



# 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

## AGENDA

### 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

### MAYOR'S COMMENTS

### APPROVAL OF MINUTES

1. [APPROVAL OF MINUTES OF THE NOVEMBER 14, 2023 AND NOVEMBER 17, 2023 CITY COUNCIL MEETINGS](#)

### 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.](#)
4. [CONSIDER CITIZEN REQUEST TO DESIGNATE LOADING/UNLOADING ZONE ON MAIN STREET DIRECTLY ADJACENT TO 3C'S CLEVELAND'S CAFÉ & CATERING, LLC, 100 S 4<sup>TH</sup> STREET](#)
5. [CITIZEN REQUEST TO ADDRESS COUNCIL REGARDING ROAD CONDITIONS OF 11<sup>TH</sup> STREET FROM FAIRVIEW STREET TO SOUTH STREET](#)
6. [CONSIDER APPROVAL OF MAINTENANCE AGREEMENT #84 BETWEEN NEBRASKA DEPARTMENT OF TRANSPORTATION AND THE CITY OF ALBION FOR RENEWAL](#)
7. [CONSIDER APPROVAL OF CITY OF ALBION JOB DESCRIPTIONS AND ORGANIZATIONAL CHART](#)
8. [ELECT COUNCIL PRESIDENT FOR ANNUAL TERM](#)
9. [CONSIDER MAYORAL APPOINTMENTS TO BE EFFECTIVE JANUARY 1, 2024](#)

## RESOLUTIONS

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

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

## 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](#)
14. [CONSIDER BILLS FOR APPROVAL](#)  
[\\*REVIEW MONTHLY BILLS REPORT AND CONSIDER FOR APPROVAL AND PAYMENT](#)

## ITEMS TO BE PUT ON NEXT MEETING AGENDA

15. **Next Regular Meeting: January 10, 2024 - 7:30pm**
16. **Public Comment for Future Consideration**

## ADJOURN

\*\*\*THE COUNCIL RESERVES THE RIGHT TO ENTER INTO EXECUTIVE SESSION ONLY AS PROVIDED IN R.S.N. 84-1410\*\*\*



# AGENDA MEMO

**MEETING NAME:** Albion City Council

**DATE:** December 12, 2023

**ITEM NAME:** **APPROVAL OF MINUTES OF THE NOVEMBER 14, 2023 AND NOVEMBER 17, 2023 CITY COUNCIL MEETINGS**

**PRESENTER(S):**

**BACKGROUND INFORMATION:**

Minutes are enclosed for Mayor and Council Review.

**DISCUSSION:**

**MOTION:** To approve the minutes of the November 14, 2023 and November 17, 2023 City Council Meetings

**BY:**

**2ND:**

**ROLL CALL:** Johnson \_\_\_\_\_ Porter \_\_\_\_\_ Dailey \_\_\_\_\_ Tisthammer \_\_\_\_\_

**SUMMARY OF DECISION:**



# NOVEMBER 17, 2023 - CITY COUNCIL - SPECIAL MEETING

FRIDAY, NOVEMBER 17, 2023 at 7:00 AM

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 7:00 a.m. on November 17, 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 posting, 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 James Jarecki and Council Members Jon Porter, Marcus Johnson, and Jack Dailey. Absent was Council Member Jason Tisthammer.

City staff present were City Administrator Andrew Devine, Deputy Clerk Sharon Ketteler, and Water Commissioner/Building Inspector Warren Myers.

Councilman Johnson made a motion to excuse the absence of Councilman Tisthammer, seconded by Porter. Voting Yea: Dailey, Porter, Johnson. Voting Nay: None. Motion carried.

### MAYOR'S COMMENTS

Mayor Jarecki gave his condolences to the Larry Temme family. Temme passed away October 31, 2023. He was a County Commissioner since 2018 and was currently serving as the county board chairman. He served on many other boards in the community throughout the years.

### PUBLIC HEARINGS

#### 1. PUBLIC HEARING REGARDING THE LIQUOR LICENSE APPLICATION #I-126005 OF THE NEST, LCC

THE CITY COUNCIL WILL ACCEPT PUBLIC TESTIMONY REGARDING THE APPLICATION PRIOR TO MAKING THEIR FORMAL RECOMMENDATION TO THE NEBRASKA LIQUOR CONTROL COMMISSION.

Mayor Jarecki opened the public hearing at 7:13 a.m. to consider recommendation of Liquor License Application # I-126005 of The Nest, LLC. Mayor Jarecki asked owner of The Nest, Ray Barnes Jr. if he had anything he would like to comment about his application. Mr. Barnes stated he would answer any questions the council might have. Mayor Jarecki sought testimony from the public. None given. Once again the Mayor sought public comment. Hearing none, Mayor Jarecki closed the public hearing at 7:14 a.m.

## NEW BUSINESS

### 2. **CONSIDER RECOMMENDATION OF APPLICATION #i-126005 OF The Nest, LLC TO THE NEBRASKA LIQUOR CONTROL COMMISSION**

Council members reviewed the application. Mayor Jarecki asked the council if they had any questions or comments. There were none.

Councilman Johnson made a motion to recommend approval of Liquor License Application # I-126005 of The Nest, LLC to the Nebraska Liquor Control Commission; seconded by Dailey. Voting Yea: Porter, Johnson, Dailey. Voting Nay: None. Absent: Tisthammer. Motion carried.

## RESOLUTIONS

### 3. **CONSIDER RESOLUTION 127(23) REGARDING PLACEMENT OF TRAFFIC CONTROL SIGNS IN ORDER TO REGULATE TRAFFIC AND PARKING ALONG WALNUT STREET BETWEEN 5<sup>TH</sup> AND 6<sup>TH</sup> STREETS**

The council had discussed this item at the November 14, 2023 City Council Meeting. A new resolution was drafted to prohibit parking along the south side of Walnut Street from the alley between 5th Street to 6th Street eastward to the 5th Street intersection; and to open parking back up west of the alley. This will repeal Resolution 117(23).

Councilman Porter made a motion to introduce and approve Resolution 127(23) Regarding placement of traffic control signs in order to regulate traffic and parking, seconded by Johnson. Voting Yea: Johnson, Porter, Dailey. Voting Nay: None. Absent: Tisthammer. Motion carried.

## ITEMS TO BE PUT ON NEXT MEETING AGENDA

4. **Next Regular Meeting: December 12, 2023, 7:30pm - Albion City Hall**
5. **Public Comment for Future Consideration**

None.

**ADJOURN**

At 7:16 a.m. Councilman Dailey made a motion to adjourn the meeting, seconded by Porter. Voting Yea: Porter, Dailey, Johnson. Voting Nay: None. Absent: Tisthammer. 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



# 11/14/2023 - CITY COUNCIL REGULAR MEETING

TUESDAY, NOVEMBER 14, 2023 at 7:30 PM

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

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## MINUTES

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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 November 14, 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, Jon Porter, Marcus Johnson, and Jack Dailey.

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

### MAYOR'S COMMENTS

Mayor Jarecki announced the need to hold a special city council meeting to review a new liquor license application. The Mayor and Council decided on Friday, November 17, 2023 at 7:00 a.m. for the meeting. Mayor Jarecki congratulated the Boone Central Football team; and also Boys Cross Country Team for being State Qualifiers. The Mayor reminded residents when removing snow from their driveways and sidewalks to keep it on their own property.

### APPROVAL OF MINUTES

#### 1. APPROVAL OF MINUTES OF THE OCTOBER 10, 2023 CITY COUNCIL MEETING

The minutes of the October 10, 2023 meeting were distributed to the Mayor and Council in the agenda packets.

Councilman Johnson made a motion to approve the minutes of the October 10, 2023 City Council meeting, seconded by Porter. Voting Yea: Dailey, Tisthammer, Johnson, Porter. Voting Nay: None. Motion carried.

**OLD BUSINESS****2. CONSIDER APPROVAL OF 2023-2024 CAPITAL IMPROVEMENT PLAN**

Clerk Devine stated that the Planning Commission reviewed the 2023-2024 Capital Improvement Plan and recommended approval at the November 6, 2023 Planning Commission meeting. Devine noted that nothing has changed on the plan since the council reviewed it during the Preliminary Budget planning.

Councilman Johnson made a motion to approve the 2023-2024 Capital Improvement Plan, seconded by Dailey. Voting Yea: Tisthammer, Dailey, Johnson, Porter. Voting Nay: None. Motion carried.

**NEW BUSINESS****3. CONSIDER APPLICATION TO THE NORTHEAST NEBRASKA SOLID WASTE COALITION**

Daryl Guthard, owner of Bud's Sanitary Services, was available to explain that the Northeast Nebraska Solid Waste Coalition Landfill is requiring all cities using their landfill to become a member of the coalition. Bud's Sanitary Services hauls the trash they collect to the NNSWC Landfill from their transfer station. Mr. Guthard stated there are no fees for this membership.

Councilman Dailey made a motion to approve application to the Northeast Nebraska Solid Waste Coalition and authorize the Mayor to sign the same, seconded by Porter. Voting Yea: Porter, Johnson, Tisthammer, Dailey. Voting Nay: None. Motion carried.

**4. CONSIDER CITY TREASURER REQUEST FOR AUTHORITY TO TRANSFER \$67,500.00 OUT OF THE HOUSING FUND FOR PAYROLL EXPENSES THROUGH SEPTEMBER 30, 2024**

Treasurer Devine noted that the Citizens Advisory Committee met last month to review the request. CAC recommended approval to transfer the funds. Devine stated this transfer is an annual item for salary and payroll taxes for the Economic Development and Housing Director. Money for the Housing Initiative Fund has come from donations from the Mansfield Foundation, the Wolf Foundation, and the Nebraska Community Foundation. An initial deposit was also put in the account from AEDC and Kurt Kruse. The balance on that account is \$128,336.71.

Councilman Porter made a motion to approve City Treasurer request for authority to transfer \$67,500 out of the Housing Fund for payroll expenses through September 30, 2024; seconded by Johnson. Voting Yea: Tisthammer, Dailey, Johnson, Porter. Voting Nay: None. Motion carried.

**5. CONSIDER REPEALING RESOLUTION 117(23) REGARDING THE PROHIBITION OF PARKING ALONG THE SOUTH SIDE OF WALNUT STREET FROM 5<sup>TH</sup> TO 6<sup>TH</sup> STREET**

Clerk Devine noted that back in August Boone Central Schools had requested no parking along the south side of Walnut Street between 5<sup>th</sup> and 6<sup>th</sup> Streets. A resolution was adopted by the city council to support that request. The school is now requesting to allow parking back in that area. Boone Central School Board member, Andy Roberts, stated that the School Board was unaware of the request for no parking. Roberts stated that the school spent \$50,000 for additional parking and this seems a waste of taxpayer money to take parking away. Warren Myers explained that the school requested no parking as it was a hazard for vehicles backing out since Walnut Street is so narrow. It was also difficult for school buses to get through that area. Pam Wright stated that she visited with residents in that area who



complained about losing that parking space in front of their property. Council members discussed multiple options for the best solution. Following lengthy discussion, the council agreed to only prohibit parking along the south side of Walnut Street from the alley between 5<sup>th</sup> Street to 6<sup>th</sup> Street eastward to the 5<sup>th</sup> Street intersection; and to open parking back up west of the alley; however, no such resolution was placed on this meeting agenda. City Attorney Wright stated it would be most efficient to repeal the current resolution and pass the new revised resolution at a future meeting.

Councilman Dailey made a motion to table this item until the Friday, November 17, 2023 Special City Council meeting, seconded by Johnson. Voting Yea: Johnson, Tisthammer, Porter, Dailey. Voting Nay: None. Motion carried.

## RESOLUTIONS

### 6. **CONSIDER RESOLUTION 126 (23) REGARDING CERTIFICATION OF THE CITY STREET SUPERINTENDENT FOR 2023**

Clerk Devine provided the resolution for council review. Devine stated this resolution is an annual year-end certification of our City's Street Superintendent, which is required by the State of Nebraska.

Councilman Johnson made a motion to introduce and approve Resolution 126(23) Regarding certification of the City Street Superintendent for 2023, seconded by Porter.

Voting Yea: Dailey, Johnson, Tisthammer, Porter. Voting Nay: None. Motion carried.

## ORDINANCES

### 7. **CONSIDER FIRST READING 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.**

Mayor Jarecki instructed Clerk Devine to read Ordinance 327(23) for the first time.

Councilman Johnson made a motion to approve the first reading, seconded by Tisthammer. Voting Yea: Tisthammer, Dailey, Johnson, Porter. Voting Nay: None. Motion carried.

## REPORTS

### 8. **NUISANCE REPORT**

Clerk Devine noted that nuisance abatement at 934 W. Ruby Street has been completed by the property owner. The nuisance at 631 W. Main Street that was declared at the October City Council meeting is still pending abatement. There are no new nuisance reports by the Albion Police Department. No action taken.

### 9. **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 commended Maggie Smith for the great work she has been doing on the Housing Program. The Albion Economic Development Company purchased two lots to the southwest of the 11th and State Streets intersection where two homes are currently being built for resale. Devine stated that Ms. Smith presented an update of the Housing Program to the Planning Commission at their meeting last week. No action taken.

## 10. CONSIDER BILLS FOR APPROVAL

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

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

Councilman Johnson made a motion to approve bills submitted by Speed Services for payment, seconded by Dailey. Voting Yea: Dailey, Tisthammer, Johnson. Voting Nay: None. Abstain: Porter. Motion carried.

## ITEMS TO BE PUT ON NEXT MEETING AGENDA

### 11. NEXT SPECIAL AND REGULAR MEETINGS

#### **Special Meeting: November 17, 2023 at 7:00 a.m.**

\*New Liquor License for The Nest

\*Update Resolution Regarding Prohibition of Parking on South Side of Walnut Street from 5th to 6th Street

#### **December 12, 2023 at 7:30 p.m.**

\*Weight Restriction on Street by White Star

### 12. PUBLIC COMMENT FOR FUTURE CONSIDERATION

Pam Wright thanked the council for their part in helping to get the nuisance cleaned up at 934 W. Ruby Street. Ms. Wright commented there are some dead trees that did not get removed from the property. They also left a dog kennel there and mentioned pulling a camper there on occasion. Ms. Wright also stated that since 11th Street is an emergency route it becomes difficult to get through when there are cars parked on both sides of the street. She suggested perhaps one side of the street be designated as "No Parking".

Maggie Smith thanked the council for their continued support of the Housing Program. Ms. Smith invited everyone to attend a meeting and supper on November 15, 2023 at 6:30 p.m. at Hwy 14 Brewing Company with information on starting a Community Investment Group. This group would be another structure to assist in development of the community. Cliff Mesner will be the presenter and would assist in getting a group started in Albion.

**ADJOURN**

At 8:29 p.m. Councilman Porter made a motion to adjourn the meeting, seconded by Johnson. Voting Yea: Johnson, Porter, Dailey, Tisthammer. 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.

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James Jarecki, Mayor

ATTEST:

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Sharon Ketteler, Deputy Clerk



# AGENDA MEMO

**MEETING NAME:** Albion City Council

**DATE:** December 12, 2023

**ITEM NAME:** **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.**

**PRESENTER(S):**

**BACKGROUND INFORMATION:**

ADC, INC. wishes to grant the City of Albion an easement for sewer development for housing project in order to effectively provide sewer services to those lots.

**DISCUSSION:**

**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.

**BY:**

**2ND:**

**ROLL CALL:** Tisthammer \_\_\_\_\_ Porter \_\_\_\_\_ Johnson \_\_\_\_\_ Dailey \_\_\_\_\_

**SUMMARY OF DECISION:**

Return to: Jarecki Sharp & Petersen P.C., L.L.O., P.O. Box 106, Albion, NE 68620

Utility Easement

Albion Development Company, Inc., a Nebraska nonprofit corporation, GRANTOR, in consideration of \$1.00 and other valuable consideration, does give and grant to the CITY OF ALBION, a Municipal Corporation, GRANTEE, a permanent utility easement for purposes of water distribution and sewer utilities, over, upon, across, in, and through the following described parcel (hereinafter "Easement Area"):

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.

Said easement shall include the right of ingress and egress to, upon and over the Easement Area at all times, to construct, maintain and operate, repair, and replace said city sewer mains as well as the right to utilize such additional width as may be necessary temporarily for the placing of excavated materials thereon, and for other construction and maintenance operations.

Grantor shall maintain the Easement Area so that at all times it continues to function as intended. Grantor shall be prohibited from altering or placing anything in the Easement Area which shall obstruct or impede the proper operation of the sewer mains. Grantor agrees not to build or to convey to others permission to build any structures or improvements on, over, across, in, through or under the above-described Easement Area, or to develop or allow the development of the Easement Area in any manner which obstructs or impedes the proper operation of the water and sewer mains.

IN WITNESS WHEREOF, the undersigned GRANTOR as affixed its signature this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Jeffrey C. Jarecki, President of Albion Development Company, Inc.

STATE OF NEBRASKA            )  
  )  
COUNTY OF \_\_\_\_\_        )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by Jeffrey C. Jarecki, President of Albion Development Company, Inc. for an on behalf of Albion Development Company, Inc.

\_\_\_\_\_  
Notary Public



# AGENDA MEMO

**MEETING NAME:** Albion City Council

**DATE:** December 12, 2023

**ITEM NAME:** **CONSIDER CITIZEN REQUEST TO DESIGNATE LOADING/UNLOADING ZONE ON MAIN STREET DIRECTLY ADJACENT TO 3C'S CLEVELAND'S CAFÉ & CATERING, LLC, 100 S 4<sup>TH</sup> STREET**

**PRESENTER(S):**

Hanna Cleveland

**BACKGROUND INFORMATION:**

3c's/Hannah Cleveland is requesting a loading/unloading designated area to be able to back catering vehicle up to side door (facing Main Street) to load and unload for all catering activity.

Per City Code, the City Council may designate loading/unloading areas on City Street with specific time constraints.

Administration recommends that the Council discuss this request while also considering that vehicle parking is already allowed here with a 48 hour time limit.

If the Council wishes to designate a loading/unloading zone as requested a formal resolution will need to be drafted and considered at a future meeting.

**DISCUSSION:**

**MOTION:**

**BY:**

**2ND:**

**ROLL CALL:** Johnson \_\_\_\_\_ Dailey \_\_\_\_\_ Tisthammer \_\_\_\_\_ Porter \_\_\_\_\_

**SUMMARY OF DECISION:**



# AGENDA MEMO

**MEETING NAME:** Albion City Council

**DATE:** December 12, 2023

**ITEM NAME:** **CITIZEN REQUEST TO ADDRESS COUNCIL REGARDING ROAD CONDITIONS OF 11<sup>TH</sup> STREET FROM FAIRVIEW STREET TO SOUTH STREET**

**PRESENTER(S):**

**BACKGROUND INFORMATION:**

Chuck Rolf requests the City Council discuss plans to repair/maintain 11<sup>th</sup> Street from Fairview to South Street.

**DISCUSSION:**

**MOTION:**

**BY:**

**2ND:**

**ROLL CALL:** Tisthammer \_\_\_\_\_ Porter \_\_\_\_\_ Johnson \_\_\_\_\_ Dailey \_\_\_\_\_

**SUMMARY OF DECISION:**



# AGENDA MEMO

**MEETING NAME:** Albion City Council

**DATE:** December 12, 2023

**ITEM NAME:** **CONSIDER APPROVAL OF MAINTENANCE AGREEMENT #84 BETWEEN NEBRASKA DEPARTMENT OF TRANSPORTATION AND THE CITY OF ALBION FOR RENEWAL**

**PRESENTER(S):**

**BACKGROUND INFORMATION:**

No changes to the current agreement.

**DISCUSSION:**

**MOTION:** To approve renewal of the maintenance Agreement #84 between Nebraska Dept of Transportation and the City of Albion

**BY:**

**2ND:**

**ROLL CALL:** Tisthammer \_\_\_\_\_ Porter \_\_\_\_\_ Johnson \_\_\_\_\_ Dailey \_\_\_\_\_

**SUMMARY OF DECISION:**





# AGREEMENT RENEWAL

Maintenance Agreement No. Albion  
Maintenance Agreement between the Nebraska Department of Transportation and the  
Municipality of Albion  
Municipal Extensions in Albion

We hereby agree that Maintenance Agreement No. 84 described above be renewed for the period January 1, 2024 to December 31, 2024.

All figures, terms and exhibits to remain in effect as per the original agreement dated January 1, 2022 with Attachments A, B and C attached hereto.

In witness whereof, the parties hereto have caused these presents to be executed by their proper officials thereunto duly authorized as of the dates indicated below.

