

Do not recreate or revise this document. Revisions and recreations will not be accepted. Failure to complete and return the necessary documents per instructions will result in your municipality not receiving an Incentive Payment for Calendar Year 2024. 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, 2024. **RECORD KEEPING:** NDOT recommends that the municipality keep a copy of everything you send to NDOT (*the forms and meeting minutes*) in a separate file for future reference.

RESOLUTION
SIGNING OF THE
YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT
2024

Resolution No. 121(24)

Whereas: State of Nebraska Statutes, sections 39-2302, and 39-2511 through 39-2515 details the requirements that must be met in order for a municipality to qualify for an annual Incentive Payment; and

Whereas: The State of Nebraska Department of Transportation (NDOT) requires that each incorporated municipality must annually certify (by December 31st of each year) the appointment(s) of the City Street Superintendent(s) to the NDOT using the Year-End Certification of City Street Superintendent form; and

Whereas: The NDOT requires that each certification shall also include a copy of the documentation of the city street superintendent's appointment, i.e., meeting minutes; showing the appointment of the City Street Superintendent by their name as it appears on their License (if applicable), their License Number (if applicable), and Class of License (if applicable), and type of appointment, i.e., employed, contract (consultant, or interlocal agreement with another incorporated municipality and/or county), and the beginning date of the appointment; and

Whereas: The NDOT also requires that such Year-End Certification of City Street Superintendent form shall be signed by the Mayor or Village Board Chairperson and shall include a copy a resolution of the governing body authorizing the signing of the Year-End Certification of City Street Superintendent form by the Mayor or Village Board Chairperson.

Be it resolved that the Mayor Village Board Chairperson of Albion, Nebraska
(Check one box) (Print Name of Municipality)
is hereby authorized to sign the attached Year-End Certification of City Street Superintendent completed form(s).

Adopted this 14th day of NOVEMBER, 2024 at ALBION, Nebraska.
(Date) (Month)

City Council/Village Board Members

MARCUS JOHNSON
JACK DAILEY

JON PORTER
JASON TISTHAMMER

City Council/Village Board Member _____
Moved the adoption of said resolution
Member _____ Seconded the Motion
Roll Call _____ Yes _____ No _____ Abstained _____ Absent
Resolution adopted, signed, and billed as adopted.

Attest:

(Signature of Clerk)

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Year-End Certification of City Street Superintendent For Determining Incentive Payment in Calendar Year 2024

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

This Form Covers the Following Period: JANUARY 1, 2024 to DECEMBER 31, 2024

*1(a) The municipality of ALBION, NEBRASKA certifies that: ANDREW WILSHUSEN 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 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

(f) If the above listed individual is a Licensed Engineer in Nebraska, enter their Engineer's License Number E- 20616

(2) Signature of Mayor Village Board Chairperson

*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, 2024, 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, 2024 to:

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

SUPERINTENDENT(S) APPOINTMENT DOCUMENTATION

Attach Documentation of the City Street Superintendent(s) Appointment(s) for 2024 to the back of this Page: For most municipalities this information may be found in the **November or December 2023 or the January 2024 meetings minutes**. Some may involve mayoral appointments, or interlocal agreement (relinquishment of funds).

Call (402) 479-4436 or email NDOT.BLSHelp@Nebraska.gov if you have any questions about what to attach for documentation.

RECORD KEEPING: NDOT recommends that the municipality keep a copy of everything you send to NDOT (*the forms and meeting minutes*) in a separate file for future reference.

MINUTES OF THE DECEMBER 12, 2023 CITY COUNCIL MEETING ATTACHED.



12/12/2023 - ALBION CITY COUNCIL - REGULAR MEETING

TUESDAY, DECEMBER 12, 2023 at 7:30 PM

COUNCIL CHAMBERS, ALBION CITY HALL, 420 W MARKET ST. ALBION, NE 68620

MINUTES

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 12, 2023 at Albion City Hall, 420 West Market St., Albion, NE. 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.

CALL TO ORDER

A copy of the open meetings act is posted and is provided for the public on the billboard of the Council Chambers

ROLL CALL

Present were Mayor Jarecki and Councilmembers Jason Tisthammer, Jack Dailey, Marcus Johnson, and Jon Porter.

