

**City Administrator's Report  
September 4, 2026**

**Water & Sewer**

The guys repaired a water main leak on Church Street between 3<sup>rd</sup> and 4<sup>th</sup> Streets. It was an old cast pipe. We had a similar failure a bit further north along the same main a few years ago. There is also a valve leaking. Ron and David are making plans to replace the valve and replace a leaking fire hydrant in the area of 9<sup>th</sup> and Park Streets.

The Jet Truck will be on display for the 1<sup>st</sup> annual Boone County Big Wheels event downtown on September 14<sup>th</sup>.

**Park**

The Burke play equipment has been installed and is available for use. The basketball/pickleball court painting was expected in August; however, contractor has indicated a schedule delay and expects to have completed within the next 1-2 weeks.

I will be evaluating park and street/trail lighting soon and discussing with Loup Power.

**Other Park Amenities:**

- Tisthammer Fabrication is building tables for the pavilion/picnic shelter.
- A drinking fountain has been ordered.
- Trash receptacles (including dog waste bag dispensers) have been ordered and have been shipped.

Blackhills energy has committed to donating tree plantings for the Park on Clark Street project. Andrew Tunink is advising and will be making plans for a Fall and a Spring planting.

Ron is making plans to heat the west restrooms for Cardinal Cage use in the winter months.

The guys will also be putting an accessibility sidewalk between fields C (Legion) and A and B fields after softball season.

The City has engaged with JEO regarding the required remediation review of the Cardinal Cage project. They now have all information for their review.

**Pool**

The Wolf Family is coordinating a fundraising effort to add shade structures at the pool. See attached.

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**Street**

The Street Sweeper will be on display for the 1<sup>st</sup> annual Boone County Big Wheels event downtown on September 14<sup>th</sup>.

Routine annual crack sealing was completed last month.

As reported in the preliminary budget documents Ron is seeking to replace the Ford Dump Truck and would like a side-by-side for parks and streets to share that could be used for snow removal on the trail.

**Police Department**

The Mayor has interviewed two candidates and employment offers are currently pending. Target start date would be in November, with the next Academy opening in January.

**General Administration / Other:**

The Albion Airport Authority will be hosting a fly-in breakfast at the Airport on September 20, 2026 from 8am-11am.

Amber, Sharon, and I have been evaluating multiple software products to replace end-of-life of some current software and to be able to add online bill pay service. We have multiple product demonstrations still on our calendars.

The website and meetings management software update/conversion has already begun. Amber, Shelby, and I held an online kick-off meeting to coordinate the migration. The website itself will have minor changes in appearance; however, the Agenda and Meeting management software will have some new features including an optional portal login for Board Members to log in a view current/up-to-date meeting information.

We will be transitioning quickly from budget to audit within the next 30 days. Our annual audit is scheduled for October 16, 2026.

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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.