

**City Administrator's Report
November 13, 2025**

Water & Sewer

Rutjen's replaced three old Fire Hydrants – two of which were leaking after the Fire Department exercised/flushed them.

The City may need to repair sewer main in the area of 11th and State Streets due to a belly. This issue is currently being investigated in connection to a service line backup.

Amber Wynn and Warren Myers have reviewed Chapter 6 of the Albion City Code – concerning public utilities – and are recommending some updates. Darren and I are currently reviewing these recommendations and will present to the Mayor and Council for consideration at a future meeting.

Park

An RFP for the “Park on Clark” playground equipment was published mid-September. Proposals are due in November, and the Council will consider award at the December meeting.

Bids were received for the Trail and Restroom/Shelter building at Clark Park. The trail portions came in as expected. The Restroom/Shelter building was high. JEO will double check bid forms for accuracy and make a recommendation for consideration at the next City Council meeting. Once proposals are also received for the playground equipment I can work at prioritizing the project within our budget and will present at next meeting as well.

We need to develop a lease/operation agreement with the Baseball/Softball group for the new facility.

I will be meeting with Legion leadership to discuss formalizing an agreement with the city regarding the “Leon Nelson Memorial/Legion Field” facilities and maintenance. Any formal agreement will be provided to the Mayor and Council for formal approval.

Street

I am transitioning responsibility of supervising the grass/tree site to Corey in the Sewer Department so that Ron has more time to focus on street sweeping and the water department. Our new sweeper is planned to be delivered this fall – I want it utilized and our streets looking much, much better in the future.

Police Department

Met briefly with Officers Martin and Lipker to discuss nuisance abatement process.

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General Administration / Other:

Stealth is working on their Fiber to Home project and expects this phase to be completed on or around Decemeber 15th.

I met with IT team at Applied Connective Technologies to prepare the transition from wireless ethernet network to VPN connections through the fiber optic service to city facilities.

I attended the League of Nebraska Municipalities Annual Fall Conference in September. This was one of the better annual conferences as far as content goes. The City may want to consider initiating redevelopment plan procedures including a new Blight and Substandard Study of the community so that we're better positioned for redevelopment projects that could be eligible for TIF financing. Also, learned some new information regarding the impact of new legislation in relation to property tax authority and budgeting for next year.

The Annual Audit was held on October 17th and went well. Will have a full report from AMGL at a future meeting.

I have been handling Building Permit duties. It's been a bit of an adjustment – contractors seem to be used to giving short notice for inspection requests which doesn't always work well with my schedule. Permit processing time will likely be a bit longer but I intend to process new applications within 7-10 business days.

Planning Commission

The Planning Commission approved a conditional use permit for a communication tower less than 125' in height for the Patzel property south of the Sewer Plant. Verizon is expected to be the first leasee at the tower site and expects significant improvement to coverage in town. The project will likely be started in Spring of 2026.

The planning commission has held a pre-application conference on June 7th regarding a subdivision application for property located outside of city limits but inside the city's zoning jurisdiction. **I have reviewed a draft of the preliminary plat and provided feedback.** I expect to receive a full application for preliminary and/or final plats within the next 30 days.

Another EJT subdivision pre-application conference is schedule for the December planning commission meeting.

There is still one (1) vacancy on the planning commission.

***Please direct any interested parties to City Hall or to the Mayor.**

Attached is the previous month Sales Tax Report – showing the monthly trend of sales tax receipts.

Also attached is an unaudited Treasurer's Report/Budget Performance Report and an unaudited Balance Sheet Comparison Report.

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The tire collection went well.

All tires appeared to be from within the county. We requested and received a grant for 130 ton; collected 127.33. Prior years are listed below for comparison.

2022-grant for 100 ton, collected 122.15 ton

2020-grant for 140 ton, collected 124.50 ton

Amber L. Wynn
Utility Billing Clerk