



10/2/2023 - ALBION PLANNING COMMISSION MEETING

MONDAY, OCTOBER 02, 2023 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. [APPROVE THE MINUTES OF THE NOVEMBER 7, 2022 PLANNING COMMISSION MEETING](#)

OLD BUSINESS

2. NONE

NEW BUSINESS

3. [REVIEW 2023-2024 ALBION CAPITAL IMPROVEMENT PLAN FOR RECOMMENDATION TO CITY COUNCIL](#)

REPORTS

4. Update on Albion Housing Initiative including Rural Workforce Housing Fund Grant

ITEMS TO BE PUT ON NEXT MEETING AGENDA

5. PUBLIC COMMENT FOR FUTURE CONSIDERATION

ADJOURNMENT

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

MINUTES
ALBION PLANNING COMMISSION
REGULAR MEETING – PUBLIC HEARING
Monday, November 7, 2022

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 November 7, 2022 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. Commission Members present were: Steve Gragert, Todd Wynn, Don Thorberg, Brian Nathan, Steven Ruzek, and Tom Fick. Gale Schafer arrived at 7:30 p.m. Absent was: MaKensey Harris. City staff present was Secretary Andrew Devine. 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.

3. APPROVE MINUTES OF THE JUNE 6, 2022 MEETING

Commission Member Thorberg made a motion to approve the minutes of the June 6, 2022 meeting; second by Nathan. **Vote: Yeas; Nathan, Gragert, Ruzek, Thorberg, Wynn, Fick. Nays; None. Absent; Schafer, Harris.**

4. REVIEW 2022-2023 ALBION CAPITAL IMPROVEMENT PLAN FOR RECOMMENDATION TO CITY COUNCIL

Secretary Devine noted the Capital Improvement Plan was delivered to the Planning Commission back in August. Although there hasn't been a quorum to formally recommend approval, the 2022-2023 Budget to support some of these projects has been approved.

Mr. Devine reviewed the Capital Improvement Plan with commissioners. In the Street Department the major expenditure will focus on maintenance rather than street improvement. A large number of Parks funds are set aside for park equipment replacement and improvements, as well as upgrading the lighting system at the Sports Complex. The City has recently been able to camera about ¼ of the sewer lines and will continue with that many more each year. This will help to determine what kind of rehabilitation will be needed for our sewer mains. The Capital Improvement Plan also includes an irrigation system for sludge application on the farm ground. This would not only free up man hours but would also allow for row crop. The City could compost the grass & leaf pile and spread on the row crop, which would save the cost of hauling it away. The City has ARPA funds to be used towards an irrigation system.

Commission Member Wynn made a motion to recommend approval of the 2022-2023 Albion Capital Improvement Plan, second by Ruzek. **Vote: Yeas; Nathan, Wynn, Thorberg, Ruzek, Fick, Gragert. Nays; None. Absent; Schafer, Harris.**

5. REVIEW ANNEXATION PLATS AND UTILITY PLANS FOR ANNEXATION AREAS 1-B, 1-C, 1-D, 1-F, AND 1-G FOR RECOMMENDATION TO CITY COUNCIL

Chairman Fick opened the public hearing at 7:10 p.m. to review Annexation Plats and Utility Plans for annexation areas 1-B, 1-C, 1-D, 1-F, and 1-G. Chairman Fick sought public comment. Andrew Wilshusen of JEO Consulting Group reviewed the Annexation Plats and Utility Plans with the commissioners. Mr. Wilshusen briefed the planning commissioners on the proposition of the Technical Memorandum. He explained that each annexation area was split between Group A and Group B. Group A being the “developed” area, and Group B being “future development”. Mr. Wilshusen also included costs estimated at today’s price. Secretary Devine added that State Statute requires having a utility plan in place within the first year of annexation. The Technical Memorandum meets this requirement. Chairman Fick sought further comment from the public. There were a few questions regarding cost and specific plans for infrastructure expansion. Devine stated this is just the first step in developing the plan. Development to each area will be unique to its own circumstance. Chairman Fick again sought public input. Hearing none, Fick closed the public hearing at 7:20 p.m. Planning Commissioners reviewed and discussed the plans further.