Executed by the City this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ATTEST: City of Albion

\_\_\_\_\_  
*City Clerk/Witness*

\_\_\_\_\_  
*Mayor/Designee*

Executed by the State this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ATTEST: State of Nebraska

\_\_\_\_\_  
*District Engineer, Department of Transportation*

# NEBRASKA

Good Life. Great Journey

DEPARTMENT OF TRANSPORTATION

Attachment "A"

**MAINTENANCE OPERATION AND RESPONSIBILITY**  
**Municipal extensions and connecting links**  
*(Streets Designated Part of the State Highway System excluding Freeways)*

Maintenance Responsibility  
 Neb. Rev. Stat. § 39-2105

<u>Maintenance Operation</u> Neb. Rev. Stat. § 39-1339	Metropolitan Cities (Omaha)	Primary Cities (Lincoln)	1 <sup>st</sup> Class Cities	2 <sup>nd</sup> Class Cities & Villages
Surface maintenance of the traveled way equivalent to the design of the rural highway leading into municipality.	Department	Department	Department	Department
Surface maintenance of the roadway exceeding the design of the rural highway leading into the municipality including shoulders and auxiliary lanes.	City	City	City	City & Village
Surface maintenance on parking lanes.	City	City	City	Department
Maintenance of roadway appurtenances (including, but not limited to, sidewalks, storm sewers, guardrails, handrails, steps, curb or grate inlets, driveways, fire plugs, or retaining walls)	City	City	City	City & Village
Mowing of the right-of-way, right-of-way maintenance and snow removal.	City	City	City	City & Village
Bridges from abutment to abutment, except appurtenances.	Department	Department	Department	Department

Maintenance Responsibility  
 Neb. Rev. Stat. § 60-6, 120 & § 60-6, 121

<u>Maintenance Operation</u> Neb. Rev. Stat. § 39-1339	Metropolitan Cities (Omaha)	Primary Cities (Lincoln)	1 <sup>st</sup> Class Cities > 40,000	1 <sup>st</sup> Class Cities < 40,000	2 <sup>nd</sup> Class Cities
Pavement markings limited to lane lines, centerline, No passing lines, and edge lines on all connecting links except state maintained freeways	City	City	City	Department	Department
Miscellaneous pavement marking, including angle and parallel parking lanes, pedestrian crosswalks, school crossings, etc.	City	City	City	City	City & Village
Maintenance and associated power costs of traffic signals and roadway lighting as referred to in original project agreement.					
Procurement, installation and maintenance of guide and route marker signs	City	City	City	Department	Department
Procurement, installation and maintenance of regulatory and warning signs.	City	City	City	Department	Department



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

City Maintenance Agreement

Attachment B

City of: Albion

Date: 1/1/24

Surface Maintenance

From Attachment "C", it is determined that the City's responsibility for surface maintenance within the City limits is 1.14 lane miles. Pursuant to Sections 1a, 8a, 8d of the Agreement and to Attachment "C" made part of this Agreement through reference, the City agrees to pay to the State the sum of \$1,545.00 per lane mile for performing the surface maintenance on those lanes listed on Attachment "C".

Amount due the State for surface maintenance:  
 1.14 lane miles x \$1,545.00 per lane mile = \$1,761.30.

Snow Removal

From Attachment "A", it is determined that snow removal within City limits is the responsibility of the City. Pursuant to Section 8d of the Agreement and to Attachment "C" made a part of this Agreement through reference, the City agrees to pay to the State the sum of \$ \_\_\_\_\_ per lane mile for performing snow removal on those lanes listed on Attachment "C".

Amount due the State for snow removal:  
 \_\_\_\_\_ lane miles x \$ \_\_\_\_\_ per lane mile = \$ \_\_\_\_\_

Other (Explain)

**ATTACHMENT "C"**  
 City of Albion

**STATE OF NEBRASKA  
 DEPARTMENT OF TRANSPORTATION**

**RESPONSIBILITY FOR SURFACE MAINTENANCE  
 OF MUNICIPAL EXTENSIONS**

**NEB. REV. STAT. 39-1339  
 and NEB. REV. STAT. 39-2101**

DESCRIPTION	HWY. NO.	REF. POST		LENGTH IN MILES	NUMBER DRIVING LANES	LANE MILES TOTAL	RESPONSIBILITY	
		FROM	TO				STATE	CITY
S.E. City Limits to Jct. 91	14	122.08	122.24	0.16	2	0.30	0.30	0.00
W. Jct. 91 to N.W. City Limits	14	122.36	123.49	1.13	3	3.42	2.28	1.14
W. City Limits to W. Jct. 14	91	125.00	125.38	0.38	2	0.76	0.76	0.00
E. Jct. 14 to E. City Limits	91	125.77	125.95	0.18	2	0.36	0.36	0.00
<b>Total Lane Miles</b>				1.85		4.84	3.7	1.14



# AGENDA MEMO

**MEETING NAME:** Albion City Council

**DATE:** December 12, 2023

**ITEM NAME:** **CONSIDER APPROVAL OF CITY OF ALBION JOB DESCRIPTIONS AND ORGANIZATIONAL CHART**

**PRESENTER(S):**

**BACKGROUND INFORMATION:**

The Mayor and City Administrator recommend several changes to the job descriptions and organizational chart including:

- 1) Eliminating the Public Works Coordinator Job Description (position has been purposefully left vacant by Mayor for over a year while contemplating effective alternatives),
- 2) Creating a Public Works Liaison Title Tag to be appointed by Mayor to an existing Public Works employee for communication and coordination of operations,
- 3) Bringing back the Street Supervisor Job Description (specific and required Street-related responsibilities were included in the Public Works Coordinator job description that is to be eliminated),
- 4) Changing the Parks Foreman Job Title to City Groundskeeper to recognize the actual larger scope of work and responsibilities and making a full-time position (to be initially covered by an existing employee),
- 5) Changing Parks Laborer to Seasonal Laborer (opportunities to be used in other areas, street painting, etc)

Draft of Organizational Chart and Job Description affected are included in Packet.

FULL DRAFT of ALL JOB DESCRIPTIONS available at City Hall and will be available at the Meeting.

**DISCUSSION:**

**MOTION:** To approve the City of Albion Job Descriptions and Organizational Chart dated December 12, 2023.

**BY:**

**2ND:**

**ROLL CALL:** Porter \_\_\_\_\_ Johnson \_\_\_\_\_ Tisthammer \_\_\_\_\_ Dailey \_\_\_\_\_

**SUMMARY OF DECISION:**

# CITY OF ALBION JOB DESCRIPTIONS

*CITY OF ALBION JOB DESCRIPTIONS* ..... i

CITY ADMINISTRATOR ..... 1

CITY CLERK/TREASURER..... 4

DEPUTY CITY CLERK/ADMINISTRATIVE ASSISTANT/RECEPTIONIST..... 6

UTILITY BILLING CLERK..... 7

**PUBLIC WORKS OPERATIONS LIAISON (Tag\*)..... 9**

WATER COMMISSIONER..... 11

SEWER COMMISSIONER..... 14

**STREET SUPERVISOR..... 17**

PUBLIC WORKS MAINTENANCE OPERATOR ..... 20

**CITY GROUNDSKEEPER..... 24**

**SEASONAL LABORER ..... 26**

POOL MANAGER..... 28

ASSISTANT POOL MANAGER..... 30

LIFEGUARD..... 31

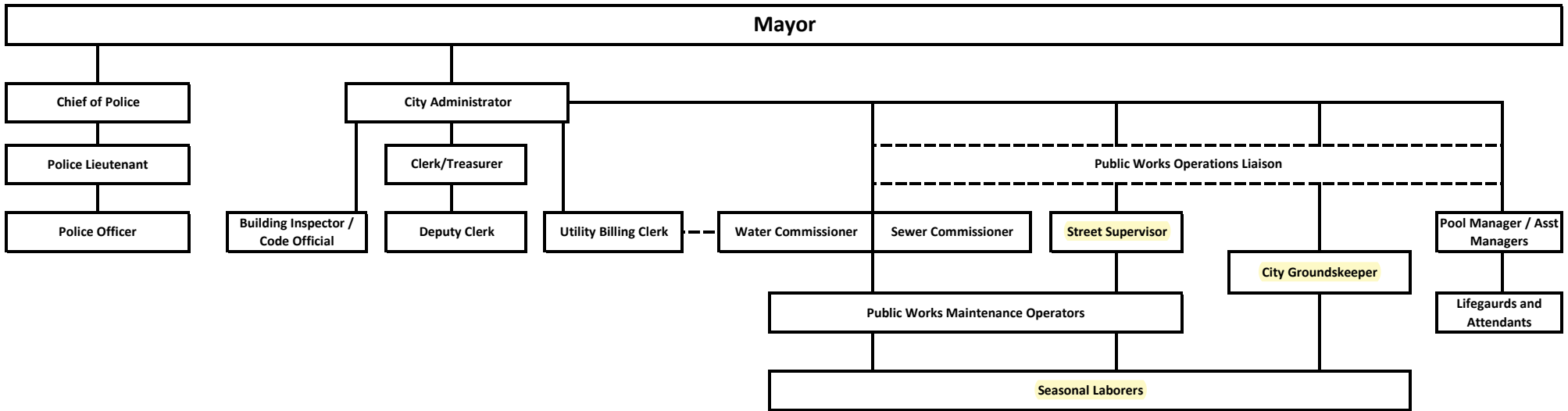
CHIEF OF POLICE..... 32

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## PUBLIC WORKS OPERATIONS LIAISON (Tag\*)

**RESPONSIBLE TO: MAYOR AND CITY ADMINISTRATOR & ALL DEPARTMENT LEADERSHIP**

**Nature of Work:** The Public Works Operations Liaison tag is appointed to a Public Works Staff Member by the Mayor to assist the City Administrator and all Department Leadership with the coordination, communication, and implementation of public works operations including routine work and specific public works projects.

**Essential Functions of the Position:**

***The Public Works Operations Liaison will communicate daily with City Administrator and all Public Works Staff to coordinate and prioritize public works activities in order to facilitate efficiency and effectiveness for all departments.***

*Shall coordinate all available staff in order to effectively assist Street Supervisor in his/her duty of snow and ice removal for all streets and alleys.*

*Shall supervise all seasonal employees of the Public Works and Parks Departments and will assign and coordinate daily tasks.*

Required to seek and obtain proper Water and Wastewater certification to operate the water system and the wastewater system. Also required to continually seek training when available to upgrade certification and to further enhance knowledge needed for the operation the Water and Sewer Departments.

May be required to prepare any reports or other information deemed necessary by, City Administrator, Mayor, or City Council.

May make suggestions and present ideas that may lead to more efficient and cost effective operations of the Public Works Departments, or city in general to the City Administrator, Mayor, and/or City Council.

Encouraged attend conferences, seminars, or other educational opportunities pertaining to water, sewer, public works, or management in accordance with the City of Albion Employee Development Policies.

Shall work with City Administrator in formulation of the preliminary budget each year in order to present to the City Council.

Shall perform other reasonable tasks as requested by the City Administrator and/or Mayor.

**Desirable Knowledge, Abilities, and Skills:** Working and technical knowledge of matters related to project management, municipal water systems, municipal sewer collection systems, wastewater treatment facilities, street maintenance, and equipment operation.

Ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other public officials, volunteer departments, and the general public.

Considerable ability to research and prepare accurate and thorough reports.

Ability to read, analyze, and interpret plans and specifications, contracts, ordinances, technical journals, financial reports, and legal documents.

Ability to effectively manage projects.



Ability to operate heavy machinery and equipment is required.

Basic knowledge and ability to operate office machines and personal computers.

**Desirable Experience and Training:** High school diploma or G.E.D coupled with relevant experience in a labor, construction, or contractor-related industry required.

Associates Degree in technical or scientific fields are also desirable.

Experience in water and/or sewer systems operation and maintenance, and/or other public works management experience are also desirable.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, lift, and operate vehicles and heavy machinery.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

*\*Position is a tag by title only, no separate pay scale included on City Pay Plan.*

## STREET SUPERVISOR

### RESPONSIBLE TO: CITY ADMINISTRATOR

**Nature of Work:** The street supervisor is responsible for the operation and maintenance of the City of Albion streets, alleys, and all equipment of the department.

**Essential Functions of the Position:** Responsible for all alleys and streets in the City, including the maintenance and repair as required. Repair duties may include patching holes in streets and alleys, cement work for curbs and gutters, or other solutions the supervisor sees fit in order to keep City streets and alleys in best possible condition.

Shall be responsible for crack filling/tarring of City streets when necessary.

Shall be responsible for snow and ice removal for all streets and alleys by plowing, sanding, and other methods of cleaning and removal as required.

Shall keep all emergency routes clear of snow at all times and will clear business and residential areas as soon as possible and practical following the snow fall.

Shall maintain all street and traffic control signs in the city and maintain all posts, poles, reflectors, and guard rails, etc.

Shall clean out all drainage ditches, culverts, and storm sewer drains as needed. Shall install new ditches when necessary.

Shall be responsible for maintaining gravel roads and streets within City limits.

If the City obtains equipment that requires a CDL license, will receive CDL license as soon as possible and will learn how to operate City equipment.

Shall place gravel/salt on streets as necessary and shall haul gravel, white-rock, or other aggregate to private citizens if they request and pay for material delivery.

Shall cut out curbs, gutter, and other cement with cement saw and bill citizens per established rates when necessary.

Shall coordinate the sweeping of streets in the residential and business districts as needed and/or requested.

Shall be responsible for maintenance of City shop areas as necessary.

Shall maintain all Street Department vehicles, equipment, and buildings. Will also assist in maintenance of other department vehicles when able.

Shall field and assess all complaints that pertain to streets and alleys in order to remedy problems as quickly as possible.

Shall coordinate and authorize all purchases of the Street Department according to the Council-approved annual budget.

Shall assist other departments when needed and when there are no conflicts with priority Street Department duties.

Shall mow public areas, ditches, and – when instructed - private property (citizens will be billed accordingly).

Shall pick up branches and trash as needed in public areas, ditches, streets, and City right of way.

Shall trim trees that interfere with travel on the City streets and alleys.

Shall be responsible for maintaining the yard waste pile including the hauling and spreading of yard waste when necessary.

Shall be responsible for maintaining the tree branch pile including burning as necessary.

Shall put flags up on light posts for designated Holidays.

Shall learn to appropriately operate all Street Department Equipment, including but not limited to the wire welder.

Shall make suggestions and present ideas that may lead to more efficient and cost-effective operations of the Street department, or city in general to City Administrator, Mayor, and/or City Council.

Shall work with City Administrator in formulation of the preliminary budget each year in order to present to the City Council.

Shall perform other reasonable tasks as requested by the City Administrator, Mayor, or City Council, so long as they do not conflict with Street Department duties.

**Desirable Knowledge, Abilities, and Skills:** Extensive working and technical knowledge of the City Streets and equipment.

Ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other public officials, volunteer departments, and the general public.

Ability to read, analyze, and interpret plans and specifications, contracts, ordinances, technical journals, financial reports, and legal documents.

Ability to effectively manage projects and supervise employees.

Ability to operate heavy machinery and equipment.

Basic knowledge and ability to operate office machines and personal computers.

**Desirable Experience and Training:** High school diploma or G.E.D coupled with relevant experience in a labor, construction, or contractor-related industry.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, lift, and operate vehicles and heavy machinery.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

## PUBLIC WORKS MAINTENANCE OPERATOR

**RESPONSIBLE TO: PUBLIC WORKS COORDINATOR; and/or, WATER COMMISSIONER; and/or, SEWER COMMISSIONER**

**Nature of Work:** Under the direction of the Public Works Coordinator, the Public Works Maintenance Operator may be required to perform a variety of tasks in the maintenance and operation of streets, parks, sewer and water systems, and all equipment of the City.

Operator duties may have a designated emphasis toward one public works department upon hire; however, the intent is to cross-train public works maintenance operators to provide assistance in all public works departments in order to be better prepared for temporary personnel needs across public works departments as necessary.

**Essential Functions of the Position:**

Will be trained to properly operate all public works equipment and once deemed proficient upon each such piece of equipment may be required to operate each unsupervised.

Will be trained to perform daily checks of all public works equipment, buildings, and vehicles; and, to perform all scheduled work or maintenance to each in a quick and timely manner in order to keep each in good repair, and may be required to perform such tasks on own once proficient.

If the City obtains equipment that requires a CDL license, will receive CDL license as soon as possible and will learn how to operate City equipment in order to help with snow removal and other tasks as needed.

Will be trained on how to participate in snow and ice removal for all streets and alleys by plowing, sanding, and/or other methods of cleaning and removal as required, and may be required to perform such tasks on own once proficient – including on nights, holidays, and weekends.

Will be trained to keep all emergency routes - including the fire station vehicle access ways - to be cleared of snow, and may be required to perform such task on own once proficient – including on nights, holidays, and weekends.

Will be required to assist in placing flags upon light posts for designated Holidays.

Shall perform other miscellaneous jobs when necessary.

May be required to assist in maintenance of the tree branch pile including burning as necessary.

May be trained to assist in cleaning out drainage ditches, storm sewers, culverts, and other storm waterways as to maintain adequate drainage throughout the City, and may be required to perform such tasks on own once proficient.

May be trained to assist in maintenance of all Street signs, posts, reflectors, and other traffic control devices as directed, and may be required to perform such tasks on own once proficient.

May be required to sweep the City streets once properly trained to operate equipment.

May be trained to assist in maintenance and repair of all alleys and streets in the City, and may be required to perform such tasks on own once proficient. Repairs may include patching holes in streets and alleys, cement work for curbs and gutters, crack sealing programs, asphalt overlays, or other best practices in order to keep City streets and alleys in the best possible condition.

May be required to grade and maintain alleys, including the placement of aggregate when necessary.

May be required to pick up branches and trash as needed in public areas, ditches, streets, and City right of way.

May be required to trim trees that interfere with travel on the City streets and alleys as directed by Public Works Coordinator.

May be required to maintain the yard waste pile including the hauling and spreading of yard waste when necessary.

May be responsible for maintaining the tree branch pile including burning as necessary.

May seek and obtain proper Water and Wastewater certification to operate the water system and the wastewater system and continually seek training when available to upgrade certification and to further enhance knowledge needed for the operation the Water and Sewer Departments.

May be trained on how to perform routine daily checks of all water wells, lift stations, storage towers, sewer plant operations, and may be required to perform such tasks on own and on weekends and/or holidays once proficient.

May be trained to maintain the sewer collection system of the City, including the clean out of blocked city sewer mains as well as how to follow a periodic cleaning schedule of all mains, and may be required to perform such tasks on own once proficient.

May be trained in all necessary tasks to operate and maintain waste water treatment facility, and may be required to perform such tasks on own once proficient.

May be trained to perform all necessary samples and tests required to keep the plant in excellent running order and in compliance with all State and Federal regulations, and may be required to perform such tasks on own once proficient.

May be trained to perform sludge wasting duties at the plant, and may be required to perform such tasks on own once proficient.

May be trained in general housekeeping of the waste water treatment facility and the area surrounding the plant (i.e. mowing, painting, general appearance, and repair), and may be required to perform such tasks on own once proficient.

May be trained to assist water operator in tapping water mains, installing and replacing hydrants, and repairing leaks and breaks when they occur, and may be required to perform such tasks on own once proficient.

May be trained to assist water operator in locating water valves, water curb stops, water mains, and sewer mains, and may be required to perform such tasks on own once proficient.

May be trained to assist water operator in exercising of all water valves and flushing of all fire hydrants located upon the water distribution system, and may be required to perform such tasks on own once proficient.

May be trained to assist water operator in reading meters for each billing cycle when necessary, and may be required to perform such task on own once proficient.

May be trained to assist in water disconnects when necessary, and may be required to perform such task on own once proficient.

May be trained to perform "read-in" and "read-out" procedures when necessary, and may be required to perform such tasks on own once proficient.

May be trained to assist water operator in the installation of water meters and remotes as well as the meter maintenance and change-out programs as needed in order to keep the system efficient and manageable, and may

be required to perform such tasks on own once proficient.

May be trained to assist the spring opening of the pool, summer maintenance of the pool and bathhouse (not the grounds surrounding), and fall closing and winterization of the pool, and may be required to perform such tasks on own once proficient.

May be trained to assist in the spring and fall maintenance and clean-up of the Mini-Park fountain, and may be required to perform such tasks on own once proficient.

May be trained to assist in inspection, maintenance and upkeep of the Kohtz/City of Albion Dam, and may be required to perform such tasks on own once proficient.

May make suggestions and present ideas that may lead to more efficient and cost effective operations of the Public Works Departments, or city in general to Department Heads, City Administrator, Mayor, and/or City Council.

Encouraged attend conferences, seminars, or other educational opportunities pertaining to water, sewer, public works, or management in accordance with the City of Albion Employee Development Policies.

**Desirable Knowledge, Abilities, and Skills:** Working and general knowledge of matters related to public works, municipal water systems, municipal sewer collection systems, wastewater treatment facilities, street maintenance, and equipment operation.

Ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other public officials, volunteer departments, and the general public.

Considerable ability to research and prepare accurate and thorough reports.

