

MINUTES
ALBION CITY COUNCIL
REGULAR MEETING – PUBLIC HEARING
TUESDAY, FEBRUARY 9, 2021

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 February 9, 2021 at Albion City Hall, 420 West Market St., Albion, NE. Present were: Mayor James C. Jarecki, Council Members Marcus Johnson, Jon Porter, and Jack Dailey. City staff present were: City Administrator Andrew Devine, Deputy City Clerk Sharon Ketteler, Utility Billing Clerk Amber Wynn, 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 City of Albion was presented with a check from ACE in the amount of \$6,195; membership return to be used for community projects. Since the inception of the Choice Gas Program in 1998 ACE has returned \$45,822 to the City of Albion. Mayor Jarecki stated that he and Administrator Devine will be inspecting city assets this month. The Mayor announced that Chris Kohtz has resigned from the City Council as he and his family have moved outside city limits. Mayor Jarecki thanked Mr. Kohtz for his time and contribution to the council. The Mayor instructed Administrator Devine to place an ad in the newspaper regarding the open seat. Mayor Jarecki also announced the resignation of Public Works Coordinator, Aaron Allgood.

2. CONSIDER APPROVAL OF MINUTES OF THE JANUARY 12, 2021 CITY COUNCIL MEETING

Councilman Porter made a motion to approve the minutes of the January 12, 2021 City Council meeting; second by Johnson. **Vote: Yeas; Porter, Johnson, Dailey. Nays; None.**

3. REVIEW ANNUAL AUDIT REPORT FOR FISCAL YEAR ENDED SEPTEMBER 30, 2020 – AMGL, CPAS

Clerk Devine presented council members with the full financial statement packet and benchmarking provided by AMGL. Marci Luth of AMGL joined by teleconference to review the audit documents with the council. Our valuation is much higher than other cities our size; about 72% higher than the average. Albion's levy rate is at .31 cents while the average levy rate for a city our size is about .43 cents. Our Operating Income for Utility Funds is lower than recommended. Ms. Luth suggested we watch our rates to make sure we are generating enough operating income to set aside cash reserves for future utility replacements. Our Debt Coverage Ratio for Water and Sewer is also below the targeted amount, which also indicates we might need to consider raising our rates.

Ms. Luth stated the City has good cash reserves in both the General and Business-type Funds. Ms. Luth added that the City of Albion has once again achieved an unmodified opinion, which is the highest level of assurance given by an independent auditing firm.

Councilman Johnson made a motion to acknowledge receipt and review of audited financial statements of Fiscal Year ended September 30, 2020; second by Dailey. **Vote: Yeas; Porter, Dailey, Johnson. Nays; None.**

4. CONSIDER SALES TAX RELEASE REQUEST OF AEDC FOR THE ALBION ECONOMIC DEVELOPMENT PLAN ACTIVITIES

John Moeller, board member for AEDC, explained the request for funds is to continue with the demolition assistance program. AEDC director, Michelle Olson, joined by teleconference and stated there are two tiers for application. Tier 1 applicants would be allotted a larger amount of funds as they would not only demolish, but also create space for new construction. Clerk Devine gave a breakdown of the total \$62,500 requested funds: \$30,000 for Demolition Assistance Program; \$20,000 for Annual Administration Cost; \$10,000 for Boone Beginnings (this was a previously approved amount that hadn't been released yet); \$1,000 for Building & Property Maintenance; and \$1,500 for Miscellaneous Organization Fee's for insurance and taxes on property. Ms. Olson added that moving forward they plan to request funds for annual expenses at the beginning of each year. This would eliminate having to use funds that were released for other projects to pay those bills.