Commission Member Nathan made a motion to recommend approval of the Annexation Plats for areas 1-B, 1-C, 1-D, 1-F, and 1-G as presented; second by Wynn. Chairman Fick asked if there was any further discussion on the motion? Hearing none, Secretary Devine took the roll call vote. **Vote: Yeas; Wynn, Nathan, Fick, Ruzek, Thorberg, Gragert. Nays; None. Absent; Schafer, Harris.**

6. CONSIDER VACATION REQUEST OF DUSTIN FREY TO VACATE A PORTION OF 2ND STREET

Dustin Frey was present to explain the reason for the application is to build a by-product storage room on the west side of the locker. It would be safer for the employees who currently must bring the barrels outside. It would allow for easier access for the company that picks up the by-product twice a week. It would also eliminate destruction of the alley by the car wash and keep it cleaner.

Following necessary discussion, Commission Member Ruzek made a motion to recommend approval of vacation request of Dustin Frey to vacate a portion of 2nd Street, second by Thorberg. Chairman Fick asked if there was any further discussion on the motion? Larry Bird said the motion should state how many feet are being vacated. Devine asked if it would be sufficient for the motion to state, “as applied for in the application”. Bird agreed it would. Secretary Devine added, “as applied for in the application” to the initial motion by Ruzek. Mr. Devine then took the roll call vote. **Vote: Yeas; Gragert, Schafer, Wynn, Fick, Ruzek, Nathan, Thorberg. Nays; None. Absent; Harris.**

7. DISCUSS ITEMS FOR NEXT MEETING

- The next regular meeting is currently scheduled for Monday, December 5, 2022 at 7:00 p.m.

8. ADJOURN

At 7:41 p.m. Commission Member Gragert made a motion to adjourn, second by Nathan. **Vote: Yeas; Nathan, Wynn, Fick, Thorberg, Ruzek, Gragert, Schafer. Nays; None. Absent; Harris.**

Respectfully submitted,

Andrew L. Devine, Secretary



AGENDA MEMO

MEETING NAME: Albion Planning Commission

DATE: November 6, 2023

ITEM NAME: **REVIEW 2023-2024 ALBION CAPITAL IMPROVEMENT PLAN FOR RECOMMENDATION TO CITY COUNCIL**

PRESENTER(S):

Andrew Devine

BACKGROUND INFORMATION:

Planning Commission reviewed the Capital Improvement Plan last month, but did not take formal action to recommend approval by the City Council.

DISCUSSION:

MOTION: To recommend city council approval of the 2023-2024 Capital Improvement Plan

BY:

2ND:

ROLL CALL:

MOTION:

BY:

2ND:

ROLL CALL:

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. The following areas of City Capital Improvement Planning were ranked as the highest priority and/or concern of citizens as compiled by the 2016 Community Survey

Red Flag - High Need:	
* Recreational Walking/Running Trails	Added to the Capital Improvement Plan in 2016 - construction of phase I to be complete FY 2017-18. Objective Complete 2018 Future Phase TBD - tentatively added to plan for 2023-24
* Campground Expansion	Added to Capital Improvement Plan in 2016. 20 sites with Water and Electricity added in FY '21-22.
* Storm Water Drainage Improvements	Phases I thru III Complete - 2016-2020 Necessity of future phases to be determined
* Boone Beginnings Infrastructure	Complete in 2021
Orange Flag - Moderate to High Need:	
* West Ball Field Improvements	*Based on 2017 input from parents and coaches due to volume of participants/teams. Complete Spring 2018. Objective Complete - 2018.
* 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 '22-23
* Sports Complex Improvements	*Based on 2019 input from parents and coaches. Replace aged light poles, additional fencing, drainage improvements, new concession stand. Target for '23-24
* 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.
Yellow Flag - Moderate Need:	
* General Street Conditions/Maintenance	Maintenance program included in 2021-22 O&M Budget (Crack sealing every year. Significant Microsurfacing occurred 2017 & scheduled for 2023) ON GOING
* Outdoor Basketball Facilities	Multipurpose court project complete in 2017. Objective Complete.
* Tennis Court Improvement	Multipurpose court project complete in 2017. Objective Complete.
* Trees in Public Spaces	Added to Parks Operation & Maintenance Budget
* Playground Equipment Updates - including accessible features	\$100,000 available in 2021-22 plan, carried to 2022-23. Project may increase with additional community donations. Final plans tbd this fall/winter pending final funding amount. *Project still pending for '22-23 - need organization and planning among City staff, stakeholders/donors.