Ability to read, analyze, and interpret plans and specifications, contracts, ordinances, technical journals, financial reports, and legal documents.

Ability to operate heavy machinery and equipment.

Basic knowledge and ability to operate office machines and personal computers.

**Desirable Experience and Training:** High school diploma or G.E.D coupled with relevant experience in a labor, construction, or contractor-related industry required.

Experience in street and/or road maintenance, water and/or sewer systems operation and maintenance, and/or other public works management experience are also desirable.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, lift, and operate vehicles and heavy machinery.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.



## CITY GROUNDSKEEPER

### RESPONSIBLE TO: CITY ADMINISTRATOR

**Nature of Work:** The City Grounds Caretaker is responsible for the operation and maintenance of all City of Albion public grounds, including parks and park equipment including, but not limited to:

Fuller Park	Clark Street/Memorial Park	Downtown Mini-Park
Swimming Pool Grounds	Sports Complex	City Hall/Police Dept Facilities
R.V. Camping Area	Library Facilities	Firehall Lawn

**Essential Functions of the Position:** Shall thoroughly clean Fuller Park, Mini-Park, and Sports Complex restrooms each weekday morning and shall check restrooms Sunday morning in the summer season.

Shall clean and maintain all ball fields, tennis courts, camping facilities, shelters, restrooms, and concession stand.

Shall keep all public grounds properly mowed and maintained.

Shall keep all bushes and trees on city grounds trimmed and all city grounds free of leaves and excessively cut grass.

Shall haul collected grass and branches to designated areas and maintain an overall clean perception of all parks and city grounds.

Shall keep all parks and city grounds free of garbage.

Shall have and maintain keys to all Park and Public facilities.

Shall drag ballfields when needed and drain and maintain ballfields throughout the summer season.

Shall fertilize and apply only necessary weed killers and other chemicals in area where needed (or cause these applications to occur).

Shall notify City Administrator and then coordinate replacement of lights and other equipment in all park areas.

Shall work with the Water Commissioner in order to maintain watering of parks and other areas.

Shall continuously look for dangerous items and inform City Administrator in order to coordinate appropriate corrective action.

Shall assist other departments when needed.

Shall maintain all Park Department vehicles, equipment, and buildings. Will help maintain other Department vehicles, equipment, and buildings when able.

Shall perform or cause to be performed a written safety inspection of all Park facilities and public city grounds at a minimum frequency of every year so that corrective action may be appropriately prioritized. Groundskeeper shall also indefinitely maintain records of these reports.

Shall perform any other reasonably requested task as assigned as long as it does not interfere with required duties of the position.

Shall coordinate and authorize all purchases for the operation and maintenance of public grounds including city parks according to the Council-approved annual budget.

Shall work with City Administrator in formulation of the preliminary budget each year in order to present to the City Council.

**Desirable Knowledge, Abilities, and Skills:** Working knowledge of general lawn care and grounds maintenance.

Ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other city officials, volunteer departments, and the general public.

Ability to effectively manage projects and supervise employees.

Ability to operate light machinery and equipment.

Basic knowledge and ability to operate office machines and personal computers.

**Desirable Experience and Training:** High school diploma or G.E.D coupled with relevant practical experience in grounds keeping or related field. Supervisory experience also desired.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, lift, and operate vehicles and light machinery.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

**SEASONAL LABORER**  
(Seasonal/Temporary)

**RESPONSIBLE TO: PUBLIC WORKS OPERATIONS LIAISON, CITY GROUNDS CARETAKER.**

**Nature of Work:** The seasonal laborer position is responsible for assisting Public Works Staff and Groundskeeper during the months of April to October in the operation and maintenance of various city assets, grounds, and equipment across all Public Works and Parks Departments.

**Essential Functions of the Position:**

Shall keep all city grounds properly mowed and maintained.

Shall keep ushes and trees trimmed and all public grounds free of leaves and excessively cut grass.

Shall haul collected grass and branches to designated areas and maintain an overall clean perception of all parks and public grounds.

Shall keep all city grounds free of garbage.

Shall assist in maintenance of all Public Works and Parks Department vehicles, equipment, and buildings.

Shall thoroughly clean Fuller Park, Campground, Mini-Park, and Sports Complex restrooms each weekday morning and shall check restrooms Sunday morning in the summer season.

Shall clean and maintain all ball fields, tennis courts, camping facilities, shelters, restrooms, and concession stand.

Shall drag ballfields when needed and drain and maintain ballfields throughout the summer season.

Shall continuously look for dangerous items and inform Groundskeeper in order to coordinate appropriate corrective action.

Shall assist in performance of a written safety inspection of all Park facilities and public grounds at a minimum frequency of every year so that corrective action may be appropriately prioritized.

Shall perform any other reasonably requested task as assigned as long as it does not interfere with required duties of the position.

**Desirable Knowledge, Abilities, and Skills:** Working knowledge of general lawn care and grounds maintenance.

Ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other public officials, volunteer departments, and the general public.

Ability to take direction and effectively complete any task assigned.

Ability to operate light machinery and equipment.

Basic knowledge and ability to operate office machines and personal computers.

**Desirable Experience and Training:** Relevant practical experience in grounds keeping or related field desired.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, lift, and operate vehicles and light machinery.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.



# AGENDA MEMO

**MEETING NAME:** Albion City Council

**DATE:** December 12, 2023

**ITEM NAME:** ELECT COUNCIL PRESIDENT FOR ANNUAL TERM

**PRESENTER(S):**

**BACKGROUND INFORMATION:**

Marcus Johnson is the current Council President.

**DISCUSSION:**

**MOTION:** To nominate and elect \_\_\_\_\_ as the City Council President for calendar year 2024.

**BY:**

**2ND:**

**ROLL CALL:** Porter \_\_\_\_\_ Johnson \_\_\_\_\_ Dailey \_\_\_\_\_ Tisthammer \_\_\_\_\_

**SUMMARY OF DECISION:**



# AGENDA MEMO

**MEETING NAME:** Albion City Council

**DATE:** December 12, 2023

**ITEM NAME:** **CONSIDER MAYORAL APPOINTMENTS TO BE EFFECTIVE JANUARY 1, 2024**

**PRESENTER(S):**

Mayor Jarecki

**BACKGROUND INFORMATION:**

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

**DISCUSSION:**

**MOTION:** To approve and confirm Mayoral appointments effective January 1, 2024

**BY:**

**2ND:**

**ROLL CALL:** Tisthammer \_\_\_\_\_ Porter \_\_\_\_\_ Johnson \_\_\_\_\_ Dailey \_\_\_\_\_

**SUMMARY OF DECISION:**



## AGENDA MEMO

**MEETING NAME:** Albion City Council

**DATE:** December 12, 2023

**ITEM NAME:** **CONSIDER RESOLUTION 129(23) REGARDING PLACEMENT OF TRAFFIC CONTROL SIGNS IN ORDER TO REGULATE TRAFFIC**

**PRESENTER(S):**

**BACKGROUND INFORMATION:**

Council Member Dailey requested to review the 10 ton weight restriction for the residential areas of 7<sup>th</sup> street from Hwy 91/State Street to the fuel island at Clark Street and then from Clark Street to Old Mill Road. (Currently there is no restriction for the fuel island traffic at the intersection)

Devine researched Resolution 110(23) which did specify the specific 10 ton weight limit. If the Council wishes to change this amount, a new resolution should be introduced and approved.

A resolution has been drafted; however, the council may specify the weight limit they would intend to change the restriction to within the motion to introduce and approve.

**DISCUSSION:**

**MOTION:** To introduce and approve Resolution 129(23) regarding the placement of traffic control signs in order to regulate traffic to include a \_\_\_\_\_ ton weight restriction.

**BY:**

**2ND:**

**ROLL CALL:** Porter \_\_\_\_\_ Johnson \_\_\_\_\_ Tisthammer \_\_\_\_\_ Dailey \_\_\_\_\_

**SUMMARY OF DECISION:**

**A RESOLUTION OF THE CITY OF ALBION, NEBRASKA REGARDING PLACEMENT OF TRAFFIC CONTROL SIGNS IN ORDER TO REGULATE TRAFFIC**

**WHEREAS**, the City Council of the City of Albion, Nebraska is authorized by Section 3-102 of the City of Albion Municipal Code to designate certain streets in the City restricting traffic for vehicles weighing in excess of \_\_\_ tons; and,

**WHEREAS**, the City Council is authorized by Section 3-115 of the City of Albion Municipal Code to provide for, by resolution, the placing of stop signs, restricted parking, or other signs, signals, standards or mechanical devices in any street or alley for the purpose of regulating or prohibiting traffic and parking thereon; and,

**WHEREAS**, the City Council of the City of Albion, Nebraska has determined that in order to regulate traffic in a safe and orderly manner, that trucks and vehicles weighing in excess of \_\_\_ tons should be strictly prohibited on north 7<sup>th</sup> Street between State Street and Old Mill Road; and,

**WHEREAS**, the City Council of the City of Albion, Nebraska has determined that in order to regulate traffic in a safe and orderly manner that a notice should be published in a local newspaper declaring the prohibition of trucks and vehicles weighing in excess of \_\_\_ tons on north 7<sup>th</sup> Street between State and Old Mill Road; and,

**WHEREAS**, the City Council of the City of Albion, Nebraska has determined that in order to regulate traffic in a safe and orderly manner, that signs prohibiting trucks and vehicles weighing in excess of \_\_\_ tons should be erected at the intersections of 7<sup>th</sup> and State Streets, 7<sup>th</sup> Street and Old Mill Road, and 7<sup>th</sup> and Clark Streets.

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**THEREFORE, BE IT NOW RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ALBION, NEBRASKA, THAT** trucks and vehicles weighing in excess of \_\_\_ tons shall be strictly prohibited on north 7<sup>th</sup> Street between State Street and Old Mill Road; and,

**THEREFORE, BE IT FURTHER RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ALBION, NEBRASKA THAT** a notice shall be published in a local newspaper declaring the prohibition of trucks and vehicles weighing in excess of \_\_\_ tons on north 7<sup>th</sup> Street between State and Old Mill Road; and,

**THEREFORE, BE IT FURTHER RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ALBION, NEBRASKA THAT** signs prohibiting trucks and vehicles weighing in excess of \_\_\_ tons shall be erected at the intersections of 7<sup>th</sup> and State Streets, 7<sup>th</sup> Street and Old Mill Road, and 7<sup>th</sup> and Clark Streets.



Introduced by: \_\_\_\_\_;

Seconded by: \_\_\_\_\_;

VOTE: YEAS: \_\_\_\_\_;

NAYS: \_\_\_\_\_;

ABSENT: \_\_\_\_\_.

Passed and approved this \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2023.

CITY OF ALBION, NEBRASKA

BY: \_\_\_\_\_  
Mayor, James Jarecki

ATTEST:

\_\_\_\_\_  
City Clerk, Andrew L. Devine



# AGENDA MEMO

**MEETING NAME:** Albion City Council

**DATE:** December 12, 2023

**ITEM NAME:** **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.**

**PRESENTER(S):**

**BACKGROUND INFORMATION:**

Enclosed is an ordinance to place special assessment/lien upon property at 818 West Market Street for unpaid nuisance abatement costs and fees.

**DISCUSSION:**

**MAYOR INSTRUCTS CLERK TO READ ORDINANCE BY TITLE FOR SECOND TIME**

**MOTION:** To approve the second reading of Ordinance 327 (23) and to move that the statutory rules requiring the ordinance to be read a three separate occasions be suspended.

**BY:** **2ND:**

**ROLL CALL:** Tisthammer \_\_\_\_\_ Dailey \_\_\_\_\_ Johnson \_\_\_\_\_ Porter \_\_\_\_\_

**MAYOR INSTRUCTS CLERK TO READ ORDINANCE BY TITLE FOR THIRD TIME**

**MOTION:** To approve the third reading of Ordinance 327 (23), and to move for final passage and adoption of Ordinance 327 (23).

**BY:** **2ND:**

**Question called for by:**

**ROLL CALL:** Tisthammer \_\_\_\_\_ Dailey \_\_\_\_\_ Johnson \_\_\_\_\_ Porter \_\_\_\_\_

**SUMMARY OF DECISION:**

**ORDINANCE NO. 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, NE 68620.*

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ALBION, NEBRASKA:

SECTION 1: The City Council of the City of Albion hereby levies, pursuant to state law, and establishes a special assessment district for nuisance abatement costs, as applicable, for Leetch Properties, LLC on the following described property:

Lot 8, Block 2, F.C. Hawk's Addition to Albion, Boone County, Nebraska

for the unpaid nuisance costs and service charges as heretofore assessed. This ordinance is hereby setting up a district to levy special assessment for the unpaid nuisance abatement bill and service charges in the amount of \$9,000.00 as of October 8, 2023, plus \$25 Nuisance Abatement Administration Fee and \$50 in service charges, with interest after said date accruing at 14% per annum.

SECTION 2: This ordinance shall go into full force and effect after its passage, approval and publication as required by law.

INTRODUCED BY: \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.  
SECONDED BY: \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.  
EFFECTIVE UPON PUBLICATION THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

CITY OF ALBION, NEBRASKA

\_\_\_\_\_  
James Jarecki, Albion City Mayor

ATTEST:

\_\_\_\_\_  
Andrew Devine, Albion City Clerk



## AGENDA MEMO

**MEETING NAME:** Albion City Council

**DATE:** December 12, 2023

**ITEM NAME:** **CONSIDER ORDINANCE 328(23) AN ORDINANCE ADOPTING THE CITY OF ALBION, NEBRASKA PAY PLAN.**

### BACKGROUND INFORMATION:

First of all – adoption of the City Pay Plan does not change any current wage levels already approved by the Mayor and City Council. The City Pay Plan sets beginning, intermediate, and maximum pay levels and provides a compensation policy to be utilized at the time of employee new hire or promotion.

The new pay plan proposed to go into effect January 1<sup>st</sup>, 2024 is necessary for a few reasons:

- 1) The \$12.00 minimum wage goes into effect January 1<sup>st</sup>, 2024 which necessitates beginning wage adjustments.
- 2) Cost-of-Living Adjustments have outpaced the current pay scale (which was adopted in 2020) by 21% due to significant inflationary pressure and should be recognized in the City Pay Plan in order to remain competitive in the existing employment market.
- 3) The recommended organizational structure and job description/job title changes need to be recognized within the City Pay Plan.

### DISCUSSION:

#### MAYOR INSTRUCTS CLERK TO READ ORDINANCE BY TITLE FOR FIRST TIME

**MOTION:** To introduce and approve the first reading of Ordinance 328 (23) {and to move that the statutory rules requiring the ordinance to be read three separate occasions be suspended}.

**BY:** **2ND:**

**ROLL CALL:** Dailey \_\_\_\_\_ Johnson \_\_\_\_\_ Tisthammer \_\_\_\_\_ Porter \_\_\_\_\_

#### MAYOR INSTRUCTS CLERK TO READ ORDINANCE BY TITLE FOR SECOND AND THIRD TIME

**MOTION:** {To approve the second and third readings of Ordinance 328 (23), and to move for final passage and adoption of Ordinance 328 (23).}

**BY:** **2ND:**

**Question called for by:**

**ROLL CALL:** Johnson \_\_\_\_\_ Porter \_\_\_\_\_ Tisthammer \_\_\_\_\_ Dailey \_\_\_\_\_

**ORDINANCE NO. 328 (23)**

AN ORDINANCE OF THE CITY OF ALBION, NEBRASKA, ESTABLISHING THE CITY OF ALBION EMPLOYEE PAY PLAN ESTABLISHING MINIMUM RATES, INTERMEDIATE RATES, AND A MAXIMUM RATE FOR CITY OFFICIALS AND EMPLOYEES.

WHEREAS, as outlined in the City of Albion Employee Handbook it is the policy of the City to recruit and retain highly productive employees and that regular pay surveys shall be conducted to effectuate the establishment and maintenance of an equitable pay plan; and,

WHEREAS, the City of Albion Employee Handbook specifies that the City pay plan will consist of a minimum (beginning) rate, intermediate rates (steps), and a maximum rate of pay; and,

WHEREAS, on March 10, 2020 the Mayor and City Council adopted Ordinance 284(20) adopting the City Pay Plan upon the review and recommendations of the City Administrator regarding a current Wage Survey; and,

WHEREAS, on June 28, 2022 the Mayor and City Council adopted Ordinance 314(22) adding the wage range for the Economic Development and Housing Program Director to the City Pay Plan; and,

WHEREAS; on December 12, 2023 the Mayor and City Council approved revised job descriptions and organizational chart for the City of Albion; and,

WHEREAS, the City Administrator has analyzed the cost-of-living adjustments since March 10, 2020 in relation to the current City Pay Plan; and,

WHEREAS, effective January 1, 2024 the State of Nebraska Minimum Wage Statute Initiative has set the State minimum wage at \$12.00 per hour; and,

WHEREAS, the City Administrator has recommended adjustments to the City's Pay Plan in order to 1) recognize job titles as revised in the job descriptions and organizational chart of the City, 2) comply with State minimum wage requirements, 3) recognize council approved cost-of-living adjustments since March 10, 2020, and 4) maintain competitive and equitable wage ranges in order to remain competitive in the public employment market;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ALBION, NEBRASKA, AS FOLLOWS:

SECTION 1: The Minimum (Beginning) wage rates and Maximum wage rates of the City of Albion Pay Plan are established as follows:

<b>Position/Title</b>	<b>Beginning Wage</b>	<b>Maximum Wage (25 years)</b>
City Administrator/Clerk/Treasurer - Certified	89175/year	118460/year
City Administrator/Clerk/Treasurer - Non-Certified	78650/year	87725/year
Chief of Police - Certified	46830/year	76215/year
Police Officer - Certified	42110/year	68730/year
Police Officer - Non-Certified	30250/year	39325/year
Street Supervisor	18.15/hour	32.40/hour
Water Commissioner	18.15/hour	32.40/hour
Sewer Commissioner	18.15/hour	32.40/hour
Water Commissioner, Sewer Commissioner, Street Supervisor- Certified	+.30/hour each certification level	35.10/hour
Public Works Maintenance Operator – Non-Certified	15.00/hour	29.65 /hour
Public Works Maintenance Operator – Certified	+.30/hour each certification level	32.35/hour
Deputy City Clerk - Non-Certified	14.20/hour	18.75/hour
Deputy City Clerk - Certified	15.00/hour	29.65/hour
Utility Billing Clerk - Non-Certified	14.20/hour	18.75/hour
Utility Billing Clerk - Certified	+.30/hour each certification level	29.65/hour
Economic Development and Housing Director	\$23.20/hour	\$37.15/hour
Building Inspector and Code Official	15.13/hour	31.15/hour
	\$60 per permit issued	
Fire Chief	1600/year	3630/year
City Groundskeeper	15.00/hour	32.35/hour
Seasonal Laborer	12.50/hour	16.00/hour
Pool Manager	18.00/hour	25.00/hour
Pool Assistant Manager	15.00/hour	20.00/hour
Pool Substitute Manager	12.00/hour	16.50/hour
Lifeguard	12.50/hour	16.50/hour
Substitute Lifeguard	12.50/hour	12.50/hour
Attendant	12.00/hour	16.00/hour
City Council	2500/year	2500/year
Mayor	5000/year	5000/year

\*Employees are not eligible for Maximum wage rates until step 13 of the intermediate rate plan is reached at or after 25 years of experience.

Beginning Wages are for newly hired individuals without experience. Newly hired specially trained or experienced person(s) may begin employment at an intermediate (step) rate; however, such action is recommended only in exceptional cases.

SECTION 2: Intermediate Wage Rates of the City of Albion Pay Plan are established as follows:

**CITY OF ALBION INTERMEDIATE WAGE RATES  
(STEP RAISE PLAN)**

Step raises may be given upon favorable review. Reviews will be conducted relative to each employee’s anniversary date. Upon favorable review, step raises will then be given at the person’s actual anniversary date, if funds are available and budgeted, according to the following schedules:

**REGULAR FULL-TIME EMPLOYEES – SALARIED AND HOURLY**

<u>Step#</u>	<u>At # of Years</u>	<u>\$ Amount year/hr</u>
1	6 months	\$1500/.72
2	1 year	\$1500/.72
3	2	\$1500/.72
4	4	\$1500/.72
5	6	\$1500/.72
6	8	\$1500/.72
7	10	\$1500/.72
8	12	\$1500/.72
9	15	\$2500/1.20
10	18	\$2500/1.20
11	20	\$2500/1.20
12	23	\$2500/1.20
13	25 (Maximum)	\$2500/1.20

**PART-TIME, VARIABLE HOUR – SALARIED AND HOURLY**

<u>Step#</u>	<u>At # of Years</u>	<u>\$ Amount year/hr</u>
1	1 year	\$120/.50
2	2	\$120/.50
3	3	\$120/.50
4	4	\$120/.50
5	5	\$120/.50
6	6	\$120/.50
7	7	\$120/.50
8	8	\$120/.50
9	9	\$120/.50
10	10	\$120/.50
11	11	\$120/.50
12	12	\$120/.50
13	13 (Maximum)	\$120/.50

**REGULAR SEASONAL (SUBSTITUTES EXCLUDED)**

Step#	At # of Years	\$ Amount /hr
1	1 year	\$.25
2	2	\$.25
3	3	\$.25
4	4	\$.25
5	5	\$.25
6	6	\$.25
7	7	\$.25
8	8	\$.25
9	9	\$.25
10	10	\$.25
11	11	\$.25
12	12	\$.25
13	13 (Maximum)	\$.25

SECTION 3: The following positions shall also be eligible for \$0.30 raises for each level of Water Operator Certification they receive from the State of Nebraska: Street Supervisor, Water Commissioner, Sewer Commissioner, Public Works Maintenance Operator, and Utility Billing Clerk.

