

Do not recreate or revise this document. Revisions and recreations will not be accepted. Copying this form is acceptable; see (3) below. **Failure to complete and return the necessary documents per instructions will result in your municipality not receiving an Incentive Payment for Calendar Year 2023.** Documents include the original Signing Resolution, Year-End Certification(s), and a copy of documentation of the appointment(s) of the City Street Superintendent(s). These must be received at the NDOT by December 31, 2023.

Year-End Certification of City Street Superintendent For Determining Incentive Payment in Calendar Year 2023

Separate forms may be needed to account for the entire year, see (3) below

This Form Covers the Following Period: January 1, 2023 to December 31, 2023
(Month) (Day) (Month) (Day)

*(1)(a) The municipality of Albion, Nebraska certifies that: Andrew Wilshusen
(Print name of City or Village) (Print name of Superintendent as it appears on license card if applicable)

was the appointed City Street Superintendent during the above period. **IF A NAME IS NOT ENTERED ABOVE (NO APPOINTED CITY STREET SUPERINTENDENT FOR THIS PERIOD), SKIP TO (2) BELOW.**

(b) the superintending services of the above listed individual were provided by: (Check one box)

- ☐ Employment with this Municipality
- ☒ Contract (consultant) with this Municipality
- ☐ Contract (interlocal agreement) between this Municipality and the following listed Municipality(ies) and/or County(ies)

(c) and the above listed individual **assisted** in the following: *Reference Neb. Rev. Stat. §39-2512*

1. Developing and annually updating a long-range plan based on needs and coordinated with adjacent local governmental units,
2. Developing an annual program for design, construction, and maintenance,
3. Developing an annual budget based on programmed projects and activities,
4. Submitting such plans, programs, and budgets to the local governing body for approval; and
5. Implementing the capital improvements and maintenance activities provided in the approved plans, programs, and budgets,

(d) the above listed individual also served as (Check all boxes that apply) city engineer ☐ village engineer ☐
public works director ☐ city manager ☐ city administrator ☐ street commissioner ☐

(e) If the above listed individual is a Licensed City Street Superintendent, enter their Superintendent's License Number S- 1696
and Class of License A, and/or
(A or B)

(f) If the above listed individual is a Licensed Engineer in Nebraska, enter their Engineer's License Number E- _____

(2) _____
Signature of Mayor ☒ **Village Board Chairperson** ☐
(Check one box)

*(3) If during the calendar year your municipality (a) did not have an appointed City Street Superintendent for any portion(s) of the year; or (b) had one or more appointed City Street Superintendent(s) that were not licensed for any portion(s) of the year; or (c) had one or more appointed licensed City Street Superintendent(s) for any portion(s) of the year, please complete a separate Year-End Certification form for each period. **Copy this form as needed to account for these separate periods.**

(4) The payment amount will be computed based on (a) your most recent Federal Census as certified by the Tax Commissioner; (b) the number of full calendar months served by the appointed City Street Superintendent who is licensed or exempted from licensure under the Superintendents Act; (c) class of license, A or B if applicable; and (d) if the appointed City Street Superintendent assisted with the required duties in (1)(c) above. *Reference Neb. Rev. Stat. §§39-2302 and 39-2511 through 39-2515.*

(5) **Failure to return by December 31, 2023, the Year-End Certification(s), Signing Resolution, and a copy of documentation of the appointment(s) of the superintendent(s) per the instructions will result in your municipality not receiving an Incentive Payment.**



Return the completed original resolution and certification(s), and a copy of the documentation of appointment(s) by December 31, 2023 to:

Highway Local Liaison Coordinator
Boards-Liaison Services Section
Local Assistance Division
Nebraska Department of Transportation
PO Box 94759
Lincoln NE 68509-4759

Attach Documentation of the City Street Superintendent(s) Appointment(s) for 2023 here:

For most municipalities this information may be found in the November or December 2022 or the January 2023 meetings minutes. Some may involve mayoral appointments, or interlocal agreement (relinquishment of funds). Call 402-479-4436 if you have any questions about what to submit for documentation.

Minutes of the December 13, 2022 City Council meeting attached.