*Current pending projects may have been developed based upon the previous survey.

City of Albion Capital Improvement Plan - by Department

Street Department	
<u>Funds Available for Capital Projects</u>	
\$97,785	Cash Balance/Budget Suplus - 9/30/2023
\$25,000	2023-2024 Transfer in from Street Equipment Reserve
\$180,000	Transfer in from Sales Tax - for Future Development - South Park Subdivision Project
\$302,785	Total Estimated Resources Available for Street Department Capital Improvements and Additions 2023-24
<u>Projects Estimated Cost</u>	
\$38,764	General Capital Outlay/Equipment 2023-24
\$264,021	Remainder for Projects/Equipment - Allocate to Other Maintenance Items listed below
\$180,000	Project 104 - Parkview Street and associated infrastructure - New South Park Subdivision Project - 2023-2024? (Carried over from 2017-18 & 2018-19 & 2019-20)
\$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
	Needs Estimates - Project 107 (1-16) - Paving of Commercial Alleys - 6 year plan
\$1,650,000	Total Estimated Cost of Known Planned Projects & Capital Expenditures
**Other Maintenance Items	
\$30,000	2024 Crack Sealing & Maintenance Program
\$20,000	2024 Storm Sewer Maintenance Program
\$50,000	2024 - Street Repairs - Priority to 11th Street - North of Church and South of Fairview
\$100,000	Total 2024 Maintenance Items
\$250,000	2025 Asphalt Maintenance Program - Microsealing Surfaces
General	
<u>Funds Available for Capital Projects</u>	
	\$0 Total Resources Available for General Fund Capital Improvements 2023-24
<u>Projects Estimated Cost</u>	
\$185,000	City Hall Parking Improvements 24-26
Parks Department	
<u>Funds Available for Capital Projects</u>	
	\$175,000 Total Resources Available for Parks Department Capital Outlay 2023-24 {Designated for Eli Porter Memorial Project in Fuller Park}
<u>Project Estimated Cost</u>	
\$375,000	Estimated - Accessible Park Equipment Replacement/Improvements/Updates (23-24) {Pending \$200,000 in Donations for Eli Porter Memorial Park}
\$300,000	Estimated - Sports Complex Improvements - Replace Light Systems (24-26)
\$35,000	Estimated - Sports Complex Improvements - Central Drain System Behind Fields (24-26)
\$0	Sports Complex Improvements - New concessions stand/RR Building (24-26) - no estimate of cost yet.

\$250,000

Estimated - Boone County Trail System Future Phase (2026-28) - Pending plan and fundraising

\$375,000 Total Estimated Cost of Capital Projects/Purchases - 23-24

-\$200,000 Remainder for Projects - Allocate or Carry into 2023-24

Pool Department	
<u>Funds Available for Capital Projects</u>	
\$96,326	City Sinking Funds reserved for Pool Project - Future Improvement and Maintenance
\$96,326	Total Resources Available for Pool Department Capital Improvments 2023-24
 <u>Projects Estimated Cost</u>	
\$15,000	Additional Manhole for access to spray pad piping and valves & repair spray feature - 23-24
\$15,000	New Awnings, Shade Structures, Umbrellas - 23-24
\$27,000	Repaint Pool - 25-26
\$57,000	Total Estimated Cost of Known Projects through 2025
\$39,326 Recommend to leave in Sinking Fund for future improvements/replacements	
Library Department	
<u>Funds Available for Capital Projects</u>	
\$130,987	Total Resources Available for Library Department Capital Improvments 2023-24
 <u>Projects Estimated Cost</u>	
\$130,987	Make old basement accessible Project for 2024-26 - No cost estimate yet (Library board investigating)
\$130,987	Total Estimated Cost of Known Projects
\$0 Remainder for Projects - Allocate or Carry into next FY via sinking fund	
Fire Department	
<u>Funds Available for Capital Projects</u>	
\$211,326	Estimated Equipment Sales Tax Reserve Balance - 9/30/23
\$30,438	Estimated Cash Balance - 9/30/2023
\$67,870	2023-24 Transfer in from Sales Tax for Equipment and Maintenance
\$309,634	Total Resources Available for Fire Department Capital Improvements 2023-24
 <u>Projects Estimated Cost</u>	
\$78,683	Uniforms, Equipment Maintenance, Equipment Purchases (funded by sales tax/sinking funds) - unused transferred to future equipment sinking fund
\$78,683	Total Estimated Cost of Known Projects
\$230,951 Remainder for Equipment & Maintenance in Fire Dept Fund - Allocate or Carry into 2024-25	