SECTION 4: Cost of Living raises may be given at budget time and will be based on the Consumer Price Index rate on July 1<sup>st</sup> of each year. Cost of living can be applied as a flat amount, a percentage of the base wage, a percentage of current wage, or in any other manner decided by the Council.

SECTION 5: No specific employee's wage rates are adjusted by this ordinance. Future employee wage rates may be adjusted by the application of the Intermediate Wage Rate Plan (Step Raise Plan) and any applicable Cost of Living Adjustments according to the City of Albion Pay Plan after the effective date of this ordinance.

SECTION 6: This Ordinance shall be effective January 1, 2024, following publication as required by law.

SECTION 7: Any ordinance or part of ordinance passed and approved prior to the passage, approval and publication or posting of this ordinance, and in conflict with the provisions of this ordinance, is hereby repealed.

SECTION 8: This ordinance shall remain in effect until a subsequent ordinance to repeal this ordinance is passed.



INTRODUCED BY: \_\_\_\_\_ ;

PASSED AND APPROVED THIS 12th DAY OF December, 2023.

PUBLISHED THIS 20th DAY OF December, 2022.

CITY OF ALBION, NEBRASKA

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk (Seal)

Ord 328(23) City of Albion Pay Plan

{First Reading, }  
{Suspension of Rules, }  
{Second and Third Reading, }  
{Final Passage and Approval, }



## AGENDA MEMO

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**MEETING NAME:** Albion City Council Meeting

**DATE:** December 12, 2023

**ITEM NAME:** **City Administrator Report**  
City Administrator report to the City Council regarding the status of various city departments, city activities, and city financial reports

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**PRESENTER(S):**

Administrator Devine

**BACKGROUND INFORMATION:**

Enclosed for Council Review – No Action Necessary

**DISCUSSION:**

**MOTION:**

**BY:**

**2ND:**

Public Works

The North Public Works was originally constructed in 2018-19 as a storage building to replace the use of the old fire hall. It has worked well in that regard but has limited use in winter months. As reported last month, the building is now insulated, and heat will be installed soon. Natural gas has been trenched and installed. Staff also had additional conduit trenched in at that time for potential future use from the main shop building. The overhead doors still need to be insulated. Once complete, the building will be more versatile and useful in the winter months.

Water

The Water Tower was inspected last month. Report attached for Mayor and Council review.

Streets

C&J Construction has completed the 2023 priority alley paving projects, finishing up the 3<sup>rd</sup> and final project for this year: The alley on the east side of 2<sup>nd</sup> Street between State and Church Streets.

Snow removal equipment is prepared and ready. Staff has met and discussed snow and ice removal procedures.

Parks/Rec

Eli Porter Memorial Project

The Big Give was a success! The preliminary report is that \$57,635 in new donations were received, and more is expected. The preliminary amount represents 13% of the total project cost and over 1/3<sup>rd</sup> of the fundraising goal. We believe that the project will also qualify for additional Nebraska Community Matching Funds based upon the number of individual donations received through the Big Give Event!

Approximately \$93,000 remains to be raised by fundraising. Other grant opportunities are also being pursued to close this gap.

Pool

Off-season work to be completed includes repair of piping leak at deep end of the pool.

General Administration / Other:

Planning Commission Vacancy

There is still one (1) vacancy.

**\*Please direct any interested parties to City Hall or to the Mayor.**

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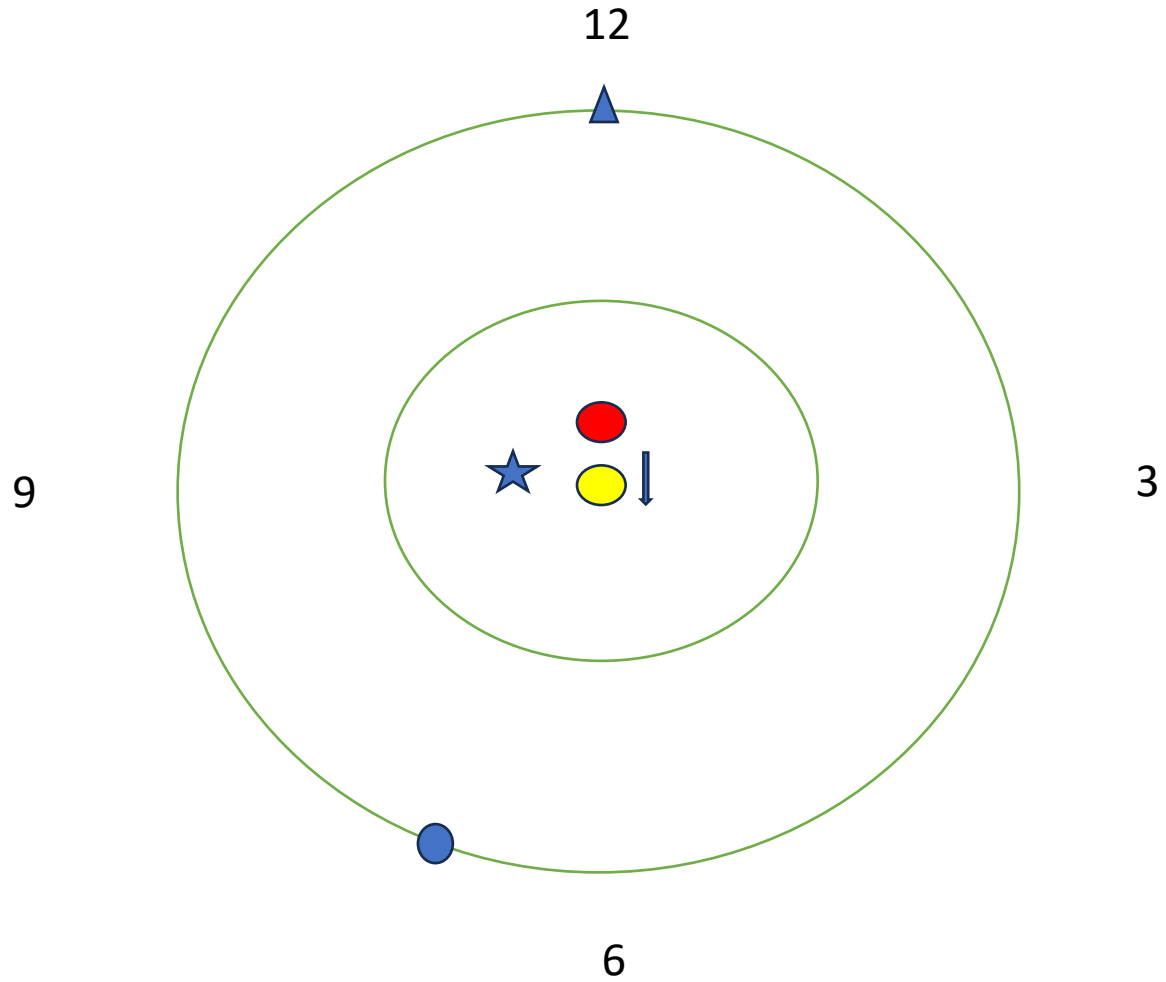
Attached is the current month Sales Tax Report – showing the monthly trend of sales tax receipts.  
Also attached is an unaudited Treasurer's Report/Budget Performance Report and an unaudited Balance Sheet Comparison Report.

# Albion, NE

Fin Folk Underwater Services

# Diagram legend

- Overflow ●
- Entry hatch ●
- Inlet/Outlet ↓
- Vent ★
- Safety railing ○
- Center Tube ●
- Tower Door ▲



# Tank information

- Year built 2000
- Max capacity- 300,000 gallons
- Type- pedosphere
- Height-80ft



# Tower entry door

- Location- 12
- Rust grade- 8
- The door appears to be in good condition with little to no rusting or coating failures.



# Exterior base

- Location- 12
- Rust grade- 9
- Base appears to be in very good condition with little to no rust, pitting, or coating failures.





# Exterior wall

- Location- 3
- Rust grade- 9
- Wall appears to be in very good condition with little to no rust, pitting, or coating failures.



# Exterior base

- Location- 3
- Rust grade- 9
- Base appears to be in very good condition with little to no rust, pitting, or coating failures.



# Exterior wall

- Location- 6
- Rust grade- 9
- Wall appears to be in very good condition with little to no rusting, pitting, or coating failures.



# Exterior base

- Location- 6
- Rust grade- 9
- Base appears to be in good condition with little to no rust, pitting, or coating failures.



# Overflow

- Location- 8
- Rust grade- 8
- Overflow appears to be in good condition with some minor surface rust, no pitting.
- Has fine mesh covering opening to keep bugs and animals out.



# Exterior wall

- Location- 9
- Rust grade- 9
- Wall appears to be in good condition with little to no rust, pitting, or coating failures.



# Exterior base

- Location- 9
- Rust grade- 9
- Base appears to be in very good condition with little to no rust, pitting, or coating failures.



# Common inlet/outlet pipe

- Location- center
- Rust grade-8
- Inlet/outlet pipe appears to be in good condition from what I could see.
- Has heat shield that is properly assembled.





# Center Tube Hatch

- Location- Center
- Rust grade- 8
- Center tube appears to be in good condition with little to no rust, pitting or coating failures.
- Has fine mesh.



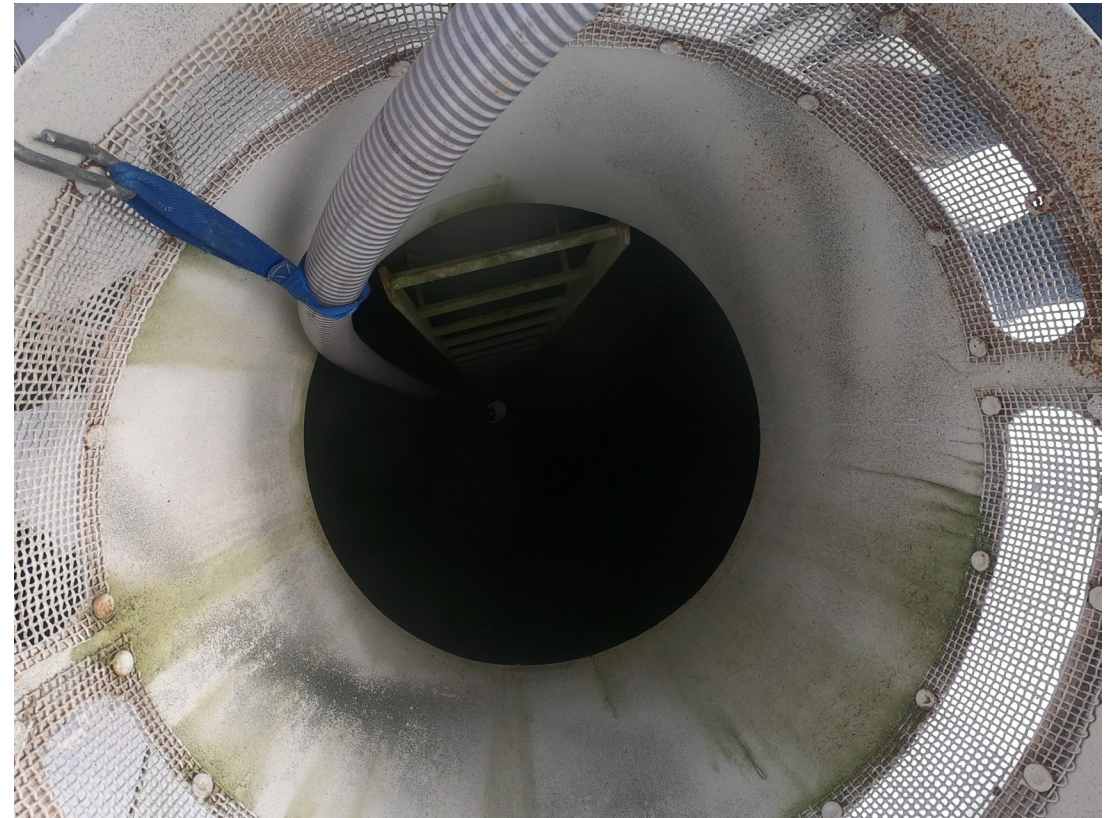
# Center tube ladder

- Location- Center
- Rust Grade- 9
- Center tube ladder appears to be in very good condition with little to no rust, pitting, or coating failures.



# Entry Hatch

- Location- center
- Rust grade- 8
- Entry hatch appears to be in good condition with little to no rust, pitting, or coating failures.
- Has minor staining.
- Has fine mesh.



# VENT

- Location-9
- Rust grade- 9
- Vent appears to be in very good condition with little to no rust, pitting, or coating failures.
- Has fine mesh to prevent bugs form entering water.



# Light post

- Location- center
- Rust grade- 9
- Light appears to be in very good condition with everything properly put together.



# Tower ceiling

- Location- 12
- Rust grade- 9
- Ceiling appears to be in very good condition with little to no rust, pitting, coating failures, or deformities.



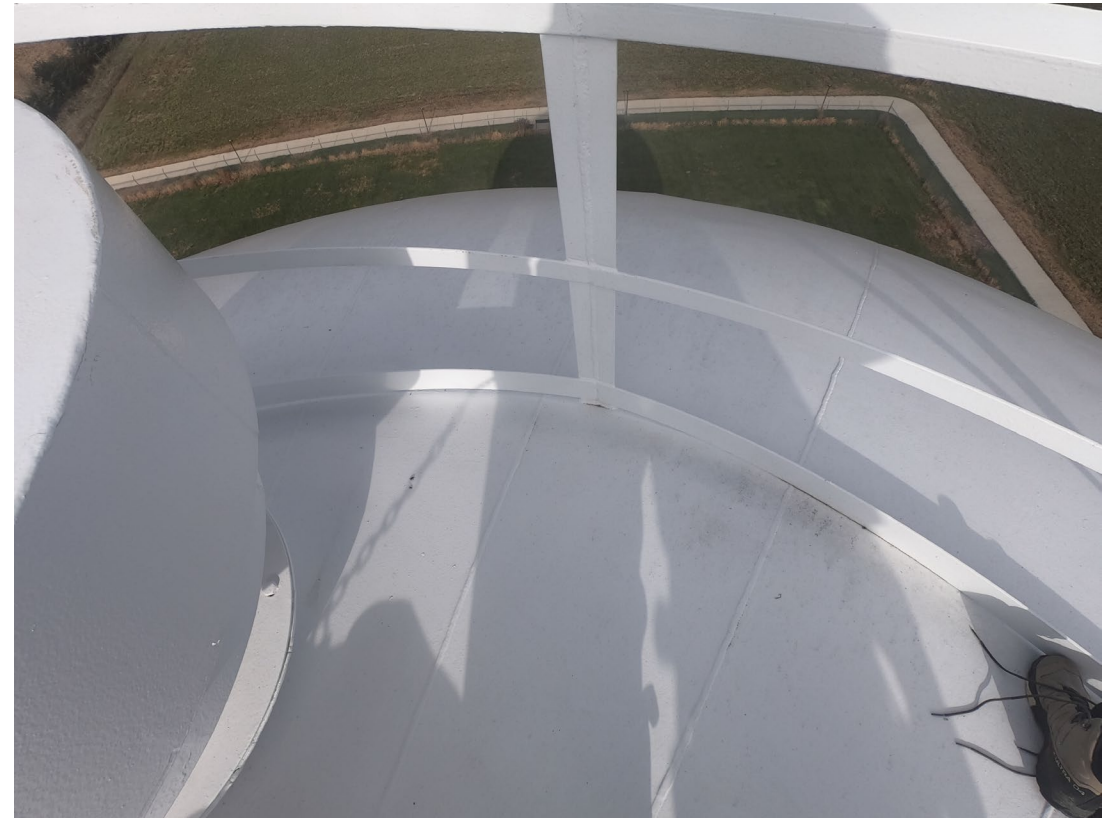
# Tower ceiling

- Location- 3
- Rust grade- 9
- Ceiling appears to be in very good condition with little to no rust, pitting, coating failures, or deformities.



# Tower ceiling

- Location- 6
- Rust grade- 9
- Ceiling appears to be in very good condition with little to no rust, pitting, coating failures, or deformities.





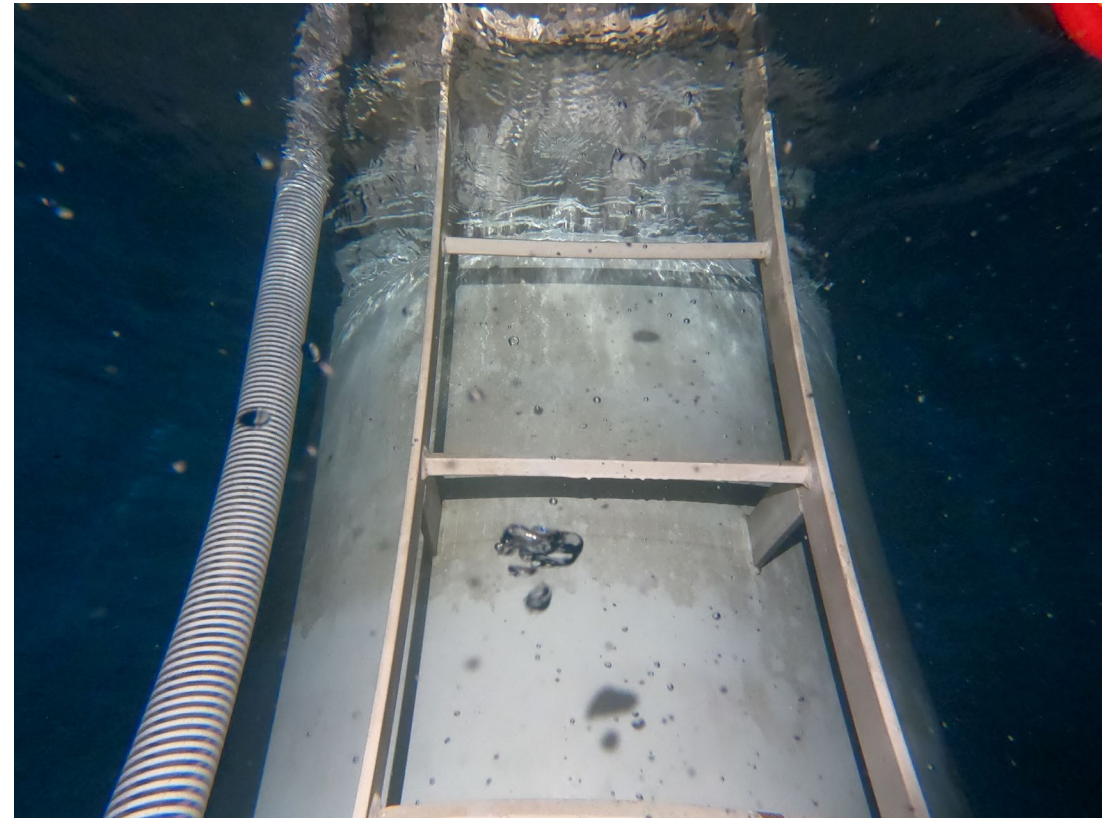
# Tower ceiling

- Location- 9
- Rust grade- 9
- Ceiling appears to be in very good condition with little to no rust, pitting, coating failures, or deformities.



# Interior ladder

- Location- Center
- Rust Grade- 9
- Interior ladder appears to be in very good condition with little to no rust, pitting, or coating failures.