MINUTES
ALBION CITY COUNCIL
REGULAR MEETING
TUESDAY, DECEMBER 13, 2022

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 December 13, 2022 at Albion City Hall, 420 West Market St., Albion, NE. Present were: Mayor James C. Jarecki, Council Members Marcus Johnson, Jack Dailey, Jason Tisthammer, and Jon Porter. City staff present were: City Administrator Andrew Devine, Deputy City Clerk Sharon Ketteler, Economic Development and Housing Director Maggie Smith, City Attorney Darren Wright, and Water Commissioner Warren Myers. 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 Mayor stated that he and Administrator Devine will be reviewing city assets in January, followed by his semi-annual department head meeting. Mayor Jarecki also reminded everyone to be considerate when removing snow by not placing it on other people's property.

2. CONSIDER APPROVAL OF MINUTES OF THE NOVEMBER 8, 2022 AND NOVEMBER 22, 2022 CITY COUNCIL MEETINGS

Councilman Johnson made a motion to approve the minutes of the November 8, 2022 and November 22, 2022 City Council meetings as presented, second by Dailey. **Vote: Yeas; Porter, Dailey, Tisthammer, Johnson. Nays; None. Motion carried.**

3. CONSIDER AEDC REQUEST FOR AUTHORITY TO BORROW FUNDS FOR HOUSING DEVELOPMENT PROGRAM

Jeff Jarecki spoke on behalf of the Albion Economic Development Corporation. Mr. Jarecki stated that AEDC Director, Maggie Smith, has been researching the "Rural Workforce Housing Fund" program for the State of Nebraska. There is a 2 to 1 match of funds to be used for housing development. There are less strings attached to this grant than any other grant she has researched. To be eligible for this program it is necessary to have a property or project for development in place. AEDC has a proposed property to purchase that would work well for this housing development project; but it would be necessary for them to borrow funds to acquire it. Much planning for this property is already in place, making them well prepared to qualify for the grant. Ms. Smith added that the program is set up so this grant money could become a perpetually revolving fund to be used for continued housing development. If AEDC applies for this grant, the City would be eligible to apply for a Rural Workforce Housing Fund Land Development grant. Andy Roberts noted there are several donors in our community that are interested in contributing to this project.

Clerk Devine questioned if the available property would qualify for the match funds. Mr. Jarecki stated that this particular property should qualify for the grant as other communities had similar property that qualified. Clerk Devine asked if

acquisition of property is a qualified expenditure. Ms. Smith stated that in the municipality land development program, acquisition of property is a qualified expenditure; but in the Rural Workforce Housing Development Program that AEDC would apply for, acquisition of property is not a qualifying expense. Councilman Dailey asked the cost of the proposed property. Mr. Jarecki stated it is approximately \$168,000. Following further discussion by the council, Councilman Dailey made a motion to approve AEDC request for authority to borrow funds for Housing Development Program, second by Tisthammer. **Vote: Yeas; Tisthammer, Johnson, Dailey. Nays; Porter. Motion carried.**

4. **CONSIDER THIRD READING AND FINAL PASSAGE OF ORDINANCE 317(22) AN ORDINANCE OF THE CITY OF ALBION, NEBRASKA TO EXTEND THE BOUNDARIES AND INCLUDE WITHIN THE CORPORATE LIMITS OF, AND TO ANNEX TO, THE CITY OF ALBION, NEBRASKA A FRACTION OF SECTION 21, TOWNSHIP 20 NORTH, RANGE 6 WEST OF THE SIXTH P.M., BOONE COUNTY, NEBRASKA; AND TO PROVIDE FOR AN EFFECTIVE DATE OF THIS ORDINANCE**

The first reading of Ordinance 317(22) was read at the November 8, 2022 City Council meeting. The second reading was read at the November 22, 2022 City Council meeting. Mayor Jarecki instructed Clerk Devine to read the ordinance for the third time. Johnson made a motion to approve the third reading and for final passage and adoption of Ordinance 317(22), second by Porter. Councilman Johnson called the question. Mayor Jarecki sought further comment. With no further comment Mayor Jarecki declared Ordinance 317(22) having been read by title three different times, the question is "Shall Ordinance 317(22) finally pass?" **Vote: Yeas; Porter, Dailey, Tisthammer, Johnson. Nays; None. Motion carried.**

