



9-8-2025 - ALBION PLANNING COMMISSION MEETING

MONDAY, SEPTEMBER 08, 2025 at 7:00 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

APPROVAL OF MINUTES

1. [APPROVAL OF MINUTES OF THE JULY, 2025 PLANNING COMMISSION MEETING](#)

OLD BUSINESS

2. NONE

NEW BUSINESS

3. [REVIEW 2025-2026 ALBION CAPITAL IMPROVEMENT PLAN FOR RECOMMENDATION TO CITY COUNCIL](#)

ITEMS TO BE PUT ON NEXT MEETING AGENDA

4. PUBLIC COMMENT FOR FUTURE CONSIDERATION
5. Next Regular Meeting - October 6, 2025 - 7:30pm

*Pending Item: Subdivision Application

ADJOURNMENT

[***THE COUNCIL RESERVES THE RIGHT TO ENTER INTO EXECUTIVE SESSION ONLY AS PROVIDED IN R.S.N. 84-1410***](#)



AGENDA MEMO

MEETING NAME: Albion Planning Commission

DATE: September 8, 2025

ITEM NAME: APPROVAL OF MINUTES OF THE JULY, 2025 PLANNING COMMISSION MEETING

PRESENTER(S):

BACKGROUND INFORMATION:

Minutes are enclosed for review.

DISCUSSION:

MOTION: To approve the minutes of the July 7, 2025 Planning Commission Meeting

BY:

2ND:

ROLL CALL: Nathan _____ Schafer _____ Thorberg _____ Ruzek _____

Fick _____ Gragert _____ Wynn _____ Vacant _____ Dailey _____

SUMMARY OF DECISION:



ALBION PLANNING COMMISSION MEETING

MONDAY, JULY 07, 2025 at 7:00 PM

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

MINUTES

CALL TO ORDER

A Regular Meeting of the Albion Planning Commission of the City of Albion, Nebraska was convened in open and public session at 7:00 p.m. on July 7, 2025 at the Albion City Hall, 420 West Market Street, Albion, NE. The meeting was called to order by Chairman Fick at 7:00 p.m. Chairman Fick informed the public about the location of the current copy of the Open Meetings Act posted in the Council Chambers. Notice of this meeting along with the agenda was simultaneously given in advance to all members of the Commission. 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.

ROLL CALL

Commission members present were Don Thorberg, Bev Dailey, Steven Ruzek, Gale Schafer, and Tom Fick. Absent were Steve Gragert, Todd Wynn, and Brian Nathan. City staff present was Secretary Andrew Devine.

APPROVAL OF MINUTES

1. APPROVAL OF MINUTES OF THE MARCH 3, 2025 PLANNING COMMISSION MEETING

Commissioner Schafer made a motion to approve the minutes of the March 3, 2025 Planning Commission meeting; seconded by Thorberg. Voting Yea: Schafer, Thorberg, Ruzek, Fick, Dailey. Voting Nay: None. Absent: Nathan, Gragert, Wynn. Motion carried.

OLD BUSINESS (NONE)

NEW BUSINESS**2. PREAPPLICATION CONFERENCE WITH RICH RILEY REGARDING SUBDIVISION OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 20, TOWNSHIP 20, RANGE 6 WEST OF THE 6TH PM, BOONE COUNTY, NEBRASKA**

Secretary Devine had previously provided commissioners with the new Subdivision Pre-Application Administrative Review and a sketch of the proposed subdivision. The property is located outside City Limits, but within the 1-mile jurisdiction of the city. Rich and Cami Riley were present to explain they recently purchased approximately 40 acres of property. They propose to divide the property off into five separate acreage Lots and build their home on 11 of those acres and sell the other Lots. They have been working with an architect and with Liss Construction for the plans. Mr. Riley stated that the main question at this time is the process they need to take in building a road to the property. They would like to build a public road and dedicate it to the county for future maintenance. Devine reported that City code for a street is at least 50' wide, which includes the easement. If they were to build a public road and dedicate it to the county they would need to follow county guidelines. Commissioner Schafer stated that a county road requires it to be at least 66' wide, which includes the easement. Schafer suggested that through his experience, county roads typically lose about 2' on each side the first few years; therefore it would be advisable to build it wider to accommodate that loss. Devine suggested the first step would be to reach out to the County Roads Department and County Commissioners to find out if they are willing to accept the dedication of the road. This would determine whose code to follow. Mr. Riley stated he hired a civil engineer for a drainage plan and found it will be necessary to put in a bridge on the northwest corner of the property. Schafer recommended a box culvert instead of a bridge if it's possible, as it would be cheaper and easier to construct. Devine stated the plan for a pond is also a good idea to help with drainage. Commissioner Ruzek asked if there are any restrictions on drilling a Well at that location. Devine stated it is outside the Well protection area so there are no restrictions. Ruzek noted that when he had a Well drilled in that nearby location there was a sulfur pocket, so he suggested they drill the Well deep enough to avoid it. Mr. Riley asked what the next step would be as far as the city is concerned. Devine stated they should have their Civil Engineer submit both a preliminary plat and a formal plat for the Planning Commission to review at a public hearing. It would then go before the City Council at a public hearing for final approval.