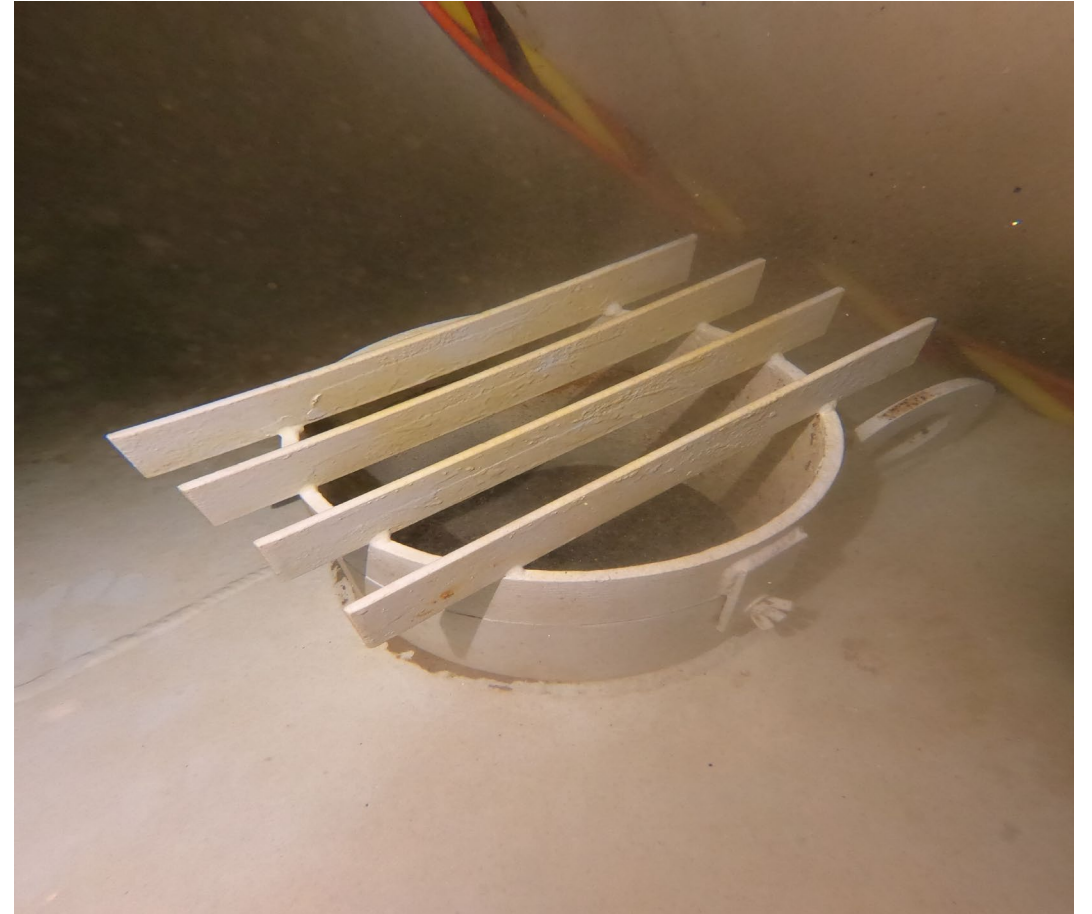
# Floor

- Location- 12
- Rust grade- 9
- Floor appears to be in very good condition with little to no rust or deformities.



# Common inlet/outlet

- Location- 11
- Rust grade- 9
- Common inlet/outlet appears to be in very good condition with little to no rust or deformities.



# Floor

- Location- 3
- Rust grade- 9
- Floor appears to be in very good condition with little to no rust or deformities.



# Manway

- Location- 6
- Rust grade- 9
- Manway appears to be in very good condition with little to no rust or deformities.



# Wall

- Location- 12
- Rust grade- 9
- Wall appears to be in very good condition with little to no rust or deformities.



# Wall

- Location- 3
- Rust grade- 9
- Wall appears to be in very good condition with little to no rust or deformities.





# Wall

- Location- 6
- Rust grade- 9
- Wall appears to be in very good condition with little to no rust or deformities.



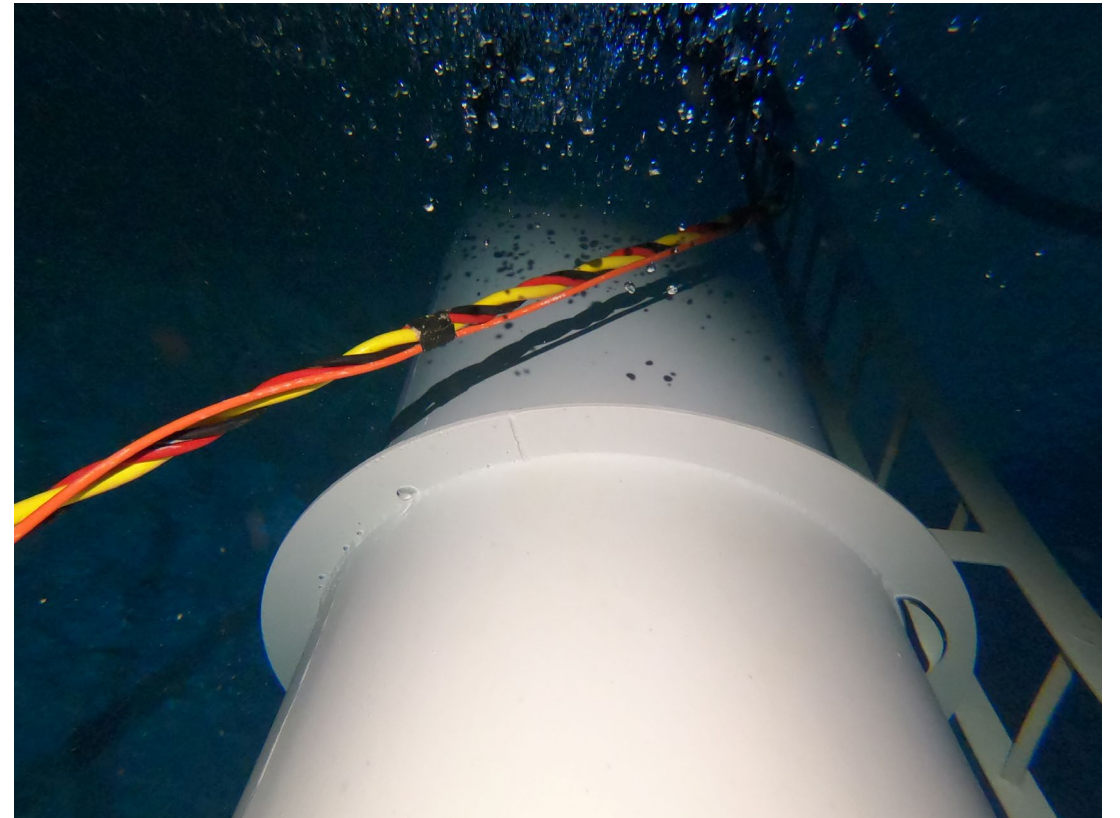
# Wall

- Location- 9
- Rust grade- 9
- Wall appears to be in very good condition with little to no rust or deformities.



# Center Tube

- Location- Center
- Rust Grade- 9
- Center Tube appears to be in very good condition with little to no rust, pitting, or coating failures.



# Recommendations

- Maintain a regular cleaning cycle of 3-5 years.
- There are quite a few fly's on the inside of the center tube.
- On behalf of Fin Folk we would like to thank the city of Albion for choosing us for all your underwater needs.
- If you have any questions feel free to call 760-224-8232.

**City of Albion**  
**Profit & Loss Budget Performance**  
October 2023 through September 2024

Item 13.

	Oct 23	Nov 23	Oct - Nov 23	Annual Budget	Difference to Annual Budget	
<b>Enterprise Funds</b>						
Sewer	57,751.48	-8,430.04	49,321.44	-101,455.00	150,776.44	*Debt Payment to be paid in December
Solid Waste	24,707.02	-13,674.47	11,032.55	-8,195.00	19,227.55	
Water	34,623.84	-18,567.51	16,056.33	-253,760.00	269,816.33	
<b>Total Enterprise Funds</b>	<b>117,082.34</b>	<b>-40,672.02</b>	<b>76,410.32</b>	<b>-363,410.00</b>	<b>439,820.32</b>	
<b>Governmental Funds</b>						
Municipal Lottery	-2,250.13	684.18	-1,565.95	-330.00	-1,235.95	
Economic Development	-14,023.56	-8,398.62	-22,422.18	0.00	-22,422.18	
General	-17,448.32	22,884.35	5,436.03	-24,000.00	29,436.03	
Park	-1,223.09	1,441.07	217.98	-92,387.00	92,604.98	*Capital projects for Park Department in 2023-24
Pool	3,086.81	-2,985.11	101.70	0.00	101.70	
Police	-12,354.23	-23,373.56	-35,727.79	-45,725.00	9,997.21	
Fire	1,708.10	-2,995.85	-1,287.75	-30,438.00	29,150.25	
Library	-8,433.55	-12,498.30	-20,931.85	-3,281.00	-17,650.85	
Debt Service	-284,261.48	10,405.36	-273,856.12	-73,625.00	-200,231.12	*Debt Service and Street to reconcile during year as property tax and sales tax revenues are received.
Street	54,834.41	-2,491.22	52,343.19	-307,785.00	360,128.19	*Major Microsurfacing Project in Spring 2024
Sales Tax	10,637.66	11,074.95	21,712.61	-116,525.00	138,237.61	
<b>Total Governmental Funds</b>	<b>-269,727.38</b>	<b>-6,252.75</b>	<b>-275,980.13</b>	<b>-694,096.00</b>	<b>418,115.87</b>	
<b>TOTAL</b>	<b>-152,645.04</b>	<b>-46,924.77</b>	<b>-199,569.81</b>	<b>-1,057,506.00</b>	<b>857,936.19</b>	

**City of Albion**  
**Balance Sheet Prev Month / Year Comparison**  
As of November 30, 2023

Item 13.

	Current		Previous Month		Previous Year		
	Nov 30, 23	Oct 31, 23	\$ Change	% Change	Nov 30, 22	\$ Change	% Change
<b>ASSETS</b>							
<b>Current Assets</b>							
<b>Checking/Savings</b>							
<b>Cash Transaction Accounts</b>							
10000 · NOW Acct - Boone Co	297,812.67	283,740.74	14,071.93	4.96%	375,463.90	-77,651.23	-20.68%
10005 · NOW Acct - Cornerstone	239,254.01	318,415.55	-79,161.54	-24.86%	158,850.29	80,403.72	50.62%
<b>Cash/CD Reserve Accounts</b>							
10007 · T-Bill General Fund Reserve	371,393.88	370,182.93	1,210.95	0.33%	556,659.01	-185,265.13	-33.28%
10018 · CD - General - BCB - 4/18/21	117,883.14	117,883.14	0.00	0.0%	116,059.23	1,823.91	1.57%
10025 · CD - General - CSB - 4/18/21	110,379.91	110,379.91	0.00	0.0%	109,254.29	1,125.62	1.03%
10026 · CD - General - CSB - 6/18/20	111,396.17	111,396.17	0.00	0.0%	111,007.13	389.04	0.35%
10040 · CD - General - BCB - 7/26/20 f	107,824.64	107,824.64	0.00	0.0%	107,180.60	644.04	0.6%
10041 · CD - General - BCB - 7/26/20 g	107,824.64	107,824.64	0.00	0.0%	107,180.60	644.04	0.6%
10042 · CD - General - BCB - 7/26/20 h	107,824.64	107,824.64	0.00	0.0%	107,180.60	644.04	0.6%
10043 · CD - General - BCB - 7/26/21 a	108,601.93	108,601.93	0.00	0.0%	107,899.44	702.49	0.65%
10044 · CD - General - BCB - 7/26/21 b	108,601.93	108,601.93	0.00	0.0%	107,899.44	702.49	0.65%
10045 · CD - General - BCB - 7/26/20 a	108,217.67	108,217.67	0.00	0.0%	107,037.03	1,180.64	1.1%
10046 · CD - General - BCB - 7/26/20 b	108,217.67	108,217.67	0.00	0.0%	107,037.03	1,180.64	1.1%
10047 · CD - General - BCB - 7/26/20 c	108,217.67	108,217.67	0.00	0.0%	107,037.03	1,180.64	1.1%
10048 · CD - General - BCB - 7/26/20 d	108,217.67	108,217.67	0.00	0.0%	107,037.03	1,180.64	1.1%
10049 · CD - General - BCB - 7/26/20 e	108,217.67	108,217.67	0.00	0.0%	107,037.03	1,180.64	1.1%
10050 · CD - CURRB DSR - BCB - 4/10/24	226,482.70	226,482.70	0.00	0.0%	220,315.37	6,167.33	2.8%
<b>Restricted Use Accounts</b>							
10008 · Pool Project Fund - CSB	122,774.55	122,634.44	140.11	0.11%	121,198.34	1,576.21	1.3%
10030 · T-Bill Mmkt - Econ. Dev.	31,470.82	31,368.21	102.61	0.33%	31,942.93	-472.11	-1.48%
10035 · Premier Cornerstone - Ec Dev	72,014.40	61,742.65	10,271.75	16.64%	71,288.49	725.91	1.02%
10036 · Housing Program Fund	129,209.89	128,788.59	421.30	0.33%	102,761.24	26,448.65	25.74%
10105 · Fire Department Sales Tax Fund	214,866.31	214,165.72	700.59	0.33%	207,086.50	7,779.81	3.76%
10130 · SuperNOW - Library Mem Fund	3,586.34	4,287.10	-700.76	-16.35%	13,549.78	-9,963.44	-73.53%
10132 · Library - TBill Memorial Account	159,683.89	159,163.23	520.66	0.33%	158,832.80	851.09	0.54%
<b>Cash on Hand</b>							
10200 · Cash on Hand - General	100.00	100.00	0.00	0.0%	100.00	0.00	0.0%
10210 · Cash on Hand - Pool	0.00	0.00	0.00	0.0%	0.00	0.00	0.0%
10250 · Cash on Hand - Water	135.00	135.00	0.00	0.0%	135.00	0.00	0.0%
<b>Custodial Cash Accounts</b>							
10300 · County Treas Cash - Street	12,060.96	12,060.96	0.00	0.0%	15,152.57	-3,091.61	-20.4%
10400 · County Treas Cash - Debt Svc	1,370.32	1,370.32	0.00	0.0%	1,788.09	-417.77	-23.36%
<b>Total Checking/Savings</b>	<b>3,303,641.09</b>	<b>3,356,063.49</b>	<b>-52,422.40</b>	<b>-1.56%</b>	<b>3,443,970.79</b>	<b>-140,329.70</b>	<b>-4.08%</b>

**City of Albion**  
**Balance Sheet Prev Month / Year Comparison**  
As of November 30, 2023

Item 13.

	Current		Previous Month		Previous Year		
	Nov 30, 23	Oct 31, 23	\$ Change	% Change	Nov 30, 22	\$ Change	% Change
<b>Accounts Receivable</b>							
1110 · Accounts receivable	22,144.12	23,235.83	-1,091.71	-4.7%	3,095.05	19,049.07	615.47%
<b>Total Accounts Receivable</b>	22,144.12	23,235.83	-1,091.71	-4.7%	3,095.05	19,049.07	615.47%
<b>Other Current Assets</b>							
12000 · Accounts Receivable - Water	63,153.92	63,153.92	0.00	0.0%	69,116.88	-5,962.96	-8.63%
12010 · Accounts Receivable - Sewer	76,958.34	76,958.34	0.00	0.0%	73,184.04	3,774.30	5.16%
12020 · Accounts Receivable - Solid Was	207.06	207.06	0.00	0.0%	-146.83	353.89	241.02%
12040 · A/R Offset - General	-11,106.62	-11,106.62	0.00	0.0%	-2,078.24	-9,028.38	-434.42%
12042 · A/R Offset - Street	-60.00	-60.00	0.00	0.0%	0.00	-60.00	
12100 · Unbilled Revenue - Water	15,898.00	15,898.00	0.00	0.0%	17,347.00	-1,449.00	-8.35%
12110 · Unbilled Revenue - Sewer	19,208.00	19,208.00	0.00	0.0%	18,341.00	867.00	4.73%
12150 · Accrued Interest Recv. - Water	1,407.68	1,407.68	0.00	0.0%	414.28	993.40	239.79%
12160 · Accrued Interest Recv. - Sewer	3,482.25	3,482.25	0.00	0.0%	3,042.33	439.92	14.46%
12170 · Accrued Interest Recv. - Solid	200.85	200.85	0.00	0.0%	69.27	131.58	189.95%
12200 · Inventory - Water	81,437.29	81,437.29	0.00	0.0%	65,763.59	15,673.70	23.83%
12300 · Prepaid Insurance - Water	2,189.19	2,189.19	0.00	0.0%	0.00	2,189.19	100.0%
12310 · PREPAID INSURANCE - SEWER	3,431.26	3,431.26	0.00	0.0%	0.00	3,431.26	100.0%
12320 · PREPAID INSURANCE - SOLID WASTE	652.16	652.16	0.00	0.0%	0.00	652.16	100.0%
1299 · Undeposited Funds	472.50	0.00	472.50	100.0%	2,266.17	-1,793.67	-79.15%
<b>Total Other Current Assets</b>	<b>257,531.88</b>	<b>257,059.38</b>	<b>472.50</b>	<b>0.18%</b>	<b>247,319.49</b>	<b>10,212.39</b>	<b>4.13%</b>
<b>Total Current Assets</b>	<b>3,583,317.09</b>	<b>3,636,358.70</b>	<b>-53,041.61</b>	<b>-1.46%</b>	<b>3,694,385.33</b>	<b>-111,068.24</b>	<b>-3.01%</b>
<b>Fixed Assets</b>							
15000 · Land - Water	34,020.00	34,020.00	0.00	0.0%	34,020.00	0.00	0.0%
15020 · Distribution System - Water	2,025,726.16	2,025,726.16	0.00	0.0%	2,025,726.16	0.00	0.0%
15030 · Buildings - Water	24,966.61	24,966.61	0.00	0.0%	24,966.61	0.00	0.0%
15040 · Equipment - Water	430,366.21	430,366.21	0.00	0.0%	421,577.21	8,789.00	2.09%
15050 · Accum Depr - Water	-1,142,131.50	-1,142,131.50	0.00	0.0%	-1,041,120.23	-101,011.27	-9.7%
15100 · Land - Sewer	369,439.25	369,439.25	0.00	0.0%	369,439.25	0.00	0.0%
15120 · Distribution System - Sewer	258,253.10	258,253.10	0.00	0.0%	258,253.10	0.00	0.0%
15130 · Buildings - Sewer	4,150,169.53	4,150,169.53	0.00	0.0%	4,150,169.53	0.00	0.0%
15140 · Equipment - Sewer	126,071.40	126,071.40	0.00	0.0%	126,071.40	0.00	0.0%
15150 · Accum Depr - Sewer	-2,073,698.68	-2,073,698.68	0.00	0.0%	-1,905,880.33	-167,818.35	-8.81%
15230 · Buildings - Solid Waste	1,011.06	1,011.06	0.00	0.0%	1,011.06	0.00	0.0%
15240 · Equipment - Solid Waste	3,950.67	3,950.67	0.00	0.0%	3,950.67	0.00	0.0%
15250 · Accum Depr - Solid Waste	-2,657.16	-2,657.16	0.00	0.0%	-1,867.03	-790.13	-42.32%
15300 · Fixed Assets - General	137,256.66	137,256.66	0.00	0.0%	114,317.94	22,938.72	20.07%
15310 · Fixed Assets - Park	638,023.86	638,023.86	0.00	0.0%	646,442.68	-8,418.82	-1.3%
15320 · Fixed Assets - Police	37,025.28	37,025.28	0.00	0.0%	47,464.99	-10,439.71	-22.0%
15330 · Fixed Assets - Fire	1,099,467.03	1,099,467.03	0.00	0.0%	1,264,562.29	-165,095.26	-13.06%
15340 · Fixed Assets - Library	121,303.74	121,303.74	0.00	0.0%	115,271.86	6,031.88	5.23%
15350 · Fixed Assets - Pool	2,582,842.10	2,582,842.10	0.00	0.0%	2,737,929.11	-155,087.01	-5.66%
15360 · Fixed Assets - Streets	3,124,241.37	3,124,241.37	0.00	0.0%	3,240,624.70	-116,383.33	-3.59%
<b>Total Fixed Assets</b>	<b>11,945,646.69</b>	<b>11,945,646.69</b>	<b>0.00</b>	<b>0.0%</b>	<b>12,632,930.97</b>	<b>-687,284.28</b>	<b>-5.44%</b>
<b>TOTAL ASSETS</b>	<b>15,528,963.78</b>	<b>15,582,005.39</b>	<b>-53,041.61</b>	<b>-0.34%</b>	<b>16,327,316.30</b>	<b>-798,352.52</b>	<b>-4.89%</b>

**City of Albion**  
**Balance Sheet Prev Month / Year Comparison**  
As of November 30, 2023

Item 13.