Councilman Johnson made a motion to approve the AEDC request for release of \$62,500 Sales Tax funds for Albion Economic Development Plan activities, second by Porter. **Vote: Yeas; Johnson, Porter, Dailey. Nays; None.**

5. CONSIDER ORDINANCES DECLARING LIENS OF SPECIAL ASSESSMENT FOR UNPAID UTILITY BILLS

- ORDINANCE 305(21) RELATING TO A LEVY OF SPECIAL ASSESSMENT FOR THE UNPAID UTILITY BILL OF JERRY LINGREN

Clerk Devine noted this account was paid. Councilman Johnson made a motion to indefinitely postpone action on Ordinance 305(21), second by Dailey.

Vote: Yeas; Dailey, Johnson, Porter. Nays; None.

- ORDINANCE 306(21) RELATING TO A LEVY OF SPECIAL ASSESSMENT FOR THE UNPAID UTILITY BILL OF LEETCH PROPERTIES LLC. – 140 N 7TH STREET
- ORDINANCE 307(21) RELATING TO A LEVY OF SPECIAL ASSESSMENT FOR THE UNPAID UTILITY BILL OF LEETCH PROPERTIES LLC. – 804 W MAIN STREET

The first readings were approved at the January 12, 2021 City Council meeting. Mayor Jarecki instructed Clerk Devine to read Ordinances 306(21) and 307(21) by title for the second time. Councilman Dailey made a motion to approve the second readings and move that the statutory rule requiring reading of the ordinances on three separate days be suspended, second by Johnson. **Vote: Yeas; Dailey, Porter, Johnson. Nays; None.**

Mayor Jarecki instructed Clerk Devine to read Ordinances 306(21) and 307(21) by title for the third time. Councilman Porter made a motion to approve all readings and final passage of Ordinances 306(21) and 307(21), second by Dailey. Councilman Johnson called the question. Mayor Jarecki declared Ordinance 306(21) and Ordinance 307(21) having been read by title three different times, the rules have been suspended, the question is “Shall Ordinance 306(21) and Ordinance 307(21) finally pass? **Vote: Yeas; Dailey, Porter, Johnson. Nays; None.**

6. NUISANCE PROGRAM REPORT – ALBION POLICE DEPARTMENT

Clerk Devine noted there were no new nuisances to report. Devine stated that he and Warren Myers will begin working on the Vacant Property Registration Program soon. **No action taken.**

7. 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 noted a correction that Doug Morgan attended “Water” not “Wastewater” certification classes. **No action taken.**

8. CONSIDER MAYORAL APPOINTMENTS TO PUBLIC WORKS COORDINATOR AND INTERIM SEWER COMMISSIONER

Mayor Jarecki stated that following the resignation of Aaron Allgood, Doug Morgan was appointed the Public Works Coordinator position. Craig Gragert will step in as Interim Sewer Commissioner to fill Mr. Morgan’s position. Clerk Devine stated that Warren Myers will continue as Interim Water Commissioner. The City will re-evaluate staffing positions in a few months, and might consider hiring a part-time Public Works Operator instead of full-time. Councilman Johnson made a motion to approve the appointments of Doug Morgan to Public Works Coordinator and Craig Gragert to Interim Sewer Commissioner, second by Dailey. **Vote: Yeas; Johnson, Dailey, Porter. Nays; None.**

9. CONSIDER BILLS FOR APPROVAL

- CONSIDER MONTHLY BILLS FOR APPROVAL

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

10. CONSIDER EMPLOYEE EVALUATION FOR APPROVAL

Councilman Porter made a motion to approve annual evaluation and step raise of Joe Landauer, second by Johnson. **Vote: Yeas; Johnson, Porter, Dailey. Nays; None.**

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

Next Regular Meeting: March 9, 2021 at 7:30 p.m.

- STREET CLOSURES;
- INSURANCE BIDS;
- 2021 LAWN CARE BIDS;
- MUTUAL LAW ENFORCEMENT AGREEMENT/RESOLUTION;
- RURAL FIRE INTERLOCAL AGREEMENT

12. **ADJOURN**

At 8:28 p.m. Council Member Johnson made a motion to adjourn the meeting, second by Porter. **Vote: Yeas; Dailey, Porter, Johnson. 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