REPORTS (NONE)**ITEMS TO BE PUT ON NEXT MEETING AGENDA**

The next meeting is scheduled for August 4, 2025.

3. PUBLIC COMMENT FOR FUTURE CONSIDERATION (NONE)**ADJOURNMENT**

At 7:43 p.m. Commissioner Ruzek made a motion to adjourn the meeting, seconded by Dailey. Voting Yea: Fick, Thorberg, Ruzek, Dailey, Schafer. Voting Nay: None. Absent: Nathan, Wynn, Gragert. Motion carried.

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



AGENDA MEMO

MEETING NAME: Albion Planning Commission

DATE: August 5, 2024

ITEM NAME: **REVIEW 2025-2026 ALBION CAPITAL IMPROVEMENT PLAN FOR RECOMMENDATION TO CITY COUNCIL**

PRESENTER(S):

Andrew Devine

BACKGROUND INFORMATION:

Enclosed is the draft of the 2025-2026 Capital Improvement Plan. We generally try to adopt this plan as part of the budget process and the City Council has also reviewed this document with preliminary budget materials; however, formal recommendation by the Planning Commission is required before they can adopt the plan.

DISCUSSION:

MOTION: To recommend city council approval of the 2025-2026 Capital Improvement Plan

BY:

2ND:

ROLL CALL: Schafer _____ Gragert _____ Nathan _____ Dailey _____

Wynn _____ Thorberg _____ Fick _____ Ruzek _____ Vacant _____

SUMMARY OF DECISION:

The City's Capital Improvement Plan is developed by the City based upon critical community needs as well as citizen concerns expressed in regular surveys.

Red Flag - High Need:

<u>Sewer Rehabilitation</u>	Following video camera survey of collection lines we're starting to prioritize rehabilitation including Manholes and Sewer Main lining and are dedicating funds for these activities **Funds are currently lacking for 2025-2026 Budget Year - will likely focus on Man Holes.
<u>Water and Sewer Extensions</u>	Extention of Services and Fire Protection to Developed Properties annexed in 2022 - contract awarded for 2024-25 - Complete
<u>Civil Defense Siren Improvements</u>	Creating a plan to replace two sirens with larger coverage area to cover all developed areas within the ETJ. One siren replaced in 2024-25. Another planned for 2025-26.
<u>Repair Pool Leak</u>	COMPLETE. Speed Services repaired this spring
* Playground Equipment Updates - including accessible features	Eli Porter Memorial Project - COMPLETE **Park on Clark Street Project - Awarded Rural Community Recovery Program Grant - 2025-2026
* Assurance of safe drinking water	New Well online in 2020; however, wells 2 and 3 collapsed and are decommissioned. Mayor recommends planning for new well in deeper water formation further south.

Orange Flag - Moderate to High Need:

* Recreational Walking/Running Trails	Added to the Capital Improvement Plan in 2016 - <u>Phase I completed in 2018.</u> <u>Phase 2, linking Fuller Park, Clark Park, and Sports Complex - 2025-26 - Awarded Grant.</u> <u>**Due to opnion of Cost, may need to break this project into sub-phases AND/OR raise more funds.</u>
* Campground Expansion	Added to Capital Improvement Plan in 2016. 20 sites with Water and Electricity added in FY '21-22. <u>*Sewer to be extended '25-27 following the sewer main project through South Park Subdivision</u>
* Irrigation System for Sludge Application	Qualifying use of ARPA funds. Project would be more efficient method of application, could rotate crops and also potentially apply compost from grass pile on crop ground ourselves, rather than pay to have it hauled away. *Target for FY '26-27
* Sports Complex Improvements	*Based on 2019 input from parents and coaches. Albion Baseball has prioritized a batting cage project (24-26). In future should consider replacing aged light poles, relocate transformers, additional fencing, drainage improvements, new concession stand. Target for '27-29