	Current		Previous Month		Previous Year		
	Nov 30, 23	Oct 31, 23	\$ Change	% Change	Nov 30, 22	\$ Change	% Change
<b>LIABILITIES &amp; EQUITY</b>							
<b>Liabilities</b>							
<b>Current Liabilities</b>							
<b>Accounts Payable</b>							
2010 · Accounts payable	-286.69	-166.73	-119.96	-71.95%	-166.73	-119.96	-71.95%
<b>Total Accounts Payable</b>	<b>-286.69</b>	<b>-166.73</b>	<b>-119.96</b>	<b>-71.95%</b>	<b>-166.73</b>	<b>-119.96</b>	<b>-71.95%</b>
<b>Other Current Liabilities</b>							
A/P OFFSET	166.73	166.73	0.00	0.0%	166.73	0.00	0.0%
19999 · A/P Offset - Street	21.17	21.17	0.00	0.0%	0.00	21.17	100.0%
20000 · Accounts Payable - Water	15,650.59	15,650.59	0.00	0.0%	32,620.19	-16,969.60	-52.02%
20010 · Accounts Payable - Sewer	3,374.09	3,374.09	0.00	0.0%	42,474.00	-39,099.91	-92.06%
20020 · Accounts Payable - Solid Waste	15,702.50	15,702.50	0.00	0.0%	29,579.74	-13,877.24	-46.92%
20100 · Accrued Payroll - Water	1,455.10	1,455.10	0.00	0.0%	1,285.30	169.80	13.21%
20110 · Accrued Payroll - Sewer	1,314.65	1,314.65	0.00	0.0%	1,151.14	163.51	14.2%
20120 · Accrued Payroll - Solid Waste	307.43	307.43	0.00	0.0%	277.80	29.63	10.67%
20200 · Accrued Vacation - Water	5,821.04	5,821.04	0.00	0.0%	4,713.27	1,107.77	23.5%
20210 · Accrued Vacation - Sewer	5,243.16	5,243.16	0.00	0.0%	3,226.63	2,016.53	62.5%
20220 · Accrued Vacation - Solid Waste	1,937.91	1,937.91	0.00	0.0%	1,509.47	428.44	28.38%
20400 · Payroll Tax W/H - Water	167.61	167.61	0.00	0.0%	123.06	44.55	36.2%
20410 · Payroll Tax W/H - Sewer	154.20	154.20	0.00	0.0%	113.97	40.23	35.3%
20420 · Payroll Tax W/H - Solid Waste	26.18	26.18	0.00	0.0%	20.80	5.38	25.87%
20600 · Customer Deposits - Water	42,093.00	42,343.00	-250.00	-0.59%	38,567.00	3,526.00	9.14%
20700 · Accrued Interest Payable	2,675.99	2,675.99	0.00	0.0%	2,831.32	-155.33	-5.49%
20710 · Accrued Interest Payable -Sewer	11,596.67	11,596.67	0.00	0.0%	12,566.46	-969.79	-7.72%
20800 · HEALTH INSURANCE LIABILITY	1,574.20	3,148.57	-1,574.37	-50.0%	-2,395.37	3,969.57	165.72%
20801 · HSA Liabilities	-769.20	-384.60	-384.60	-100.0%	-400.00	-369.20	-92.3%
2100 · Payroll Liabilities	-2,437.88	-2,451.01	13.13	0.54%	2,851.69	-5,289.57	-185.49%
<b>2140 · Accrued sales taxes</b>							
20500 · Sales Tax Payable - Water	276.72	781.90	-505.18	-64.61%	24.63	252.09	1,023.51%
20510 · Sales Tax Payable - Sewer	580.81	4,296.32	-3,715.51	-86.48%	423.52	157.29	37.14%
54007 · Sales Tax Collected	-497.79	-385.13	-112.66	-29.25%	-299.08	-198.71	-66.44%
2140 · Accrued sales taxes - Other	-19.85	-66.37	46.52	70.09%	122.50	-142.35	-116.2%
<b>Total 2140 · Accrued sales taxes</b>	<b>339.89</b>	<b>4,626.72</b>	<b>-4,286.83</b>	<b>-92.65%</b>	<b>271.57</b>	<b>68.32</b>	<b>25.16%</b>
2141 · Lodging Tax	324.99	299.79	25.20	8.41%	279.79	45.20	16.16%
53005-1 · Dog License - State Fee	8.54	2.44	6.10	250.0%	13.42	-4.88	-36.36%
53005-2 · Dog License - City Fee	0.24	0.09	0.15	166.67%	0.30	-0.06	-20.0%
53050 · KENO PROCEEDS - STATE SHARE	261.74	0.57	261.17	45,819.3%	335.54	-73.80	-21.99%
55555 · RETURNED CHECKS	-134.18	-327.35	193.17	59.01%	0.00	-134.18	-100.0%
<b>Total Other Current Liabilities</b>	<b>106,876.36</b>	<b>112,873.24</b>	<b>-5,996.88</b>	<b>-5.31%</b>	<b>172,183.82</b>	<b>-65,307.46</b>	<b>-37.93%</b>
<b>Total Current Liabilities</b>	<b>106,589.67</b>	<b>112,706.51</b>	<b>-6,116.84</b>	<b>-5.43%</b>	<b>172,017.09</b>	<b>-65,427.42</b>	<b>-38.04%</b>
<b>Long Term Liabilities</b>							
25030 · N/P - DEQ - Well 4 Project	164,972.28	164,972.28	0.00	0.0%	176,403.29	-11,431.01	-6.48%
25033 · Bonds - Water Well 2019	391,690.97	391,690.97	0.00	0.0%	411,954.87	-20,263.90	-4.92%
25042 · BONDS - Swimming Pool	1,630,000.00	1,630,000.00	0.00	0.0%	1,805,000.00	-175,000.00	-9.7%
25044 · Bonds - 2018 GO VP - Fairview Street	985,000.00	985,000.00	0.00	0.0%	1,065,000.00	-80,000.00	-7.51%
25045 · Bonds - 2019 CURRB, WWTF Project	1,605,000.00	1,605,000.00	0.00	0.0%	1,780,000.00	-175,000.00	-9.83%
<b>Total Long Term Liabilities</b>	<b>4,776,663.25</b>	<b>4,776,663.25</b>	<b>0.00</b>	<b>0.0%</b>	<b>5,238,358.16</b>	<b>-461,694.91</b>	<b>-8.81%</b>
<b>Total Liabilities</b>	<b>4,883,252.92</b>	<b>4,889,369.76</b>	<b>-6,116.84</b>	<b>-0.13%</b>	<b>5,410,375.25</b>	<b>-527,122.33</b>	<b>-9.74%</b>

\*Balances Unaudited



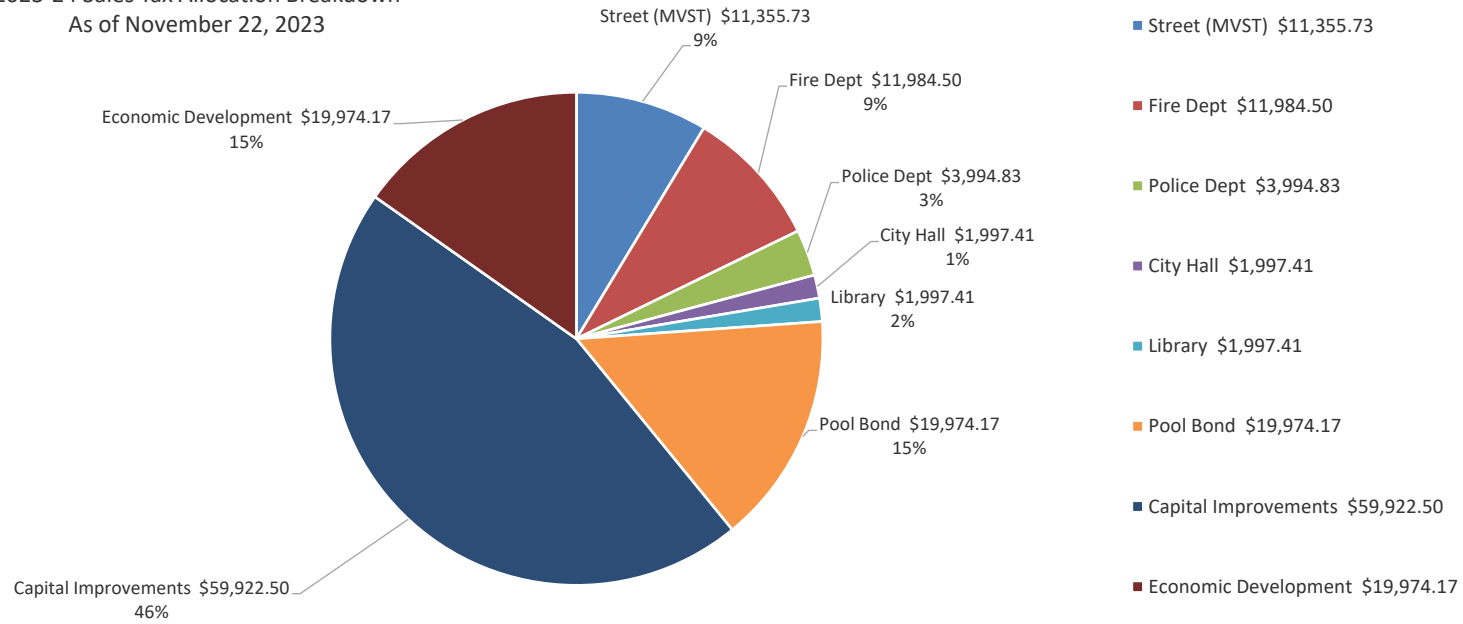
**City of Albion**  
**Balance Sheet Prev Month / Year Comparison**  
As of November 30, 2023

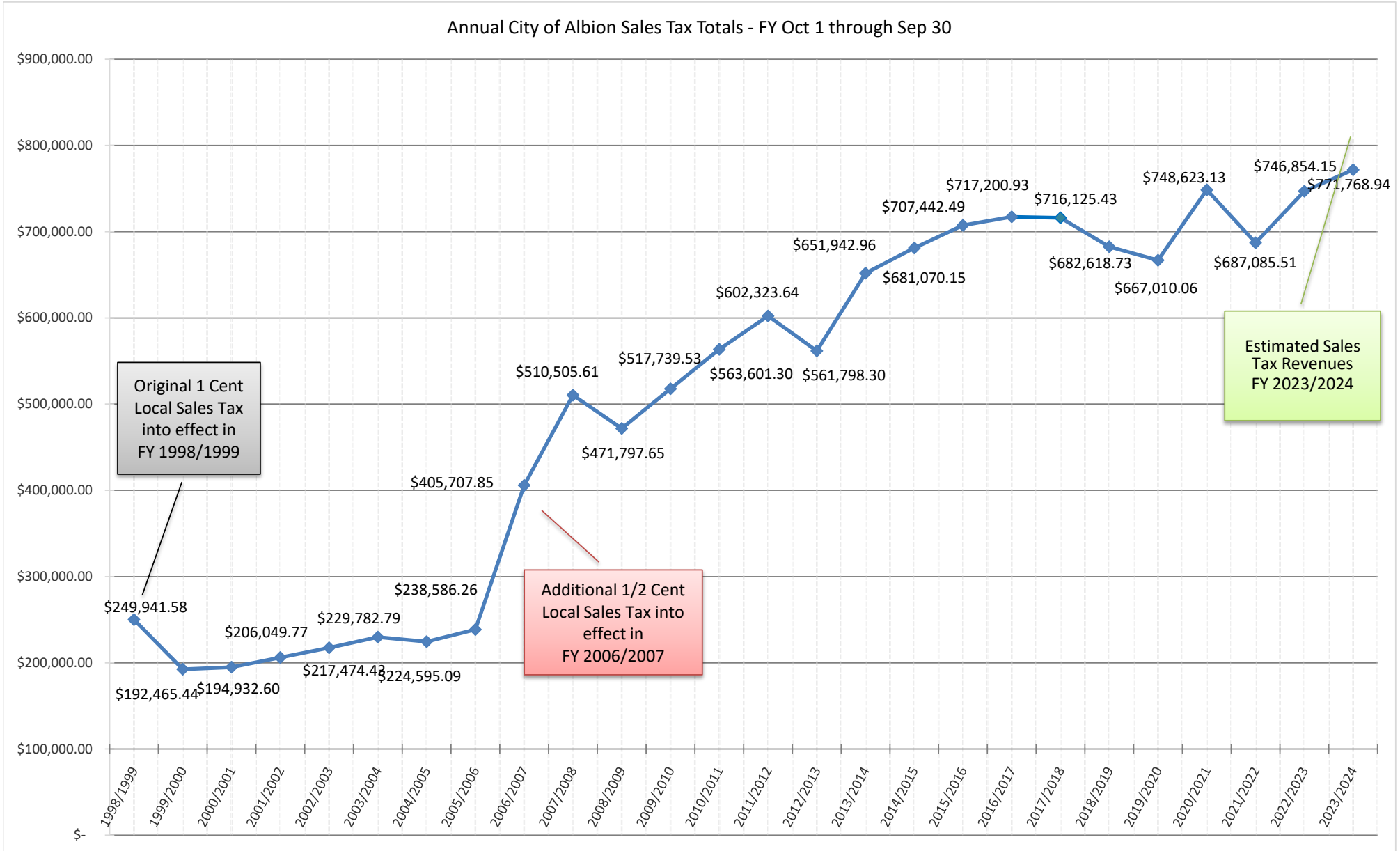
Item 13.

	Current		Previous Month		Previous Year		
	Nov 30, 23	Oct 31, 23	\$ Change	% Change	Nov 30, 22	\$ Change	% Change
<b>Equity</b>							
Fund Balance	4,870,160.04	4,870,160.04	0.00	0.0%	5,041,613.57	-171,453.53	-3.4%
Fund Balance - Airport	5,565.58	5,565.58	0.00	0.0%	5,565.58	0.00	0.0%
Fund Balance - CDBG	-1,231.53	-1,231.53	0.00	0.0%	-1,231.53	0.00	0.0%
Fund Balance - Debt Service	209,606.92	209,606.92	0.00	0.0%	200,175.74	9,431.18	4.71%
Fund Balance - Economic Development	126,221.57	126,221.57	0.00	0.0%	101,935.08	24,286.49	23.83%
Fund Balance - Fire	144,739.01	144,739.01	0.00	0.0%	130,386.56	14,352.45	11.01%
Fund Balance - General	460,697.73	460,697.73	0.00	0.0%	524,465.89	-63,768.16	-12.16%
Fund Balance - Housing Rehab	-1,128.60	-1,128.60	0.00	0.0%	-1,128.60	0.00	0.0%
Fund Balance - Keno	2,876.40	2,876.40	0.00	0.0%	2,753.36	123.04	4.47%
Fund Balance - Library	-20,290.12	-20,290.12	0.00	0.0%	-4,735.05	-15,555.07	-328.51%
Fund Balance - Park	246,978.78	246,978.78	0.00	0.0%	496,478.94	-249,500.16	-50.25%
Fund Balance - Police	-85,139.67	-85,139.67	0.00	0.0%	-123,091.70	37,952.03	30.83%
Fund Balance - Pool	311,538.93	311,538.93	0.00	0.0%	349,735.22	-38,196.29	-10.92%
Fund Balance - Sales Tax	141,541.34	141,541.34	0.00	0.0%	287,348.91	-145,807.57	-50.74%
Fund Balance - Sewer	1,553,291.87	1,553,291.87	0.00	0.0%	1,525,294.57	27,997.30	1.84%
Fund Balance - Solid Waste	68,782.66	68,782.66	0.00	0.0%	78,709.67	-9,927.01	-12.61%
Fund Balance - Street	860,491.87	860,491.87	0.00	0.0%	626,815.34	233,676.53	37.28%
Fund Balance - Water	1,446,417.98	1,446,417.98	0.00	0.0%	1,535,496.80	-89,078.82	-5.8%
<b>Department and General Fund Equity Balances</b>	<b>10,341,120.76</b>	<b>10,341,120.76</b>	<b>0.00</b>	<b>0.0%</b>	<b>10,776,588.35</b>	<b>-435,467.59</b>	<b>-4.04%</b>
<b>Sinking Fund Balances</b>							
13005 - Fire Dept Sinking Fund	10,136.98	10,136.98	0.00	0.0%	10,136.98	0.00	0.0%
13010 - Street Equipment Sinking Fund	26,236.62	26,236.62	0.00	0.0%	26,169.62	67.00	0.26%
13017 - Sewer Dept Equip Sinking	10,000.00	10,000.00	0.00	0.0%	10,000.00	0.00	0.0%
13018 - Sewer and Waste Water Improvmt	183,030.97	183,030.97	0.00	0.0%	183,030.97	0.00	0.0%
13019 - Water Tower Maintenance Sinking	53,057.00	53,057.00	0.00	0.0%	44,238.00	8,819.00	19.94%
13020 - New Pool Sinking Fund	72,217.16	72,217.16	0.00	0.0%	96,362.16	-24,145.00	-25.06%
13021 - Police Dept - Equipment Sinking	20,591.00	20,591.00	0.00	0.0%	20,591.00	0.00	0.0%
13022 - Library Equipment Sinking	117,227.45	117,227.45	0.00	0.0%	130,987.45	-13,760.00	-10.51%
13023 - City Hall Sinking Fund	11,583.65	11,583.65	0.00	0.0%	11,583.65	0.00	0.0%
3010 - Unrestrict (retained earnings)	79.08	79.08	0.00	0.0%	-366.95	446.03	121.55%
Net Income	-199,569.81	-152,645.04	-46,924.77	-30.74%	-392,380.18	192,810.37	49.14%
<b>Total Equity</b>	<b>10,645,710.86</b>	<b>10,692,635.63</b>	<b>-46,924.77</b>	<b>-0.44%</b>	<b>10,916,941.05</b>	<b>-271,230.19</b>	<b>-2.48%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>15,528,963.78</b>	<b>15,582,005.39</b>	<b>-53,041.61</b>	<b>-0.34%</b>	<b>16,327,316.30</b>	<b>-798,352.52</b>	<b>-4.89%</b>

	Total Sales Tax	Motor Vehicle Sales Tax to Streets (LB904)	Refunds to Taxpayers (State Incentives)	MVST	1/2 Cent Allocation Breakdown - per 2016 Election					1 Cent Allocation Breakdown - per 2018 Election			Month Received
				Street	Fire Dept	Police Dept	City Hall	Library	Pool Bond	Capital Improvements	Economic Development	Total Settlement	
2023/2024				ALL MVST	\$0.0015	\$0.0005	\$0.00025	\$0.00025	\$0.0025	\$0.0075	\$0.0025	\$0.015	
AUG	\$ 67,269.10	\$ 8,727.42	\$ -	\$ 8,727.42	\$ 5,854.17	\$ 1,951.39	\$ 975.69	\$ 975.69	\$ 9,756.95	\$ 29,270.84	\$ 9,756.95	\$ 67,269.10	OCT
SEPT	\$ 63,931.62	\$ 2,628.31	\$ -	\$ 2,628.31	\$ 6,130.33	\$ 2,043.44	\$ 1,021.72	\$ 1,021.72	\$ 10,217.22	\$ 30,651.66	\$ 10,217.22	\$ 63,931.62	NOV
OCT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	DEC
NOV			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	JAN
DEC			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	FEB
JAN			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	MAR
FEB			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	APR
MAR			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	MAY
APR			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	JUNE
MAY			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	JULY
JUNE			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	AUG
JULY			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	SEPT
				Street (MVST)	Fire Dept	Police Dept	City Hall	Library	Pool Bond	Capital Improvements	Economic Development	Total	
<b>YTD Total</b>	<b>\$ 131,200.72</b>	<b>\$ 11,355.73</b>	<b>\$ -</b>	<b>\$ 11,355.73</b>	<b>\$ 11,984.50</b>	<b>\$ 3,994.83</b>	<b>\$ 1,997.41</b>	<b>\$ 1,997.41</b>	<b>\$ 19,974.17</b>	<b>\$ 59,922.50</b>	<b>\$ 19,974.17</b>	<b>\$ 131,200.72</b>	

2023-24 Sales Tax Allocation Breakdown  
As of November 22, 2023





**CITY SALES TAX**

<b>Month / Fiscal Year</b>	<b>1998/1999</b>	<b>1999/2000</b>	<b>2000/2001</b>	<b>2001/2002</b>	<b>2002/2003</b>
<b>JULY</b>	\$ 13,108.97				
<b>AUG</b>	\$ 16,670.53	\$ 16,442.42	\$ 16,609.36	\$ 15,652.73	\$ 17,650.31
<b>SEPT</b>	\$ 16,443.31	\$ 16,834.21	\$ 14,298.52	\$ 16,000.31	\$ 18,958.94
<b>OCT</b>	\$ 14,882.92	\$ 16,600.55	\$ 14,724.90	\$ 18,658.03	\$ 18,326.56
<b>NOV</b>	\$ 13,771.34	\$ 15,874.77	\$ 15,183.73	\$ 16,302.42	\$ 17,218.99
<b>DEC</b>	\$ 18,637.46	\$ 20,634.90	\$ 19,310.35	\$ 21,610.02	\$ 21,823.14
<b>JAN</b>	\$ 14,155.37	\$ 12,431.14	\$ 13,629.59	\$ 16,031.65	\$ 18,426.71
<b>FEB</b>	\$ 12,606.99	\$ 13,882.39	\$ 14,030.50	\$ 13,905.88	\$ 15,269.48
<b>MAR</b>	\$ 15,818.90	\$ 17,321.41	\$ 16,377.39	\$ 18,719.84	\$ 19,366.36
<b>APR</b>	\$ 16,903.24	\$ 13,323.82	\$ 18,397.35	\$ 14,464.42	\$ 17,309.45
<b>MAY</b>	\$ 15,082.24	\$ 15,614.24	\$ 16,976.13	\$ 16,467.08	\$ 18,588.49
<b>JUNE</b>	\$ 20,098.72	\$ 17,904.96	\$ 18,010.97	\$ 18,080.81	\$ 20,524.62
<b>JULY</b>	\$ 61,761.59	\$ 15,600.63	\$ 17,383.81	\$ 20,156.58	\$ 14,011.38
<b>Annual Totals</b>	\$ 249,941.58	\$ 192,465.44	\$ 194,932.60	\$ 206,049.77	\$ 217,474.43