City staff present were City Administrator Andrew Devine, Deputy Clerk Sharon Ketteler, Utility Clerk Amber Wynn, Water Commissioner/Building Inspector Warren Myers, Economic Development and Housing Director Maggie Smith, and City Attorney Darren Wright.

MAYOR'S COMMENTS

Mayor Jarecki congratulated the Boone Central Football team for their C1 State Championship on November 21, 2023. The Mayor stated that he and Administrator Devine will be reviewing city assets in January, followed by his semi-annual department head meeting.

APPROVAL OF MINUTES

1. APPROVAL OF MINUTES OF THE NOVEMBER 14, 2023 AND NOVEMBER 17, 2023 CITY COUNCIL MEETINGS

The minutes of the November 14, 2023 and November 17, 2023 City Council meetings were distributed to the Mayor and Council in the agenda packets. Councilman Johnson made a motion to approve the minutes of the November 14, 2023 and November 17, 2023 City Council meetings, seconded by Porter. Voting Yea: Johnson, Porter, Dailey, Tisthammer. Voting Nay: None. Motion carried.

OLD BUSINESS

2. NONE

NEW BUSINESS

3. CONSIDER ACCEPTANCE OF UTILITY EASEMENT FROM ALBION DEVELOPMENT COMPANY, INC CONSISTING OF THE EAST 10 FEET OF SUB LOT "B" AND SUB LOT "C" OF 2010 REPLAT OF LOKEN SUBDIVISION LOT 1, A REPLAT OF A TRACT OF LAND LOCATED IN LOT 1, BLOCK A, LOKEN SUBDIVISION TO THE CITY OF ALBION, BOONE COUNTY, NEBRASKA.

Clerk Devine explained the necessity of the easement is due to gas lines and fiberoptic cables being in the right-of-way, which would leave little room for water and sewer lines. The requested easement is adjacent to the right-of-way. Councilman Porter questioned if it would just go across the north property. Maggie Smith stated it would go across both properties. Ms. Smith added the intent of AEDC would be to dedicate to the City the 6" sewer line that would T off of the main to the north so that each of those properties would only be responsible for the sewer line that it takes for them to connect to the main that would drop south. This would eliminate the north property owner from having to grant an easement to the south property owner. Ms. Smith showed the council a map of where the sewer lines would be placed. Porter had concern that it would create a shared sewer line. Devine stated it was planned to be built as a main. Porter also had concerns about access for jetting and the fact that it was only a 6" line instead of an 8" line. There was continued discussion regarding the placement of the lines. Mayor Jarecki reminded everyone that this item for consideration was just for considering acceptance of the utility easement, and that placement of lines could be discussed further at a later time.

Councilman Johnson made a motion to accept the utility easement from Albion Development Company, Inc. consisting of the East 10 feet of Sub Lot "B" and Sub Lot "C" of 2010 Replat of Loken Subdivision Lot 1, a replat of a tract of land located in Lot 1, Block A, Loken Subdivision to the City of Albion, Boone County, Nebraska; seconded by Dailey. Voting Yea: Tisthammer, Johnson, Dailey. Voting Nay: Porter. Motion carried.

4. CONSIDER CITIZEN REQUEST TO DESIGNATE LOADING/UNLOADING ZONE ON MAIN STREET DIRECTLY ADJACENT TO 3C'S CLEVELAND'S CAFÉ & CATERING, LLC, 100 S 4TH STREET

Hannah Cleveland was present to explain her request for a loading/unloading designated area for her catering vehicle. Ms. Cleveland stated that when she or her staff need to load or unload for her catering business, or when delivering senior meals at noon, they need to be close to the side door of her café. If there is no parking space available, she has to park in the middle of the street which is not only inconvenient, but also dangerous. Councilman Dailey pointed out that the café does not have access to the alley. Ms. Cleveland stated she would like for two parking spaces to be designated for the loading/unloading area so she can park her catering vehicle sideways. Since it is a very long vehicle it creates a sight issue when it is parked diagonally into just 1 parking stall. Mayor Jarecki spoke of concern for snow removal if the vehicle is left there continuously. Ms. Cleveland stated that she only leaves it parked there overnight if she has a late catering event or when there's catering on consecutive days. Devine received direction from the council on drafting a formal resolution to be considered at the January City Council meeting. No action taken.