Yellow Flag - Moderate Need:

* General Street Conditions/Maintenance	Annual Maintenance Program included in O&M Budget (Crack sealing every year. Significant Microsurfacing occurred 2017 & 2024) ON GOING
Street Paving - 11th to Fuller and Park View Streets	Mayor Jarecki's "Bucket-List" Item
* C-2 - Commercial Alley Paving	Prioritizing several commercial alleys a year to be funded by sales tax funds. ON GOING
* Trees in Public Spaces	Added to Parks Operation & Maintenance Budget
* Storm Water Drainage Improvements	Phases I thru III Complete - 2016-2020 Necessity of future phases to be determined

City of Albion Capital Improvement Plan - by Department	
Street Department	
<i>Funds Available for Capital Projects</i>	
\$18,880	Cash Balance/Budget Suplus - 9/30/2025
\$0	Excess Highway Allocation and Motor Vehicle Taxes/Fees
\$60,070	Sales Tax for Street Improvements
\$0	2025-2026 Transfer in from Street Equipment Reserve
\$78,950 Total Estimated Resources Available for Street Department Capital Improvements and Additions 2025-26	
<i>Projects Estimated Cost</i>	
\$30,000	2026 Crack Sealing & Maintenance Program
\$5,000	2026 Storm Sewer Maintenance Program
\$30,700	2025-26 - Street Repairs and Alley Paving
\$65,700 Total 2024 Maintenance Items	
\$12,000 General Capital Outlay/Equipment 2025-26	
\$1,250 Remainder for Projects/Equipment - or carry forward to next fiscal year.	
\$300,000	Estimated - Project 108 - 11th Street South of Fairview - 6 year Plan
\$250,000	Estimated - Project 109 - 11th Street South of Fairview - 6 year Plan
\$20,000	Estimated - Project 87 - Fuller Street back to gravel - 6 Year Plan
\$450,000	Estimated - Project 106 - Main Street and Church Street - RCP Storm Sewer - 6 year plan
\$450,000	Estimate needs revised - Project 88 - Sale Barn Road - 5th Street to Hiway 14 - Drainage structures to existing storm drainage - 6 year plan
\$1,470,000 Total Estimated Cost of Known Planned Projects & Capital Expenditures	
\$250,000	2030 Asphalt Maintenance Program - Microsealing and/or Armorcoating Surfaces
General	
<i>Funds Available for Capital Projects</i>	
\$11,730	Sales Tax Revenue - For General/City Hall Improvements/Maintenance FY25-26
\$11,584	Sinking Fund for General/City Hall Improvements/Maintenance
\$8,295	Cash Balance/Surplus from FY24-25
\$13,391	Tax Revenues from FY25-26
\$0	Potential Grant Funding - FEMA Hazard Mitigation (75/25 Grant for Sirens)
\$45,000 Total Resources Available for General Fund Capital Improvements 2025-26	
<i>Projects Estimated Cost</i>	
\$10,000	General Capital Outlay
\$35,000	Tornado Siren Replacement - behind Applied Connective (24-25)
\$185,000	City Hall Parking Improvements 26-28

Parks Department	
<u>Funds Available for Capital Projects</u>	
\$138,745	Cash Reserved for Cardinal Cage Project / Park on Clark-Trail Project
\$258,185	Expected Donations for Albion Baseball Batting Cage Project
\$110,320	Sales Tax Transfer for Capital Projects (Park on Clark & Trail)
\$125,000	Expected Donations for Park on Clark Street Project
\$830,705	*Rural Community Recovery Program Grant
\$1,462,955	Total Resources Available for Parks Department Capital Outlay 2024-25
<u>Project Estimated Cost</u>	
\$396,930	Albion Baseball - Batting Cage Project
\$533,013	Estimated - Clark Street Park Accessible Improvements (2025-2026) - pending plan and funding *
\$533,012	Estimated - Boone County Trail System Future Phase (2025-26) - Pending plan and funding *

\$1,462,955	Total Estimated Cost of Capital Projects/Purchases - 25-26
\$0	Remainder for Projects - Allocate or Carry into 2025-26

\$300,000	Estimated - Sports Complex Improvements - Replace Light Systems (26-28)
\$35,000	Estimated - Sports Complex Improvements - Central Drain System Behind Fields (24-28)
\$0	Sports Complex Improvements - New concessions stand/RR Building (26-30) - no estimate of cost yet.