5. **CONSIDER THIRD READING OF ORDINANCE 318(22) AN ORDINANCE OF THE CITY OF ALBION, NEBRASKA TO EXTEND THE BOUNDARIES AND INCLUDE WITHIN THE CORPORATE LIMITS OF, AND TO ANNEX TO, THE CITY OF ALBION, NEBRASKA A FRACTION OF THE SOUTH HALF OF SECTION 16, AND A FRACTION OF THE NORTHEAST QUARTER OF SECTION 21, TOWNSHIP 20 NORTH, RANGE 6 WEST OF THE SIXTH P.M., BOONE COUNTY, NEBRASKA; AND TO PROVIDE FOR AN EFFECTIVE DATE OF THIS ORDINANCE**

The first reading of Ordinance 318(22) was read at the November 8, 2022 City Council meeting. The second reading was read at the November 22, 2022 City Council meeting. Mayor Jarecki instructed Clerk Devine to read the ordinance for the third time. Johnson made a motion to approve the third reading and for final passage and adoption of Ordinance 318(22), second by Porter. Councilman Johnson called the question. Mayor Jarecki sought further comment. With no further comment Mayor Jarecki declared Ordinance 318(22) having been read by title three different times, the question is "Shall Ordinance 318(22) finally pass?" **Vote: Yeas; Johnson, Tisthammer, Porter, Dailey. Nays; None. Motion carried.**

6. **CONSIDER THIRD READING OF ORDINANCE 319(22) AN ORDINANCE OF THE CITY OF ALBION, NEBRASKA TO EXTEND THE BOUNDARIES AND INCLUDE WITHIN THE CORPORATE LIMITS OF, AND TO ANNEX TO, THE CITY OF ALBION, NEBRASKA A FRACTION OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 27, TOWNSHIP 20 NORTH, RANGE 6 WEST OF THE SIXTH P.M., BOONE COUNTY, NEBRASKA; AND TO PROVIDE FOR AN EFFECTIVE DATE OF THIS ORDINANCE**

The first reading of Ordinance 319(22) was read at the November 8, 2022 City Council meeting. The second reading was read at the November 22, 2022 City Council meeting. Mayor Jarecki instructed Clerk Devine to read the ordinance for the third time. Johnson made a motion to approve the third reading and for final passage and adoption of Ordinance 319(22), second by Porter. Councilman Johnson called the question. Mayor Jarecki sought further comment. With no further comment Mayor Jarecki declared Ordinance 319(22) having been read by title three different times, the question is "Shall Ordinance 319(22) finally pass?" **Vote: Yeas; Dailey, Porter, Tisthammer, Johnson. Nays; None. Motion carried.**

7. **CONSIDER THIRD READING OF ORDINANCE 320(22) AN ORDINANCE OF THE CITY OF ALBION, NEBRASKA TO EXTEND THE BOUNDARIES AND INCLUDE WITHIN THE CORPORATE LIMITS OF, AND TO ANNEX TO, THE CITY OF ALBION, NEBRASKA A FRACTION OF THE WEST HALF OF THE SOUTHEAST QUARTER OF SECTION 22, TOWNSHIP 20 NORTH, RANGE 6 WEST OF THE SIXTH P.M., BOONE COUNTY, NEBRASKA; AND TO PROVIDE FOR AN EFFECTIVE DATE OF THIS ORDINANCE**

The first reading of Ordinance 320(22) was read at the November 8, 2022 City Council meeting. The second reading was read at the November 22, 2022 City Council meeting. Mayor Jarecki instructed Clerk Devine to read the ordinance for the third time. Johnson made a motion to approve the third reading and for final passage and adoption of Ordinance 320(22), second by Porter. Councilman Johnson called the question. Mayor Jarecki sought further comment. With no further comment Mayor Jarecki declared Ordinance 320(22) having been read by title three different times, the question is "Shall Ordinance 320(22) finally pass?" **Vote: Yeas; Johnson, Dailey, Tisthammer, Porter. Nays; None. Motion carried.**

8. **CONSIDER THIRD READING OF ORDINANCE 321(22) AN ORDINANCE OF THE CITY OF ALBION, NEBRASKA TO EXTEND THE BOUNDARIES AND INCLUDE WITHIN THE CORPORATE LIMITS OF, AND TO ANNEX TO, THE CITY OF ALBION, NEBRASKA ALL OF LOT 1, NIEWOHNERS SOUTHEAST ADDITION, COMPRISING A FRACTION OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 27, TOWNSHIP 20 NORTH, RANGE 6 WEST OF THE SIXTH P.M., BOONE COUNTY, NEBRASKA; AND TO PROVIDE FOR AN EFFECTIVE DATE OF THIS ORDINANCE**