% column indicates the percentage of growth/decline over same period in the previous year

**CITY SALES TAX**

Month / Fiscal Year	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011
<b>JULY</b>								
<b>AUG</b>	\$ 18,850.20	\$ 18,354.70	\$ 19,978.29	\$ 25,206.38	\$ 34,465.12	\$ 49,999.70	\$ 33,416.25	\$ 42,871.34
<b>SEPT</b>	\$ 19,227.50	\$ 18,997.69	\$ 18,320.53	\$ 23,064.50	\$ 40,780.22	\$ 46,904.47	\$ 51,258.08	\$ 62,178.91
<b>OCT</b>	\$ 18,479.41	\$ 18,204.20	\$ 16,830.86	\$ 27,910.78	\$ 35,850.96	\$ 43,671.87	\$ 35,635.70	\$ 46,699.35
<b>NOV</b>	\$ 16,910.65	\$ 17,852.74	\$ 18,481.57	\$ 32,714.36	\$ 33,706.06	\$ 30,120.69	\$ 37,124.81	\$ 47,833.81
<b>DEC</b>	\$ 24,558.71	\$ 26,711.90	\$ 25,447.88	\$ 45,656.08	\$ 42,740.16	\$ 53,127.13	\$ 59,946.87	\$ 55,815.37
<b>JAN</b>	\$ 17,934.15	\$ 16,071.55	\$ 18,369.62	\$ 37,444.10	\$ 43,537.98	\$ 31,689.28	\$ 38,762.95	\$ 45,717.44
<b>FEB</b>	\$ 15,919.31	\$ 15,387.59	\$ 16,676.43	\$ 33,497.11	\$ 35,651.78	\$ 29,206.87	\$ 34,922.99	\$ 35,535.76
<b>MAR</b>	\$ 19,012.73	\$ 17,866.57	\$ 19,089.20	\$ 37,078.50	\$ 53,262.99	\$ 35,996.74	\$ 44,394.96	\$ 44,602.56
<b>APR</b>	\$ 20,311.76	\$ 18,564.76	\$ 19,950.18	\$ 31,337.57	\$ 49,830.19	\$ 35,651.11	\$ 45,065.11	\$ 44,183.75
<b>MAY</b>	\$ 18,053.98	\$ 18,852.81	\$ 23,093.27	\$ 41,256.20	\$ 36,371.67	\$ 31,987.49	\$ 41,823.95	\$ 45,787.62
<b>JUNE</b>	\$ 21,338.66	\$ 18,845.44	\$ 23,137.59	\$ 35,360.86	\$ 44,305.14	\$ 43,421.38	\$ 47,745.37	\$ 47,914.63
<b>JULY</b>	\$ 19,185.73	\$ 18,885.14	\$ 19,210.84	\$ 35,181.41	\$ 60,003.34	\$ 40,020.92	\$ 47,642.49	\$ 44,460.76
<b>Annual Totals</b>	\$ 229,782.79	\$ 224,595.09	\$ 238,586.26	\$ 405,707.85	\$ 510,505.61	\$ 471,797.65	\$ 517,739.53	\$ 563,601.30

% column indicates the percentage of growth/decline over same period in the previous year

**CITY SALES TAX**

Month / Fiscal Year	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
JULY							
AUG	\$ 48,917.92	\$ 42,466.87	\$ 46,864.18	\$ 60,463.17	\$ 56,241.45	\$ 65,760.21	\$ 61,293.39
SEPT	\$ 43,182.62	\$ 47,583.25	\$ 53,964.91	\$ 54,052.75	\$ 64,983.21	\$ 58,829.71	\$ 59,484.22
OCT	\$ 44,407.78	\$ 40,416.46	\$ 49,875.52	\$ 57,543.64	\$ 55,658.43	\$ 56,993.16	\$ 59,818.82
NOV	\$ 60,904.38	\$ 37,958.57	\$ 54,442.80	\$ 55,510.02	\$ 55,813.91	\$ 53,103.45	\$ 61,092.99
DEC	\$ 61,724.40	\$ 49,002.96	\$ 66,289.24	\$ 68,139.10	\$ 69,719.04	\$ 67,127.66	\$ 69,916.58
JAN	\$ 51,590.07	\$ 42,876.94	\$ 46,007.27	\$ 54,950.70	\$ 57,975.74	\$ 54,429.72	\$ 52,455.18
FEB	\$ 48,039.95	\$ 42,322.57	\$ 50,579.15	\$ 42,876.37	\$ 48,361.67	\$ <b>56,369.21</b>	\$ 50,601.83
MAR	\$ 55,334.08	\$ 50,172.58	\$ 50,345.04	\$ <b>63,504.01</b>	\$ 62,135.89	\$ 49,997.58	\$ 55,072.94
APR	\$ 46,992.21	\$ 46,604.30	\$ <b>57,135.28</b>	\$ 54,526.18	\$ 56,556.84	\$ <b>69,303.54</b>	\$ 58,107.12
MAY	\$ 50,154.46	\$ 52,631.74	\$ 55,345.23	\$ 52,693.92	\$ 60,737.07	\$ 63,185.20	\$ 58,413.87
JUNE	\$ 51,354.31	\$ 56,515.13	\$ 61,889.14	\$ 58,399.96	\$ 60,652.92	\$ 62,079.12	\$ 70,459.67
JULY	\$ 39,721.46	\$ 53,246.93	\$ 59,205.20	\$ 58,410.33	\$ 58,606.32	\$ 60,022.37	\$ 59,408.82
Annual Totals	\$ 602,323.64	\$ 561,798.30	\$ 651,942.96	\$ 681,070.15	\$ 707,442.49	\$ 717,200.93	\$ 716,125.43

% column indicates the percentage of growth/decline over same period in the previous year

**CITY SALES TAX**

Month / Fiscal Year	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	%
JULY							
AUG	\$ 60,373.59	\$ 59,591.99	\$ 54,509.48	\$ 64,702.83	<b>\$ 68,870.76</b>	\$ 67,269.10	-2.5%
SEPT	\$ 55,027.57	\$ 53,009.40	\$ 59,304.68	<b>\$ 70,310.80</b>	\$ 68,023.77	\$ 63,931.62	-5.8%
OCT	\$ 55,217.47	\$ 57,187.61	<b>\$ 65,327.80</b>	\$ 53,435.62	\$ 58,669.07		
NOV	\$ 59,300.13	\$ 53,575.54	\$ 50,353.10	\$ 48,497.47	<b>\$ 62,512.20</b>		
DEC	\$ 57,809.78	<b>\$ 73,290.60</b>	\$ 61,861.46	\$ 66,767.87	\$ 64,307.39		
JAN	\$ 53,255.88	\$ 47,695.44	<b>\$ 71,577.64</b>	\$ 46,098.54	\$ 63,080.82		
FEB	\$ 47,821.03	\$ 53,323.80	\$ 39,087.45	\$ 49,087.97	\$ 52,279.12		
MAR	\$ 54,812.16	\$ 52,103.29	\$ 75,201.52	\$ 49,633.73	\$ 60,331.14		
APR	\$ 53,143.56	\$ 45,694.24	\$ 68,904.35	\$ 59,807.16	\$ 54,930.88		
MAY	<b>\$ 70,876.04</b>	\$ 43,510.01	\$ 64,020.41	\$ 55,474.16	\$ 64,210.18		
JUNE	\$ 56,297.29	\$ 66,266.55	<b>\$ 73,269.83</b>	\$ 57,061.36	\$ 65,252.11		
JULY	\$ 58,684.23	\$ 61,761.59	\$ 65,205.41	<b>\$ 66,208.00</b>	\$ 64,386.71		
Annual Totals	\$ 682,618.73	\$ 667,010.06	\$ 748,623.13	\$ 687,085.51	\$ 746,854.15	\$ 131,200.72	
						<b>2023/2024 YTD</b>	<b>-4.2%</b>

% column indicates the percentage of growth/decline over same period in the previous year



# AGENDA MEMO

**MEETING NAME:** Albion City Council Meeting

**DATE:** December 12, 2023

**ITEM NAME:** **CONSIDER BILLS FOR APPROVAL**

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

**PRESENTER(S):**

Administrator Devine/Deputy Clerk Ketteler

**BACKGROUND INFORMATION:**

Enclosed for affirmation and approval

**DISCUSSION:**

**MOTION:** To approve bills report for payment and affirm all paid claims as presented, except for bills submitted by Speed Services.

**BY:**

**2ND:**

**ROLL CALL:** Porter \_\_\_\_\_ Tisthammer \_\_\_\_\_ Dailey \_\_\_\_\_ Johnson \_\_\_\_\_

**MOTION:** To approve bills submitted by Speed Services for payment.

**BY:**

**2ND:**

**ROLL CALL:** Dailey \_\_\_\_\_ Tisthammer \_\_\_\_\_ Johnson \_\_\_\_\_ Porter \_\_\_\_\_

**SUMMARY OF DECISION:**



11:00 AM

12/08/23

Accrual Basis

**City of Albion  
Bills Report  
December 12, 2023**

Item 14.

Type	Date	Num	Name	Memo	Account	Amount
<b>Enterprise Funds</b>						
<b>Sewer</b>						
Bill	12/12/2023		Albion Thriftyway	Ticket #2226, Coffee	60001 · Office supplies	-8.50
Bill	12/12/2023	Inv.# 204505	Applied Connective Technologies	SECURITY MANAGED SERVICES	62001 · Telephone/Internet	-35.70
Bill	12/12/2023	Inv.# 204210	Applied Connective Technologies	HIGH SPEED INTERNET SERVICE	62001 · Telephone/Internet	-64.05
Bill	12/12/2023	Inv.# 204813	Applied Connective Technologies	City Wide Surveillance-Phase 2	80000 · Capital Outlay	-2,492.89
Bill	12/12/2023	Inv.# 79NV03...	Arnold Motor Sply	Taigate Handle Bezel	61003 · Equipment Maintenance	-9.25
Bill	12/12/2023	Inv.# 79NV03...	Arnold Motor Sply	Taigate Handle	61003 · Equipment Maintenance	-23.66
Bill	12/12/2023		Bomgaars Supply Inc.	Inv.# 29858254 - Heat Lamp Bulbs	61000 · Building Maintenance	-20.76
Bill	12/12/2023		Bomgaars Supply Inc.	Inv.# 29860570 - Cable Ties	60002 · Shop Supplies	-11.99
Bill	12/12/2023		Cedar Valley Lumber	Inv. # 2311-157237 - 1lb Wood Screws	60002 · Shop Supplies	-66.25
Bill	12/12/2023		Frontier	private data line - Acc't 402-196-0497-040804-2	62001 · Telephone/Internet	-10.64
Bill	12/12/2023		Frontier	ACCT#402-395-9910-022513-2	62001 · Telephone/Internet	-91.40
Bill	12/12/2023	Inv.# 5174579	Jackson Services	Uniforms + Good Life Garment Plan-Morearty	70506 · Uniforms	-2.59
Bill	12/12/2023	Inv.# 5174579	Jackson Services	Uniforms + Good Life Garment Plan-Myers	70506 · Uniforms	-1.66
Bill	12/12/2023	Inv.# 5174579	Jackson Services	Uniforms + Good Life Garment Plan-Zoubek	70506 · Uniforms	-5.17
Bill	12/12/2023	Inv.# 5178973	Jackson Services	Uniforms + Good Life Garment Plan-Morearty	70506 · Uniforms	-2.59
Bill	12/12/2023	Inv.# 5178973	Jackson Services	Uniforms + Good Life Garment Plan-Myers	70506 · Uniforms	-1.66
Bill	12/12/2023	Inv.# 5178973	Jackson Services	Uniforms + Good Life Garment Plan-Zoubek	70506 · Uniforms	-5.17
Bill	12/12/2023	Inv.# 5183449	Jackson Services	Uniforms + Good Life Garment Plan-Morearty	70506 · Uniforms	-2.59
Bill	12/12/2023	Inv.# 5183449	Jackson Services	Uniforms + Good Life Garment Plan-Myers	70506 · Uniforms	-1.66
Bill	12/12/2023	Inv.# 5183449	Jackson Services	Uniforms + Good Life Garment Plan-Zoubek	70506 · Uniforms	-5.17
Bill	12/12/2023	Inv.# 5188557	Jackson Services	Uniforms + Good Life Garment Plan-Morearty	70506 · Uniforms	-2.59
Bill	12/12/2023	Inv.# 5188557	Jackson Services	Uniforms + Good Life Garment Plan-Myers	70506 · Uniforms	-1.66
Bill	12/12/2023	Inv.# 5188557	Jackson Services	Uniforms + Good Life Garment Plan-Zoubek	70506 · Uniforms	-5.17
Bill	12/12/2023	Inv.# 5188557	Jackson Services	Shop Towels	60010 · Janitor Supply	-6.02
Bill	12/12/2023	Inv.#146097	JEO Consulting Group, Inc.	Albion Water Main & Sanitary Sewer Improvements	70503 · Engineering Fees	-3,500.00
Bill	12/12/2023	Inv.#	Kayton International Inc.	Lease Case IH Max 125 Tractor 11/1-11/30/23	60015 · Equipment Rent	-375.00
Bill	12/12/2023	Inv.# 72164	Loup Power District		62000 · Utilities	-1,662.93
Bill	12/12/2023	Inv.# 1162129	Midwest Laboratories	wastewater analysis	66016 · Lab Costs	-563.99
Bill	12/12/2023	Inv.# 143516	Stealth Broadband	High Speed Business Internet - 12/1/23-12/31/23	62001 · Telephone/Internet	-21.00
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 9509 - Def Fluid, Tractor 145.5 hrs.	61003 · Equipment Maintenance	-14.99
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 9509	60011 · Fuel	-179.00
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 6996	60011 · Fuel	-71.00
<b>Total Sewer</b>						-9,266.70
<b>Solid Waste</b>						
Bill	12/12/2023	Inv.# 204505	Applied Connective Technologies	SECURITY MANAGED SERVICES	62001 · Telephone/Internet	-9.52
Bill	12/12/2023	Inv.# 204210	Applied Connective Technologies	HIGH SPEED INTERNET SERVICE	62001 · Telephone/Internet	-12.80
Bill	12/12/2023		Bud's Sanitary Service	Nov. 2023	66009 · Landfill	-15,600.50
Bill	12/12/2023	Inv.# 143516	Stealth Broadband	High Speed Business Internet - 12/1/23-12/31/23	62001 · Telephone/Internet	-4.20
<b>Total Solid Waste</b>						-15,627.02

**City of Albion  
Bills Report  
December 12, 2023**

Type	Date	Num	Name	Memo	Account	Amount
<b>Water</b>						
Bill	12/12/2023	Inv# 0237317...	ACCO of NE	HFS-L, Liquid Chlorinating Solution-L, Carboy Reconditi...	60014 · Chemicals	-2,136.45
Bill	12/12/2023	Inv# 0237317...	ACCO of NE	Shipping of Chemicals	60007 · Freight	-95.00
Bill	12/12/2023	Inv.# 58352	Albion News/Boone County Tribune	Local Ad - Water Usage	66002 · Printing/Legal	-57.60
Bill	12/12/2023	Inv.# 58352	Albion News/Boone County Tribune	Local Ad - Water Usage	66002 · Printing/Legal	-57.60
Bill	12/12/2023		Albion Thriftyway	Ticket #2226, Coffee	60001 · Office supplies	-8.50
Bill	12/12/2023	Inv.# 204505	Applied Connective Technologies	SECURITY MANAGED SERVICES	62001 · Telephone/Internet	-35.70
Bill	12/12/2023	Inv.# 204210	Applied Connective Technologies	HIGH SPEED INTERNET SERVICE	62001 · Telephone/Internet	-64.05
Bill	12/12/2023	Inv.# 79NV03...	Arnold Motor Sply	1 gallon Dexcool	61003 · Equipment Maintenance	-18.84
Bill	12/12/2023		Black Hills Energy-4228220486	acc't #4228220486	62000 · Utilities	-39.94
Bill	12/12/2023		Black Hills Energy 5933884563	acc't #5933884563	62000 · Utilities	-87.02
Bill	12/12/2023		Bomgaars Supply Inc.	Inv.# 29848211 - Plier, T&G, Straight Jaw 12"	60021 · Tools and Equipment	-21.99
Bill	12/12/2023		Bomgaars Supply Inc.	Inv.# 29849133 - Female Swivel Brass Connector	60004 · Parts	-5.99
Bill	12/12/2023		Bomgaars Supply Inc.	Inv.# 29849307 - Reducing Bushing, Nipple	60004 · Parts	-6.58
Bill	12/12/2023		Bomgaars Supply Inc.	Inv.# 29849732 - Cleaners/Degreasers	60010 · Janitor Supply	-13.98
Bill	12/12/2023		Bomgaars Supply Inc.	Inv.# 29851644 - Drill Bit, Fasteners	60021 · Tools and Equipment	-13.13
Bill	12/12/2023		Bomgaars Supply Inc.	Inv.# 29855393 - Elbows, Couplings, Adapters, PVC/D...	60004 · Parts	-437.87
Bill	12/12/2023		Bomgaars Supply Inc.	Inv.# 29860869 - Pipe Nipples	60004 · Parts	-27.96
Bill	12/12/2023		Bomgaars Supply Inc.	Inv.# 29860881 - Pipe Nipples	60004 · Parts	-20.98
Bill	12/12/2023	Inv.# 15526-...	Carquest of Albion	Road-Matic Assembly, Quick Connectors, Heater Core ...	61003 · Equipment Maintenance	-329.88
Bill	12/12/2023	Inv.# 4122369	Eco Lab Pest Elimination	Pest Control	61000 · Building Maintenance	-33.78
Bill	12/12/2023		Fin Folk	5-Yr. Maintenance Inspection	61013 · Water Tower Mainten...	-2,600.00
Bill	12/12/2023		Frontier	395.1215	62001 · Telephone/Internet	-9.33
Bill	12/12/2023		Frontier	Acc't # 4023952446 022712 2	62001 · Telephone/Internet	-105.64
Bill	12/12/2023		Frontier	private data line - Acc't 402-196-0496-040804-2	62001 · Telephone/Internet	-10.64
Bill	12/12/2023	Inv.# 5174579	Jackson Services	Uniforms + Good Life Garment Plan-Morearty	70506 · Uniforms	-2.59
Bill	12/12/2023	Inv.# 5174579	Jackson Services	Uniforms + Good Life Garment Plan-Myers	70506 · Uniforms	-5.54
Bill	12/12/2023	Inv.# 5174579	Jackson Services	Uniforms + Good Life Garment Plan-Zoubek	70506 · Uniforms	-2.59
Bill	12/12/2023	Inv.# 5178973	Jackson Services	Uniforms + Good Life Garment Plan-Morearty	70506 · Uniforms	-2.59
Bill	12/12/2023	Inv.# 5178973	Jackson Services	Uniforms + Good Life Garment Plan-Myers	70506 · Uniforms	-5.54
Bill	12/12/2023	Inv.# 5178973	Jackson Services	Uniforms + Good Life Garment Plan-Zoubek	70506 · Uniforms	-2.59
Bill	12/12/2023	Inv.# 5183449	Jackson Services	Uniforms + Good Life Garment Plan-Morearty	70506 · Uniforms	-2.59
Bill	12/12/2023	Inv.# 5183449	Jackson Services	Uniforms + Good Life Garment Plan-Myers	70506 · Uniforms	-5.54
Bill	12/12/2023	Inv.# 5183449	Jackson Services	Uniforms + Good Life Garment Plan-Zoubek	70506 · Uniforms	-2.59
Bill	12/12/2023	Inv.# 5188557	Jackson Services	Uniforms + Good Life Garment Plan-Morearty	70506 · Uniforms	-2.59
Bill	12/12/2023	Inv.# 5188557	Jackson Services	Uniforms + Good Life Garment Plan-Myers	70506 · Uniforms	-5.54
Bill	12/12/2023	Inv.# 5188557	Jackson Services	Uniforms + Good Life Garment Plan-Zoubek	70506 · Uniforms	-2.59
Bill	12/12/2023	Inv.# 5188557	Jackson Services	Shop Towels	60010 · Janitor Supply	-6.02
Bill	12/12/2023	Inv.#146097	JEO Consulting Group, Inc.	Albion Water Main & Sanitary Sewer Improvements	70503 · Engineering Fees	-3,500.00
Bill	12/12/2023	Inv.# 72164	Loup Power District		62000 · Utilities	-985.97
Bill	12/12/2023	Inv.# 9042	NE Dept. of Environment and Energy	Loan# D311152 (Well 4)	80003 · PRINCIPAL PAYMENT	-5,801.38
Bill	12/12/2023	Inv.# 9042	NE Dept. of Environment and Energy	Loan# D311152 (Well 4)	80005 · INTEREST PAYMENT	-1,649.72
Bill	12/12/2023	Inv.# 9042	NE Dept. of Environment and Energy	Loan# D311152 (Well 4)	80006 · LOAN FEES	-824.86
Bill	12/12/2023	Inv.# 9042	NE Dept. of Environment and Energy	Loan# D311630 (Well 5)	80003 · PRINCIPAL PAYMENT	-10,246.08
Bill	12/12/2023	Inv.# 9042	NE Dept. of Environment and Energy	Loan# D311630 (Well 5)	80005 · INTEREST PAYMENT	-2,937.68
Bill	12/12/2023	Inv.# 9042	NE Dept. of Environment and Energy	Loan# D311630 (Well 5)	80006 · LOAN FEES	-979.23
Bill	12/12/2023	Inv.# 571395	NE Public Health Environmental Lab	Fluoride- special	66016 · Lab Costs	-18.00
Bill	12/12/2023	Inv.# 571395	NE Public Health Environmental Lab	EPA 524.2 (VOC'S)	66016 · Lab Costs	-237.00
Bill	12/12/2023	Inv.# 571395	NE Public Health Environmental Lab	EPA 547 (Glyphosate)	66016 · Lab Costs	-216.00

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Accrual Basis

City of Albion
Bills Report
December 12, 2023

Item 14.

