

# MINUTES

## ALBION CITIZENS ADVISORY COMMITTEE

Monday, January 26, 2026

ALBION CITY HALL – COUNCIL CHAMBERS; 5:30 P.M.

Chairperson Ed Knott called the meeting to order at 5:30pm. Roll was taken, members present were: Chairperson Knott, Shelley Lueken, Doug Young, Amy Zaruba, Katie Score, and Stacy Gragert. Jay Wolf was absent. Secretary Shelby Kelley and City Administrator Andrew Devine were also present. The guest in attendance was Steven Ruzek from AEDC. 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.

Approve minutes of the August 7, 2025 Meeting

The minutes of the August 7, 2025 meeting were reviewed. Lueken **moved to approve the minutes as read**, seconded by Score. **Vote:** (Yes) Gragert, Zaruba, Score, Knott, Young, Lueken (No) None (Absent) Wolf

### REVIEW REPORT ON ECONOMIC DEVELOPMENT ACTIVITIES

Kelley reported that the City of Albion and JEO held a pre-construction meeting for the Clark Park Renovation and Trail Expansion project. Devine reported that staking has taken place already as the contractor building the park pavilion is hoping to get started right away. Kelley shared that in the coming weeks, trees will be removed from the path of the trail. The portion of the trail that is taking priority is from the Sports Complex to Clark Park and then from Clark Park up to the highway/11<sup>th</sup> Street. This way, the trail should be ready to be utilized for the ball season and equipment will be out of the way as well. Knott asked if the funding was squared away for the project. Devine shared that funding is still being secured for the items that have been bid out which are the trail, pavilion and park equipment and a significant dent in the other items such as a full basketball court and pedal park. Devine and Kelley are actively working on additional grants through the Daugherty Foundation and Nebraska Community Foundation to see the project through. Kelley shared that the Nebraska Community Foundation Youth Engagement Grant has committed to a \$30k matching grant and if the \$15k from the fund request is approved then it is all raised as the Boone County Foundation Fund and Marguerite Rose Donor Advised Fund have both committed to \$7,500 each.

Kelley reported that AEDC has been approached about the potential purchase of a few empty lots behind White Star owned by Doug Sharp. Although AEDC does not currently have the funds for the purchase of the lots, it could be a potential opportunity in the future. Kelley shared that AEDC is working on several lots already on 9<sup>th</sup> street to prep them for development which will include the demolition of two structures, tree and stump removal and dirt work. Kelley shared that there are no plans for development at this time, but the board hopes that a developer will be interested in the lots so that AEDC does not have to develop and own.

Kelley reported that the two single-family homes being constructed at the South Park Subdivision are on track to be finished in March. Kelley reminded the council that the houses are being built using funds from the Albion Rural Workforce Housing Fund and have a max construction cost of \$325,000. Knott asked if either of the houses on the subdivision have been sold yet in which Kelley answered that they have not yet been sold although there has been interest. Kelley mentioned that once AEDC sets an asking price, she believes more inquiries will come in. Knott asked when the last housing study was completed for Albion and if there was any updated information that could be provided to developers so that the housing needs could be reassessed. Devine answered that the last housing study was completed in 2020 and that they are costly to have done so he and Kelley could investigate what information they could utilize from the 2020 study and what the housing stock looks like now.

#### **REVIEW ALBION ECONOMIC DEVELOPMENT TREASURER'S REPORT**

Ruzek gave an overview of the treasurer's report. AEDC current total assets are \$78,625.12 and reserved cash is \$76,217.86 leaving \$2,407.26 of unreserved cash. City Sales Tax Fund is \$118,041.97. Knott asked the council if they had questions about the financials. There were none.

#### **REVIEW AEDC SALES TAX RELEASE REQUESTS TO RELEASE SALES TAX FUNDS IN THE AMOUNT OF \$45,000 FOR SITE PREP EXPENSES AT 508 S 9<sup>TH</sup> STREET INCLUDING DEMOLITION OF TWO STRUCTURES, TREE AND STUMP REMOVAL AND DIRT WORK.**

Chairperson Knott read the details regarding this agenda item from the submitted request and asked for discussion.

Kelley shared that Bygland's had submitted an estimate for these items only and it came to around \$19k however, there would be more work for them including asbestos testing/removal and dirt work that was not included in their estimate. Having \$45k will help move that project forward once weather permits.

#### **REVIEW AEDC SALES TAX RELEASE REQUESTS TO RELEASE SALES TAX FUNDS IN THE AMOUNT OF \$21,500 FOR SUPPORT OF ALBION ECONOMIC DEVELOPMENT CORPORATION 2026 OPERATING EXPENSES.**

Chairperson Knott read the details regarding this agenda item from the submitted request and asked for discussion.

Kelley shared that she and Ruzek reviewed the 2025 bank statements to total up recurring costs and expected costs for 2026. Knott asked what amount was requested for operating expenses in 2025. Ruzek answered that in 2025, \$21,500 was requested and about 21,400 was spent.

**REVIEW AEDC SALES TAX RELEASE REQUESTS TO RELEASE SALES TAX FUNDS IN THE AMOUNT OF \$15,000 FOR SUPPORT OF A MATCHING CONTRIBUTION FOR THE NEBRASKA COMMUNITY FOUNDATION YOUTH ENGAGEMENT GRANT TOWARD THE CLARK PARK RENOVATION AND TRAIL EXPANSION PROJECT.**

Chairperson Knott read the details regarding this agenda item from the submitted request and asked for discussion.

Knott asked for confirmation that essentially it will be \$60k contribution to the project. Kelley confirmed. Kelley explained that a requirement of the NCF Youth Engagement Grant is that youth must have some sort of involvement in the project and ideally with some of the planning. Devine confirmed that there is still enough of the project that young people can be a part of and that we would all work together to ensure they are involved in meeting the grant guidelines.

Young **moved to approve the request to release city sales tax funds in the amount of \$81,500 total.** Gragert **seconded.** **VOTE: (Yes)** Lueken, Knott, Gragert, Zaruba, Score, and Young. **(No)** None. **Absent:** Wolf

**DISCUSS RECOMMENDATIONS FOR THE CITY OF ALBION ECONOMIC DEVELOPMENT PLAN, AND/OR FUTURE ACTIVITIES.**

Knott asked for discussion. No further discussion.

**Adjourned at 5:50pm**