Pool Department	
<u>Funds Available for Capital Projects</u>	
\$0	City Sinking Funds reserved for Pool Project - Future Improvement and Maintenance
\$38,600	Sales Tax Transfer for Improvements/Maintenance
\$38,600	Total Resources Available for Pool Department Capital Improvments 2024-25
<u>Projects Estimated Cost</u>	
\$10,000	Pool Equipment, Parts, Repairs
\$28,000	Repaint Pool - 25-26
\$15,000	Additional Manhole for access to spray pad piping and valves & repair spray feature - 26-27
\$38,000	Total Estimated Cost of Known Projects through 2026

Library Department	
<u>Funds Available for Capital Projects</u>	
	\$183,365 Total Resources Available for Library Department Capital Improvements 2025-26
<u>Projects Estimated Cost</u>	
\$183,365	Make old basement accessible Project for 2025-27 - No cost estimate yet (Library board investigating)
	\$183,365 Total Estimated Cost of Known Projects
Fire Department	
<u>Funds Available for Capital Projects</u>	
\$230,000	Estimated Equipment Sales Tax Reserve Balance - 9/30/25
\$70,390	2025-26 Transfer in from Sales Tax for Equipment and Maintenance
	\$300,390 Total Resources Available for Fire Department Capital Improvements 2024-25
<u>Projects Estimated Cost</u>	
\$121,928	Uniforms, Equipment Maintenance, Equipment Purchases (funded by sales tax/sinking funds) - unused transferred to future equipment sinking fund
	\$121,928 Total Estimated Cost of Known Projects
	\$178,462 Remainder for Equipment & Maintenance in Fire Dept Fund - Allocate or Carry into 2025-26

Water Department	
<i>Budgeted Funds Available for Capital Projects</i>	
\$24,012	Cash Reserves for Capital Projects
\$24,012 Total Resources Available for Water Department Capital Improvements 2025-26	
<i>Future Projects Estimated Cost</i>	
\$24,012	Capital Outlay For Water Equipment/Improvements
\$24,012	Total Capital Expenditures for 2025-26
Priority 2 Annexation Water Projects - FUTURE YEARS	
\$266,300	Annexation Area 1-B Group 1B - Undeveloped Lots - N of State Street near Fairgrounds Road
\$66,000	Annexation Area 1-D -Group 3B - Undeveloped Lots on 4th South of Fairview - future 6" main
\$332,300	2026 & Beyond
\$0	Future Developments Reserve - 2025 & Beyond
\$1,500,000	New Well/Distribution/Transmission Expansion (2026-30)
\$1,832,300 Total Estimated of Current/Future Projects	

Sewer Department	
<i>Budgeted Funds Available for Capital Projects</i>	
\$26,702	Cash Reserves
\$30,000	Sales Tax for Future Developments
\$56,702	Total Resources Available for Sewer Department Capital Improvements 2025-26
 <i>Future Projects Estimated Cost</i>	
Priority System Upgrade and Rehab Projects - '25-26	
\$30,000	Manhole Projects/Sewer Inspection/Other Maintenance and Improvements
\$26,702	General Capital Outlay - Equipment, etc.
\$56,702	2025-26 Total
\$56,702 2025-2026 - Total Planned Capital Expenditures	
 Priority System Upgrade and Rehab Projects - '26-28	
\$125,000	Sludge Application / Irrigation ('26-28)
\$500,000	Sewer Main Lining Rehab
\$625,000	Total Priority System Upgrade and Rehab Projects 2025-2027
 Priority 2 Annexation Sanitary Projects - 2027 & Beyond	
\$334,000	Annexation Area 1-B Group 1B - Undeveloped Lots - State Street near Fairgrounds Road
\$495,000	Annexation Area 1-C Group 2B - Old Mill Road and Norco Road
\$110,000	Annexation Area 1-D Group 3B - Undeveloped Lots on 4th South of Fairview - future 8" main
\$151,700	Annexation Area 1-F Future Sanitary along Hwy 14 across front of Applied/FSA office lots
\$1,090,700	2026 & Beyond Total
\$0	<i>Future Developments Reserve</i>
\$1,715,700 Total Estimated Cost Current/Future Projects	



AGENDA MEMO

MEETING NAME: Albion Planning Commission Meeting

DATE: September 8, 2025

ITEM NAME:

ADJOURNMENT

MOTION: To adjourn the meeting.

BY: _____ **At** _____ **p.m.**

2ND:

ROLL CALL: Thorberg _____ Fick _____ Gragert _____ Nathan _____ Wynn _____

Ruzek _____ Dailey _____ Schafer _____ Vacant _____