5. CITIZEN REQUEST TO ADDRESS COUNCIL REGARDING ROAD CONDITIONS OF 11TH STREET FROM FAIRVIEW STREET TO SOUTH STREET

Chuck Rolf, manager of the Boone County Fairgrounds, spoke of the need for repair on 11th Street from Fairview Street to South Street. Mayor Jarecki stated that it is on the One- and Six-Year Street Plan. Rolf stated there are two major holes that need immediate attention. Warren Myers noted that City Staff has attempted to fill with cold patch, without long-term success. The Mayor stated the City can do a temporary repair until we have enough funds to pave it. Following further discussion, Devine stated the

best solution would probably be to pave as much as we can this spring for less than \$30,000 to eliminate engineering fees. No action taken.

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

Clerk Devine noted there are no changes from the previous agreement. Councilman Johnson made a motion to approve renewal of the Maintenance Agreement # 84 between Nebraska Department of Transportation and the City of Albion, seconded by Dailey. Voting Yea: Tisthammer, Porter, Johnson, Dailey. Voting Nay: None. Motion carried.

7. CONSIDER APPROVAL OF CITY OF ALBION JOB DESCRIPTIONS AND ORGANIZATIONAL CHART

A draft of the Organizational Chart and changed Job Descriptions were previously distributed to the council in the agenda packets. Administrator Devine explained the changes to the job descriptions and organizational chart that he and the Mayor recommended. The Public Works Coordinator job title would be eliminated. A Public Works Liaison (Tag*) would be created. A Street Supervisor title would be brought back. Instead of a Parks Foreman title there would be a City Groundskeeper. And instead of Parks Laborers they would be Seasonal Laborers. Devine also corrected a couple of typographic errors.

Councilman Johnson made a motion to approve the City of Albion Job Descriptions and Organizational Chart dated December 12, 2023; along with the necessary changes of typographic errors; seconded by Porter. Voting Yea: Porter, Johnson, Tisthammer, Dailey. Voting Nay: None. Motion carried.

8. ELECT COUNCIL PRESIDENT FOR ANNUAL TERM

Councilman Porter made a motion to nominate and elect Councilman Johnson as the City Council President for calendar year 2024, seconded by Tisthammer. Voting Yea: Porter, Johnson, Dailey, Tisthammer. Voting Nay: None. Motion carried.

9. CONSIDER MAYORAL APPOINTMENTS TO BE EFFECTIVE JANUARY 1, 2024

ADMINISTRATOR/CLERK/TREASURER - ANDREW DEVINE
DEPUTY CLERK - SHARON KETTELER
UTILITY CLERK - AMBER WYNN
WATER COMMISSIONER - WARREN MYERS
SEWER COMMISSIONER - COREY ZOUBEK
STREET SUPERVISOR - RON MOREARTY
PUBLIC WORKS MAINTENANCE OPERATOR - JOSEPH LANDAUER
PUBLIC WORKS OPERATIONS LIAISON - WARREN MYERS
BUILDING INSPECTOR - WARREN MYERS
CITY ATTORNEY - DARREN WRIGHT
POLICE CHIEF - BRENT LIPKER
POLICE LIEUTENANT - JOE PREDMORE
POLICE OFFICER - VACANT
STREET SUPERINTENDENT - ANDREW WILSHUSEN, JEO CONSULTING GROUP, INC.
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 Dailey made a motion to confirm Mayoral appointments effective January 1, 2024; seconded by Johnson. Voting Yea: Tisthammer, Porter, Johnson, Dailey. Voting Nay: None. Motion carried.

RESOLUTIONS

10. CONSIDER RESOLUTION 129(23) REGARDING PLACEMENT OF TRAFFIC CONTROL SIGNS IN ORDER TO REGULATE TRAFFIC

Council members discussed where the weight limit signs are currently located. Since there is no restriction for the half block west of the fuel islands, the council decided it was not necessary to change the weight restriction on north 7th Street between State Street and Old Mill Road. No action taken.

ORDINANCES

11. CONSIDER SECOND AND THIRD READINGS, AND FINAL PASSAGE, OF ORDINANCE 327(23) AN ORDINANCE RELATING TO A LEVY OF SPECIAL ASSESSMENT FOR THE UNPAID NUISANCE ABATEMENT COSTS AND FEES OF LEETCH PROPERTIES LLC, 818 WEST MARKET STREET, ALBION, NEBRASKA.