The first reading of Ordinance 321(22) was read at the November 8, 2022 City Council meeting. The second reading was read at the November 22, 2022 City Council meeting. Mayor Jarecki instructed Clerk Devine to read the ordinance for the third time. Johnson made a motion to approve the third reading and for final passage and adoption of Ordinance 321(22), second by Porter. Councilman Johnson called the question. Mayor Jarecki sought further comment. With no further comment Mayor Jarecki declared Ordinance 321(22) having been read by title three different times, the question is “Shall Ordinance 321(22) finally pass?” **Vote: Yeas; Porter, Dailey, Johnson, Tisthammer. Nays; None. Motion carried.**

9. **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 presented certification of election results from County Election Commissioner from the November 8, 2022 election. Mayor Jarecki was elected to another 4-year term with 544 votes. There were two seats open for Albion City Council. Jason Tisthammer received 634 votes and Jon Porter received 645 votes. They were also elected to a 4-year term. Administrator Devine added that the City is proposing to purchase a liquid de-icer in addition to the salt and gravel spreader we currently have. **No action taken.**

10. **CONSIDER BILLS FOR APPROVAL**

- **CONSIDER MONTHLY BILLS FOR APPROVAL**

Councilman Porter made a motion to approve the monthly bills for payment as presented, second by Dailey. **Vote: Yeas; Porter, Dailey, Tisthammer, Johnson. Nays; None. Motion carried.**

11. ELECT COUNCIL PRESIDENT FOR ANNUAL TERM

Councilman Porter made a motion to nominate and elect Marcus Johnson as City Council President for the calendar year 2023, second by Tisthammer. **Vote: Yeas; Tisthammer, Johnson, Porter, Dailey. Nays; None. Motion carried.**

12. CONSIDER MAYORAL APPOINTMENTS TO BE EFFECTIVE JANUARY 1, 2023

ADMINISTRATOR/CLERK/TREASURER	ANDREW DEVINE
DEPUTY CLERK	SHARON KETTELER
UTILITY CLERK	AMBER WYNN
WATER COMMISSIONER	WARREN MYERS
SEWER COMMISSIONER	COREY ZOUBEK
PUBLIC WORKS COORDINATOR	VACANT
PUBLIC WORKS OPERATOR	JOSEPH LANDAUER
PUBLIC WORKS OPERATOR	RON MOREARTY
BUILDING INSPECTOR	WARREN MYERS
CITY ATTORNEY	DARREN WRIGHT
POLICE CHIEF	BRENT LIPKER
POLICE OFFICER	JOE PREDMORE
POLICE OFFICER	VACANT
STREET SUPERINTENDENT	ANDREW WILSHUSEN, JEO CONSULTING GROUP
FIRE CHIEF	BRUCE BENNE
POOL MANAGER	VACANT
CITY PHYSICIAN/MEDICAL OFFICER	DR. ANTHONY KUSEK
CITY ENGINEER	RESERVE RIGHT TO USE SPECIAL PROJECTS ENGINEER AS NEEDED

Councilman Porter made a motion to confirm 2023 Mayoral Appointments as presented, second by Johnson. **Vote: Yeas; Dailey, Johnson, Porter, Tisthammer. Nays; None. Motion carried.**

13. CONSIDER APPROVAL OF MAINTENANCE AGREEMENT #84 BETWEEN NEBRASKA DEPARTMENT OF TRANSPORTATION AND THE CITY OF ALBION

Clerk Devine noted there are no changes from the previous agreement. Councilman Johnson made a motion to approve renewal of Maintenance Agreement #84 with Nebraska Department of Transportation, second by Porter. **Vote: Yeas; Tisthammer, Dailey, Porter, Johnson. Nays; None. Motion carried.**

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

Next Regular Meeting: January 10, 2023 at 7:30 p.m.

- * Discuss Golf Cart Ordinance
- * Traffic Control - Handicap Parking Request
- * Audit Report

15. **ADJOURN**

At 8:00 p.m. Council Member Johnson made a motion to adjourn the meeting, second by Porter. **Vote: Yeas; Tisthammer, Dailey, Porter, Johnson. Nays; None. Motion carried.**

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