construction had the low bid of \$110,531.81 using the boring method to install sewer main; and \$96,635.80 using the trenching method. Protzman explained the differences in constructing the project using either the boring or open trench options. The boring method would minimize disturbance to Good Samaritan. Discussion ensued. Clerk Devine questioned if the City would need an easement from Good Samaritan regardless of which method of construction was used. Protzman confirmed we would. Councilman Kohtz made a motion to approve and award bid of Rutjens Construction for Groups A & B in the total amount of \$110,531.81 for a start date on or after October 1, 2020; second by Johnson. **Vote: Yeas; Hoefer, Kohtz, Johnson, Porter. Nays; None.**

4. DISCUSS DRAFT OF BUDGET INCLUDING CERTIFIED VALUATION AS REPORTED BY COUNTY ASSESSOR, FINAL PREPARATION BY ACCOUNTANT, AND SETTING BUDGET ADOPTION HEARING DATE AND TIME

Clerk Devine had previously provided a draft of the preliminary budget for council members to review. This draft had also been under review by accountant, Michael Hoback, of AMGL. Clerk Devine stated that the final certified valuation of \$155,467,077 received from the County Assessor is \$706,453 higher than last year. Devine provided the council with an updated Property Tax Worksheet and reviewed it with them. Devine stated the levy is estimated to be \$0.4046 per \$100 of valuation, which is about \$0.006 higher than last year. This increase in levy from his estimated 0.4025 was partially due to a 7% mandated decrease on all residential property tax according to the County Assessor. Devine noted on the Fire Department downpayment of \$225,000 for a Pumper Truck, the City will pay \$112,500 and the Rural Fire Department will cover the other half. Devine stated he is considering pursuing Cares Act Funding to help with labor costs at the pool this season. Because of Covid-19 additional staff was needed for sanitizing and enforcing social distancing rules. Devine added that the Planning Commission reviewed the Capital Improvements Plan and recommended approval.

Michael Hoback was present to review the budget with Council Members. Mr. Hoback stated although the City is planning to spend down about \$500,000 of cash reserves, we still have good cash reserves across the board. The Police, Fire, and Park are the 3 main departments where extra spending is budgeted. Hoback added that most departments' projected expenditures and revenues are in line with what they recommend. Hoback stated the City's tax levy increase of ½ a cent is still a low property tax levy compared to other towns our size.

Council members continued with discussion on managing City's debt and the spending of cash reserves. Councilman Johnson made a motion to set the Budget Adoption Hearing for September 8, 2020 at 7:30 p.m. at the regular City Council meeting to be held at City Hall, 420 W. Market Street, Albion, Nebraska; second by Porter. **Vote: Yeas; Porter, Hoefer, Johnson, Kohtz. Nays; None.**

5. CONSIDER AEDC REQUEST OF SALES TAX RELEASE TO SUPPORT ALBION CHAMBER DOWNTOWN MINI-PARK RESTORATION PROJECT

Clerk Devine explained that the Albion Chamber purchased a new park table, benches, and trash cans with money they received from the Big Give; and a good portion of the landscaping is already finished. Devine stated that the Citizen's Advisory Committee met today and reviewed the request and recommended approval. Michelle Olson, director of BCDA, added that with the Covid-19 pandemic, the Chamber was not able to host the usual fundraisers to support their projects. Councilman Hoefer made a motion to approve AEDC request for release of \$5,000 to support mini-park renovation project, second by Johnson. **Vote: Yeas; Porter, Johnson, Kohtz, Hoefer. Nays; None.**

6. CONSIDER BOONE COUNTY DEVELOPMENT AGENCY MEMBERSHIP AGREEMENT AND DISBURSEMENT AGREEMENT FOR APPROVAL

Michelle Olson, director of BCDA, provided a copy of the Membership and Disbursement Agreements for council review. Ms. Olson stated that the City of Albion's renewal membership fee of \$13,700 is the same as the past two years. Olson gave a recap of their past year's activities. Councilman Johnson made a motion to approve BCDA Membership Agreement, second by Hoefer. **Vote: Yeas; Porter, Kohtz, Johnson, Hoefer. Nays; None.** Councilman Hoefer made a motion to approve BCDA Disbursement Agreement, second by Johnson. **Vote: Yeas; Kohtz, Johnson, Hoefer, Porter. Nays; None.**

7. CONSIDER SECOND READING OF ORDINANCE 292(20) REGARDING THE ANNEXATION OF THE BOONE BEGINNINGS ADDITION TO THE CITY OF ALBION, BOONE COUNTY, NEBRASKA

Mayor Jarecki instructed Clerk Devine to read the ordinance for the second time. Councilman Porter made a motion to approve the 2nd reading of Ordinance 292(20), second by Johnson. **Vote: Yeas; Porter, Kohtz, Hoefer, Johnson. Nays; None.**

8. CONSIDER SECOND READING OF ORDINANCE 294(20) REGARDING THE VACATION OF PRAIRIE STREET BETWEEN 5TH AND 6TH STREETS, CITY OF ALBION, BOONE COUNTY, NEBRASKA

Mayor Jarecki instructed Clerk Devine to read the ordinance for the second time. Councilman Porter made a motion to approve the 2nd reading of Ordinance 294(20), second by Johnson. **Vote: Yeas; Johnson, Porter, Kohtz, Hoefer. Nays; None.**

9. ITEMS TO BE PUT ON NEXT MEETING AGENDA

Next Regular Meeting: September 8, 2020 at 7:30 p.m.

- **Budget Adoption Hearing**
 - Approve Resolution Setting the 2020-2021 Property Tax Request
 - Approve and adopt 2020-2021 Budget including additional 1% increase of Restricted Funds Authority
 - Approve 2020-2021 Capital Improvements Plan
- **Consider Resolution / Interlocal Agreement with the County of Boone allowing existing Boone County employee to contract with the City to provide Street Superintendent Services**
- **First reading of Ordinance 293(20) – Annexation of Lot 4 of Landen Estates Subdivision**
- **Third reading of Ordinance 292(20) – Annexation of Boone Beginnings Addition**
- **Annual Employee Evaluation**
- **Report on Summer Department Head Meeting**

10. **ADJOURN**

At 8:44 p.m. Council Member Johnson made a motion to adjourn the meeting, second by Kohtz. **Vote: Yeas; Kohtz, Hoefer, Johnson, Porter. 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.

James Jarecki, Mayor

ATTEST:

Sharon Ketteler, Deputy Clerk