The first reading was read at the November 14, 2023 City Council meeting. Mayor Jarecki instructed Clerk Devine to read the second reading of Ordinance 327(23). Councilman Porter made a motion to move that the statutory rules requiring the ordinance to be read at three separate occasions be suspended, seconded by Johnson. Voting Yea: Tisthammer, Dailey, Johnson, Porter. Voting Nay: None. Motion carried. Mayor Jarecki instructed Clerk Devine to read the third reading of Ordinance 327(23). Councilman Porter made a motion to approve the second and third readings of Ordinance 327(23), and to move for final passage and adoption of Ordinance 327(23); seconded by Tisthammer. Johnson called the question. Mayor Jarecki declared Ordinance 327(23) having been read by title three different times, the rules have been suspended, the question is "Shall Ordinance 327(23) finally pass?" Voting Yea: Tisthammer, Dailey, Johnson, Porter. Voting Nay: None. Motion carried.

12. CONSIDER ORDINANCE 328(23) AN ORDINANCE ADOPTING THE CITY OF ALBION, NEBRASKA PAY PLAN.

Clerk Devine explained the reasons for proposing the new pay plan. The minimum wage increase effective January 1, 2024; and cost-of-living adjustments due to inflation, have both made it necessary to increase beginning wages in order to remain competitive in the existing employment market. The new Pay Plan would also recognize the new job descriptions. Councilman Dailey questioned if there were any changes to the Step Raise Rates. Devine stated there were not.

Councilman Johnson introduced Ordinance 328(23). Mayor Jarecki instructed Clerk Devine to read the ordinance for the first time. Councilman Johnson made a motion to move that the statutory rules requiring the ordinance to be read at three separate occasions be suspended, seconded by Porter. Voting Yea: Dailey, Johnson, Tisthammer, Porter. Voting Nay: None. Motion carried. Mayor Jarecki instructed Clerk Devine to read the ordinance by title for the second and third time. Councilman Porter made a motion to approve all three readings of the ordinance, and to move for final passage and adoption of Ordinance 328(23), seconded by Johnson. Johnson called the question. Mayor Jarecki declared Ordinance 328(23) having been read by title three different times, the rules have been suspended, the question is "Shall Ordinance 328(23) finally pass?" Voting Yea: Johnson, Porter, Tisthammer, Dailey. Voting Nay: None. Motion carried.

REPORTS

13. City Administrator Report

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 written report for council review. Devine added that there was an updated total from The Big Give for donations to the Eli Porter Memorial Project. The new total is \$61,856. Devine thanked JoAnn Porter and The Big Give Crew for promoting this project. Mr. Devine was also notified that this project was awarded another \$15,000 through contributions and match funds from the Nebraska Community Foundation Fund Youth Engagement Grant. There are other Grant applications pending. No action taken.

14. CONSIDER BILLS FOR APPROVAL

***REVIEW MONTHLY BILLS REPORT AND CONSIDER FOR APPROVAL AND PAYMENT**

Councilman Porter made a motion to approve bills report for payment and affirm all paid claims as presented, seconded by Johnson. Voting Yea: Porter, Tisthammer, Dailey, Johnson. Voting Nay: None. Motion carried.

ITEMS TO BE PUT ON NEXT MEETING AGENDA

15. Next Regular Meeting: January 16, 2024 - 7:30 p.m.

Two of the council members stated they would be out of town for the regularly scheduled council meeting in January. Councilman Johnson made a motion to change next month's meeting to January 16, 2024; seconded by Porter. Voting Yea: Johnson, Porter, Dailey, Tisthammer. Voting Nay: None. Motion carried.

16. Public Comment for Future Consideration

Water commissioner, Warren Myers, stated that last March he participated in Nebraska's "Best Tasting Water" contest at the Nebraska Rural Water Conference in Kearney, NE by bringing a sample of water from the City of Albion. Our city won 1st Place in this contest. Rural Water will be holding "Best Tasting Water" contest again at the National Conference in Washington, D.C. Albion qualifies to represent Nebraska, so Mr. Myers will be submitting a water sample to Washington D.C. to compete for the "Best Tasting Water" in the national competition.

ADJOURN

At 8:54 p.m. Councilman Dailey made a motion to adjourn the meeting, seconded by Johnson. Voting Yea: Dailey, Johnson, Tisthammer, Porter. Voting Nay: 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