Table with columns: Type, Date, Num, Name, Memo, Account, Amount. Rows include various bills for NE Public Health, One Call Concepts, Stealth Broadband, U.S. Bank, U.S. Cellular, Verizon-Fire, Total Water, Total Enterprise Funds, Governmental Funds, Economic Development, and General services.

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**City of Albion  
Bills Report  
December 12, 2023**

Item 14.

Type	Date	Num	Name	Memo	Account	Amount
Bill	12/12/2023	Inv.# 72164	Loup Power District		62000 · Utilities	-298.73
Bill	12/12/2023		Nebraska Municipal Clerk Institute	Ketteler - 2024 Clerk Academy; Columbus, NE	64001 · Travel/Training	-273.00
Bill	12/12/2023	Inv.# 24997	Northeast NE Development District	22-RWHF-001 October 2023 Services	60005 · CDBG Housing Exp	-170.00
Bill	12/12/2023	Inv.# 143516	Stealth Broadband	High Speed Business Internet - 12/1/23-12/31/23	62001 · Telephone/Internet	-15.40
Bill	12/12/2023		U. S. Bank	Amazon - Hard Drive for Admin Computer	61001 · Computer Maint	-37.78
Bill	12/12/2023		U.S. Cellular - Devine	Account # 854681732 - Devine	62001 · Telephone/Internet	-40.00
Bill	12/12/2023		Verizon-Ketteler	Acc't # 883728637-00001 - Ketteler	62001 · Telephone/Internet	-40.00
<b>Total General</b>						<b>-6,010.83</b>
<b>Park</b>						
Bill	12/12/2023	Inv.# 58352	Albion News/Boone County Tribune	Thank You Cards	66002 · Printing/Legal	-19.00
Bill	12/12/2023	Inv.# 58352	Albion News/Boone County Tribune	Thank You Cards	66002 · Printing/Legal	-19.00
Bill	12/12/2023	Inv.# 58352	Albion News/Boone County Tribune	Envelopes for Thank You Cards	66002 · Printing/Legal	-7.00
Bill	12/12/2023	Inv.# 204505	Applied Connective Technologies	SECURITY MANAGED SERVICES	62001 · Telephone/Internet	-40.46
Bill	12/12/2023	Inv.# 204210	Applied Connective Technologies	HIGH SPEED INTERNET SERVICE	62001 · Telephone/Internet	-77.00
Bill	12/12/2023	Inv.# 204813	Applied Connective Technologies	City Wide Surveillance-Phase 2	80000 · Capital Outlay	-6,232.21
Bill	12/12/2023		Loup Power District	Sports Complex - Final Bill	62000 · Utilities	-77.80
Bill	12/12/2023		Loup Power District	Sports Complex - Disconnect Fee	62000 · Utilities	-20.00
Bill	12/12/2023	Inv.# 72164	Loup Power District		62000 · Utilities	-780.79
Bill	12/12/2023	Inv.# 143516	Stealth Broadband	High Speed Business Internet - 12/1/23-12/31/23	62001 · Telephone/Internet	-25.20
<b>Total Park</b>						<b>-7,298.46</b>
<b>Pool</b>						
Bill	12/12/2023	Inv.# 204505	Applied Connective Technologies	SECURITY MANAGED SERVICES	62001 · Telephone/Internet	-11.90
Bill	12/12/2023	Inv.# 204210	Applied Connective Technologies	HIGH SPEED INTERNET SERVICE	62001 · Telephone/Internet	-21.35
Bill	12/12/2023	Inv.# 204813	Applied Connective Technologies	City Wide Surveillance-Phase 2	80000 · Capital Outlay	-3,739.33
Bill	12/12/2023	Inv.# 143516	Stealth Broadband	High Speed Business Internet - 12/1/23-12/31/23	62001 · Telephone/Internet	-7.00
Bill	12/12/2023	Inv.# 68728	Waterloo Tent & Tarp Company, Inc.	(4) Fiberlite Lifeguard Umbrella Top & Frame	61008 · Pool Maintenance	-1,704.11
<b>Total Pool</b>						<b>-5,483.69</b>
<b>Police</b>						
Bill	12/12/2023	Inv.# 761	Albion Car Wash	10/1/23-10/31/23	60012 · Car Wash	-13.00
Bill	12/12/2023	Inv.# 204505	Applied Connective Technologies	SECURITY MANAGED SERVICES	62001 · Telephone/Internet	-26.18
Bill	12/12/2023	Inv.# 204210	Applied Connective Technologies	HIGH SPEED INTERNET SERVICE	62001 · Telephone/Internet	-47.00
Bill	12/12/2023		Bomgaars Supply Inc.	Inv.# 29849958 - Seamless Pipe Nipples	61000 · Building Maintenance	-89.97
Bill	12/12/2023		Boone County Sheriff's Office	Sept, 2023 - 52 hrs. covered by BCSO	70505 · Consultants/Outside S...	-1,040.00
Bill	12/12/2023		Boone County Sheriff's Office	Oct, 2023 - 83 hrs. covered by BCSO	70505 · Consultants/Outside S...	-1,660.00
Bill	12/12/2023	Inv.#	DAS State ACCTG	Nov. 2023 User Fee- Radios on the State Radio System	61003 · Equipment Maintenance	-69.00
Bill	12/12/2023	Inv.# 4122369	Eco Lab Pest Elimination	Pest Control	61000 · Building Maintenance	-33.79
Bill	12/12/2023	Inv.# 026397...	Galls	Insulated Boots	70506 · Uniforms	-415.85
Bill	12/12/2023	Inv.# 145685	Kav Tire & Lube. Inc.	Oil change - Charger	61003 · Equipment Maintenance	-55.00
Bill	12/12/2023	Inv.# 72164	Loup Power District		62000 · Utilities	-59.92
Bill	12/12/2023	Inv.# 143516	Stealth Broadband	High Speed Business Internet - 12/1/23-12/31/23	62001 · Telephone/Internet	-15.40
Bill	12/12/2023	Inv.# 202311...	StuntCams LLC	(2) Body Cams, Batteries, Software	80000 · Capital Outlay	-1,553.00
Bill	12/12/2023		Verizon-Lipker	ACCT#523868262-00001- LIPKER	62001 · Telephone/Internet	-40.00
Bill	12/12/2023		Verizon-Predmore	ACCT#489224726-00001 - PREDMORE	62001 · Telephone/Internet	-40.00
Bill	12/12/2023	Inv. VA11293	Virtual Academy	Online Training - Annual Subscription	64001 · Travel/Training	-207.00

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Accrual Basis

**City of Albion  
Bills Report  
December 12, 2023**

Item 14.

Type	Date	Num	Name	Memo	Account	Amount
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 7532, Charger	60011 · Fuel	-19.33
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 8689, Charger	60011 · Fuel	-42.66
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 779, Charger	60011 · Fuel	-28.37
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 3118, Charger	60011 · Fuel	-24.29
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 5521, Charger	60011 · Fuel	-23.36
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 7639, Charger	60011 · Fuel	-19.04
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 23, Charger	60011 · Fuel	-22.82
<b>Total Police</b>						<b>-5,544.98</b>
<b>Fire</b>						
Bill	12/12/2023	Inv.# 58418	Albion News/Boone County Tribune	Notice of Nov. Meeting	66002 · Printing/Legal	-3.05
Bill	12/12/2023	Inv.# 58418	Albion News/Boone County Tribune	Notice of Dec. Meeting	66002 · Printing/Legal	-3.05
Bill	12/12/2023	Inv.# 204505	Applied Connective Technologies	SECURITY MANAGED SERVICES	62001 · Telephone/Internet	-26.18
Bill	12/12/2023	Inv.# 204210	Applied Connective Technologies	HIGH SPEED INTERNET SERVICE	62001 · Telephone/Internet	-47.00
Bill	12/12/2023		Black Hills Energy 9341400717	acc't 9341400717	62000 · Utilities	-380.46
Bill	12/12/2023	Inv.# 1964958	Central Community College	BLS Renewal: C. Thompson	64001 · Travel/Training	-30.30
Bill	12/12/2023		Frontier	Acc't 402-196-0503-040804-2	62001 · Telephone/Internet	-12.71
Bill	12/12/2023		Frontier	Acc't 402-196-0501-040804-2	62001 · Telephone/Internet	-27.48
Bill	12/12/2023	Inv.# 110969	Heartland Fire Protection Co.	610 10lb 6 Yr. Maintenance - 4 @ \$50	61003 · Equipment Maintenance	-200.00
Bill	12/12/2023	Inv.# 110969	Heartland Fire Protection Co.	710 10lb Hydro - 7 @ \$77	61003 · Equipment Maintenance	-539.00
Bill	12/12/2023	Inv.# 110969	Heartland Fire Protection Co.	720 20lb Hydrotest - 4 @ \$88	61003 · Equipment Maintenance	-352.00
Bill	12/12/2023	Inv.# 110969	Heartland Fire Protection Co.	NPP Brooks Pull Pin - 2 @ \$2	61003 · Equipment Maintenance	-4.00
Bill	12/12/2023	Inv.# 110969	Heartland Fire Protection Co.	LCC38 Brooks Hose Strap & Clip 3/8 - 2 @ \$7.88	61003 · Equipment Maintenance	-15.76
Bill	12/12/2023	#3205	Kyncl Repair	Replaced fuel filter hoixing - 2019 Ford F550 Super Duty	61003 · Equipment Maintenance	-391.36
Bill	12/12/2023	Inv.# 72164	Loup Power District		62000 · Utilities	-214.60
Bill	12/12/2023	Inv.# 143516	Stealth Broadband	High Speed Business Internet - 12/1/23-12/31/23	62001 · Telephone/Internet	-15.40
Bill	12/12/2023	Inv# 9950330...	Verizon-Fire	ACC'T#983740330-00002 - PHONE	62001 · Telephone/Internet	-65.30
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 2033 - #40	60011 · Fuel	-37.53
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 3147 - #31	60011 · Fuel	-29.73
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 3948 - #23 & 42	60011 · Fuel	-78.65
Bill	12/12/2023		White Star Oil Co. LLC	Inv.#5938	60011 · Fuel	-54.67
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 7323 - #42	60011 · Fuel	-43.01
<b>Total Fire</b>						<b>-2,571.24</b>
<b>Library</b>						
Bill	12/12/2023	Inv.# 58495	Albion News/Boone County Tribune	Notice of Dec. Meeting	66002 · Printing/Legal	-2.18
Bill	12/12/2023	Inv.# 204009	Applied Connective Technologies	Onsite IT - No internet to public computers	61001 · Computer Maint	-333.00
Bill	12/12/2023	Inv.# 204505	Applied Connective Technologies	SECURITY MANAGED SERVICES	62001 · Telephone/Internet	-26.18
Bill	12/12/2023	Inv.# 204485	Applied Connective Technologies	Security Managed Services - Base Level	61001 · Computer Maint	-40.00
Bill	12/12/2023	Inv.# 204485	Applied Connective Technologies	Ninja RMM w/ Webroot, TeamViewer Enterprise, Patch ...	61001 · Computer Maint	-10.00
Bill	12/12/2023	Inv.# 204210	Applied Connective Technologies	HIGH SPEED INTERNET SERVICE	62001 · Telephone/Internet	-47.00
Bill	12/12/2023	Inv.# 204912	Applied Connective Technologies	Onsite Troubleshooting	61001 · Computer Maint	-120.00
Bill	12/12/2023		Ingram Book Company	Inv.# 78845617 - Books	66017-1 · Books & Magazines	-74.47
Bill	12/12/2023		Ingram Book Company	Inv.# 78952895 - Books	66017-1 · Books & Magazines	-16.99
Bill	12/12/2023		Ingram Book Company	Inv.# 78984919 - Books	66017-1 · Books & Magazines	-36.38
Bill	12/12/2023		Ingram Book Company	Inv.# 78 - Books	66017-1 · Books & Magazines	
Bill	12/12/2023		Ingram Book Company	Inv.# 78 - Books	66017-1 · Books & Magazines	
Bill	12/12/2023		Ingram Book Company	Inv.# 78 - Books	66017-1 · Books & Magazines	

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Accrual Basis

City of Albion
Bills Report
December 12, 2023

Item 14.

Table with columns: Type, Date, Num, Name, Memo, Account, Amount. Rows include bills for Loup Power District, Stealth Broadband, Vyve Broadband, Total Library, Street, Albion Thriftyway, Jackson Services, etc.

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City of Albion  
Bills Report  
December 12, 2023

Item 14.

Type	Date	Num	Name	Memo	Account	Amount
Bill	12/12/2023	Inv.# 101638...	Kimball Midwest	Washers, Cap Screws, Cleaners	60002 · Shop Supplies	-59.15
Bill	12/12/2023	Inv.# 72164	Loup Power District		62000 · Utilities	-2,979.65
Bill	12/12/2023	Inv.# 8796288	Schwarze Industries	30" Fan Wheel, Fan Liner, Bushing (Street Sweeper pa...	61003 · Equipment Maintenance	-2,044.14
Bill	12/12/2023	Inv.# 8796288	Schwarze Industries	Shipping of Street Sweeper parts	60007 · Freight	-220.54
Bill	12/12/2023	Order # 31303	U. S. Bank	Replace Skid Steer Snow Pusher Shoes	61003 · Equipment Maintenance	-275.00
Bill	12/12/2023		Verizon-Landauer	Acc't # 483729214-00001 - Landauer	62001 · Telephone/Internet	-40.00
Bill	12/12/2023		Verizon - Morearty	Acc't # 588802976-00001 - Morearty	62001 · Telephone/Internet	-40.00
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 7298 - Street Sweeper	60011 · Fuel	-68.80
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 9618	60011 · Fuel	-68.87
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 17	60011 · Fuel	-96.00
Bill	12/12/2023		White Star Oil Co. LLC	Inv. # 2858 - Sreet Sweeper	60011 · Fuel	-86.40
Bill	12/12/2023		White Star Oil Co. LLC	Inv.# 3954 - Bobcat, 66 hrs.	60011 · Fuel	-76.80
Total Street						-10,782.99
Total Governmental Funds						-38,905.78
<b>Unclassified</b>						
Bill	12/12/2023		Casey's Business MasterCard	Card 9922 - Sewer P/U - Auth.# - Mileage	60011 · Fuel	
Bill	12/12/2023		Casey's Business MasterCard	Card 0946 - Park P/U - Auth.# - Mileage	60011 · Fuel	
Total unclassified						0.00
<b>TOTAL</b>						<b>-98,381.41</b>

**City of Albion**  
**Class QuickReport**  
 November 15 through December 12, 2023

Type	Date	Num	Name	Memo	Account	Amount
<b>Enterprise Funds</b>						
<b>Sewer</b>						
Check	12/06/2023	18697	Boone County Bank	CURRB Series 2019 - Cusip 013415 - principal	80003 · PRINCIPAL PAYMENT	-180,000.00
Check	12/06/2023	18697	Boone County Bank	CURRB Series 2019 - Cusip 013415 - interest	80005 · INTEREST PAYMENT	-19,880.00
Check	12/01/2023	Debit	Clearly Communications	Acc't #SBN102508	62001 · Telephone/Internet	-15.26
Check	11/16/2023	13064	Corey Zoubek	Test for WWTF Operator Certification	64001 · Travel/Training	-125.00
Check	11/21/2023	debit	iSolved HCM	Timekeeping Software - monthly invoice - pd ACH	61001 · Computer Maint	-7.50
Total Sewer						-200,027.76
<b>Solid Waste</b>						
Check	12/01/2023	Debit	Clearly Communications	Acc't #SBN102508	62001 · Telephone/Internet	-7.05
Check	11/21/2023	debit	iSolved HCM	Timekeeping Software - monthly invoice - pd ACH	61001 · Computer Maint	-1.50
Total Solid Waste						-8.55
<b>Water</b>						
Check	12/01/2023	Debit	Clearly Communications	Acc't #SBN102508	62001 · Telephone/Internet	-15.26
Check	11/21/2023	debit	iSolved HCM	Timekeeping Software - monthly invoice - pd ACH	61001 · Computer Maint	-7.50
Check	11/17/2023	13065	Petty Cash	shared service line-4th & Marengo/Niewohner	66013 · Postage	-8.56
Check	11/17/2023	13065	Petty Cash	curb stop repair/826 W Clark/Pritchard	66013 · Postage	-7.21
Total Water						-38.53
Total Enterprise Funds						-200,074.84
<b>Governmental Funds</b>						
<b>General</b>						
Check	12/01/2023	Debit	Clearly Communications	Acc't #SBN102508	62001 · Telephone/Internet	-15.26
Check	11/21/2023	debit	iSolved HCM	Timekeeping Software - monthly invoice - pd ACH	61001 · Computer Maint	-17.00
Check	11/17/2023	13065	Petty Cash	large envelop to AMGL	66013 · Postage	-5.50
Total General						-37.76
<b>Park</b>						
Check	12/01/2023	Debit	Clearly Communications	Acc't #SBN102508	62001 · Telephone/Internet	-9.39
Check	11/21/2023	debit	iSolved HCM	Timekeeping Software - monthly invoice - pd ACH	61001 · Computer Maint	-4.50
Total Park						-13.89
<b>Pool</b>						
Check	12/01/2023	Debit	Clearly Communications	Acc't #SBN102508	62001 · Telephone/Internet	-9.39
Total Pool						-9.39
<b>Police</b>						
Check	12/01/2023	Debit	Clearly Communications	Acc't #SBN102508	62001 · Telephone/Internet	-18.20
Check	11/21/2023	debit	iSolved HCM	Timekeeping Software - monthly invoice - pd ACH	61001 · Computer Maint	-13.50
Total Police						-31.70



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**City of Albion**  
**Class QuickReport**  
 November 15 through December 12, 2023

Item 14.

Type	Date	Num	Name	Memo	Account	Amount
<b>Fire</b>						
Check	12/01/2023	Debit	Clearly Communications	Acc't #SBN102508	62001 · Telephone/Internet	-18.20
Total Fire						-18.20
<b>Library</b>						
Check	11/28/2023		Amazon	Rversal	66017-1 · Books & Magazines	-21.38
Check	11/28/2023		Amazon		64000 · Dues	-150.00
Check	12/01/2023	Debit	Clearly Communications	Acc't #SBN102508	62001 · Telephone/Internet	-9.39
Check	11/21/2023	debit	iSolved HCM	Timekeeping Software - monthly invoice - pd ACH	61001 · Computer Maint	-28.00
Check	11/24/2023		USPS		66013 · Postage	-20.31
Check	11/24/2023		USPS		66013 · Postage	-14.88
Total Library						-243.96
<b>Street</b>						
Check	11/21/2023	debit	iSolved HCM	Timekeeping Software - monthly invoice - pd ACH	61001 · Computer Maint	-13.50
Total Street						-13.50
Total Governmental Funds						-368.40
<b>TOTAL</b>						<b>-200,443.24</b>