Water Department

Budgeted Funds Available for Capital Projects

\$250,000	Cash Reserves for Capital Projects
\$38,362	Sales Tax for Future Developments
\$300,000	Proposed Financing - Bonds/SRF
\$140,262	ARPA Funds for Capital Projects
\$728,624	Total Resources Available for Water Department Capital Improvements 2023-24

Future Projects Estimated Cost

Priority 1 Annexation Water Projects

\$318,100	<i>Annexation Area 1-B Group 1A - Developed Lots - State Street near Fairgrounds Road - New 6" main - abandon 2"</i>
\$170,200	<i>Annexation Area 1-C - Developed lots - Norco Road North of Old Mill Road - New 6" main - abandon 2"</i>
\$196,500	<i>Annexation Area 1-D -Group 3A - Developed Lots on 4th South of Fairview - New 6" main - abandon 2"</i>
\$684,800	2023-24 Total

Priority 2 Annexation Water Projects

\$266,300	<i>Annexation Area 1-B Group 1B - Undeveloped Lots - State Street near Fairgrounds Road</i>
\$66,000	<i>Annexation Area 1-D -Group 3B - Undeveloped Lots on 4th South of Fairview - future 6" main</i>
\$332,300	2025 & Beyond

\$38,362	<i>Future Developments Reserve - 2024 & Beyond</i>
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\$1,500,000	New Well/Distribution/Transmission Expansion (2024-26)
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\$2,555,462 Total Estimated of Current/Future Projects

-\$1,826,838 Remainder for Projects

Sewer Department	
<i>Budgeted Funds Available for Capital Projects</i>	
\$100,000	Cash Reserves for Capital Projects
\$38,363	Sales Tax for Future Developments
\$950,000	Proposed Financing - Bonds/SRF
\$140,262	ARPA Funds for Capital Projects
\$1,228,625	Total Resources Available for Sewer Department Capital Improvements 2023-24
<i>Future Projects Estimated Cost</i>	
Priority System Upgrade and Rehab Projects - '23-24	
\$80,000	Manhole Projects/Sewer Inspection/Other Maintenance and Improvements
\$20,000	General Capital Outlay - Equipment, etc.
\$140,262	Sludge Application / Irrigation
\$240,262	2023-24 Total
Priority System Upgrade and Rehab Projects - '24-26	
\$500,000	Sewer Main Lining Rehab
\$500,000	Total Priority System Upgrade and Rehab Projects 2024-2026
Priority 1 Annexation Sanitary Projects - 2023-24	
\$468,400	Annexation Area 1-B Group 1A - Developed Lots - State Street near Fairgrounds Road
\$195,300	Annexation Area 1-C Group 2A - Extension of Sewer North on 11th Street to Old Mill Road
\$202,200	Annexation Area 1-D Group 3A - Developed Lots on 4th South of Fairview - New 8" main
\$151,700	Annexation Area 1-F Future Sanitary along Hwy 14 across front of Applied/FSA office lots
\$1,017,600	2023-24 Total
Priority 2 Annexation Sanitary Projects - 2025 & 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
\$939,000	2025 & Beyond Total
\$38,363	<i>Future Developments Reserve</i>
\$2,735,225	Total Estimated Cost Current/Future Projects
-\$1,506,600	Remainder for Projects - Allocate or Carry into 2024-25
Funds Available - Unallocated	
\$140,262	<u>2020-2021 - ARPA Special Revenue Funds - can be used for Water/Sewer Projects (Now-2026)</u>
\$140,262	<u>2021-2022 - ARPA Special Revenue Funds - can be used for Water/Sewer Projects (Now-2026)</u>