

**City Administrator's Report
September 5, 2025**

Water & Sewer

New valve installed near 5th and Fairview so can isolate the line for a future valve replacement of a leaking valve. Also will allow us to replace an old fire hydrant.

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

Shelby and I have received cost breakdowns for the Trail in phases. The focus will be on the trail north of the highway. The restroom/pavilion estimated cost updated by JEO is \$300,000 so we will likely bid it out as a bid alternate. We don't expect it to be nearly that expensive.

Shelby and I have met with Maggie Smith of the Nebraska Community Foundation to help provide guidance and networking for the fundraising for the "Clark on Park" and Trail Project.

I've also developed an RFP for the "Park on Clark" playground equipment that will be published mid-September. Proposals will be due in November, and the Council will consider award at the December meeting.

The Cardinal Cage Project – fundraising for Phase II continues. The Phase 1 building erection began on September 3rd. The parking lot had a mud hole on the west end, so I asked Ron to put some more rock in that area.

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 than they do right now.

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Police Department

Dustin Martin's first day was August 25th so the PD is fully staffed for the first time in quite a while.

I met with Officer Martin and Chief Lipker to develop a plan for technology updates including in-car cameras, body cameras, and tablets. There are grants available to cover 75% of equipment costs. We have developed a five year plan.

General Administration / Other:

Ron will be Albion's water operator and Public Works Coordinator for the foreseeable future.

The Mayor and I interviewed a public works candidate on September 4th and made an employment offer on Friday, September 5th. I'll update when a response is received.

I've met with Warren to review current and pending building permits and will take over the direct operation of the Building Department. Permit processing time will likely be a bit longer but I intend to process new applications within 7-10 business days.

Budget process went reasonably well – we won't have a lot of money for capital projects that aren't already underway (Cardinal Cage/Trail/Clark Street Park) this year.

Tire-Amnesty Collection Grant – was approved and will at the end of September.

Warren still anticipates that the State of Nebraska will be updating the Building Code standard to ICC 2024 this year so we will be reviewing our building codes and may present a draft ordinance this winter to update to the ICC 2024 series of codes.

Planning Commission

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 expect to receive a full application for preliminary and final plats within the next 30 days.

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.**