

**Albion Town Council**  
**Tuesday, January 8, 2019, 6:00 pm**  
**Albion Municipal Building**  
**211 East Park Drive, Albion, IN, 46701**

**CALL TO ORDER:** Town Council President Vicki Jellison called the meeting to order at 6:00 pm. The Pledge of Allegiance was recited.

**ATTENDANCE:** Vicki Jellison, President  
Chris Magnuson, Vice-President  
John Morr, Member  
Don Shultz, Member  
Darold Smolinske, Member

**OTHERS:** Carol A. Selby, Clerk-Treasurer  
Stefen Wynn, Town Manager  
Steven Clouse, Town Attorney  
Matt Getts, KPC Media  
Kevin Kelly, Our Hometown News  
Terry Forker, Water/Wastewater Depts  
Brian Stimpson, Street/Cemetery Depts  
Casey Myers, Park/Cemetery Depts  
Scott Cole Police Dept  
Max Weber, Noble County Sheriff  
Sharon Leitch

**ELECTION OF OFFICERS: Town Council President & Vice President**

The floor was opened for nominations for Town Council President. Magnuson nominated Vicki Jellison to serve as Town Council President for 2019. Shultz seconded. There being no other nominations, Council voted to reappoint Jellison as Town Council President carried 5 Ayes, 0 Nays. The floor was then opened for nominations for Town Council Vice-President. Shultz nominated Chris Magnuson. Smolinske seconded. Morr nominated Don Shultz, whom declined the nomination. There being no other nominations, Council voted to reappoint Chris Magnuson as Vice-President, carried 5 Ayes, 0 Nays.

**APPROVAL OF MINUTES:** Minutes from the Executive & Regular Meetings on December 10, 2018 and December 11, 2018 were approved. Motion by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays.

**ANNOUNCEMENTS:**

1. **Annual Albion Chamber of Commerce Meeting & Dinner – January 17, 2019**  
Social hour begins at 5:30 pm with dinner to follow at 6:00 pm at Blessed Sacrament Church. Council members may RSVP to Town Manager Stefen Wynn.
2. **Pill Box Pharmacy - Tentatively slated to open in February 2019**

**3. Christmas Decorations** - Thanks to all that helped take down the town's Christmas decorations.

**OPEN DISCUSSION:**

**1. 509 N York Street Property**

Morr suggested Council officially consider whether or not to waive a lien placed on this property by the town. This item will be placed on the January 22, 2019 agenda.

**2. Items to focus on in 2019**

Morr suggested council members share their individual ideas on what to address this year at a future meeting.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**1. Lift Station Project – Scope of Work & Cost Estimate - DLZ**

Wynn reported he and Water/Wastewater Dept employees met with Casey Irwin, DLZ over the elimination of the lift station located off of N. Orange Street/State Road 9 near Parker Hannifin. During that meeting Mr. Irwin received further clarification on the town's expectations for the project. The scope of work and estimated cost of design engineering and construction will be adjusted accordingly. As such, this item was tabled until the February 12, 2019 meeting.

**2. Acknowledgement and Approval of 2018 Budget Transfers, Expenditures, and Encumbrances** – Council acknowledged receipt of the 2018 Budget Transfer Report, and voted to approve the Voucher Register dated December 26, 2018, along with Resolution No. 2019-01, listing year-end Encumbrances totaling \$450,372.60. Motion made by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays.

**3. Approval of Annual Komputrol Software License, Updates, & Maintenance Agreement** – Council voted to approve the annual software license renewal and maintenance agreement from Komputrol for \$5,330. The cost will be split between Water, Wastewater, and General Funds. Motion made by Shultz, seconded by Smolinske, carried 5 Ayes, 0 Nays. The fee includes technical support for the utility direct debit, billing, payroll, and budget software. The cost is up .09% from last year. The license renewal includes software updates, enhancements, and tax changes. (Programming required at the request of the town for rate changes is not included.) Selby said she was informed that effective March 2020, support for the Komputrol system will no longer be available. She is in the process of reviewing other software options.

**4. 2019 Town Council Appointments:**

Council voted to re-appoint the following department heads: Terry Forker, Water/Wastewater Superintendent and Casey Myers, Park/Cemetery Superintendent. Motion made by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays. Jellison commended them both on doing a good job.

## **5. 2019 Council & Town Council President Appointments**

Council members voted to make the following Town Council appointments.

**Board of Zoning Appeals – Lori Gagen – 4 yr term**

**Albion Economic Development Commission – Shelli McBride - 4 yr term**

Motion made by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays.

**Albion Plan Commission – Vicki Jellison & Scott Cole – 4 yr terms**

Motion made by Magnuson, seconded by Smolinske, carried 5 Ayes, 0 Nays.

**Region III-A – Stefen Wynn – 1 yr term**

**Emergency Management Agency – Scott Cole – 1 yr term**

**Noble County Convention & Visitors Bureau – Casey Myers – 3 yr term**

Motion made by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays

Town Council President Vicki Jellison made the following Town Council President appointments as indicated below.

**Albion Park Board – Daniel Gagen, Zane Gray & Joseph Smith – 4 yr terms**

**Albion Economic Development Commission – Monty Morr – 4 yr term**

**Albion Plan Commission – Michael Selby – 4 yr term**

Council members voted to recommend the following individuals for appointment by the Noble County Commissioners to fill 2-mile jurisdiction seats on the Albion Plan Commission. (Reference IC 36-7-4-214). Motion made by Shultz, seconded by Magnuson, carried 5 Ayes, 0 Nays.

**Jarrod Owen (Republican) and Mike McCoy (Democrat) – 4yr terms**

It was noted the entire membership of the Redevelopment Commission is up for appointment. Consideration of those appointments will take place at a later date.

## **6. 2019 Town Events – Set Dates**

Council members agreed to set the following dates for 2019 events, and waive the permit fees for the Albion Chamber of Commerce sponsored Town Wide Yard Sale as indicated below.

- Town Wide Yard Sale – May 2, 3, & 4 (fee waived) (Shultz, Smolinske-5,0)
- Spring Clean-up – May 11, 2019 (Shultz, Morr-5,0)
- Albion Fireworks Display – July 3<sup>rd</sup>, rain date July 5<sup>th</sup> (Magnuson, Smolinske-5,0)
- Trick or Treat – October 31<sup>st</sup> from 5:00pm-7:00pm (Shultz, Magnuson-5,0)
- Cancel December 24, 2019 Town Council Meeting (Magnuson, Smolinske-5,0)
- Splash Pad – opens May 20<sup>th</sup>, 11:00am-8:00pm (pending park board approval)

As requested by council, Stimpson will contact Northeast Indiana Solid Waste Management District to see if they would consider sponsoring a Household Hazardous Waste drop-off in Albion. Council will consider a contract from Camtor Pyrotechnics for this year's Fireworks Display at a future meeting.

## **7. 2019 Committee Assignments**

Council members spent a considerable amount of time reviewing and paring down the list of town committees. Committees' whose purposes have been served were eliminated, while others were merged into one. An updated list will be provided at a later date.

### **DEPARTMENT HEADS:**

#### **Water/Wastewater Departments**

Council members acknowledged receipt of the department's monthly report. Water/Wastewater superintendent Terry Forker provided an update on the work being done at the wastewater ponds for ammonia treatment. Kokosing, contractors for the project, provided an updated schedule of completion last week. One blower has arrived, the second one is not yet on site. Forker said the system needs pressure tested, then the lines can be installed. The wrong controller was shipped delaying the ability to hookup. Also, a cross pipe needs installed at the lagoon drive. The installation of the aeration discs needs to be done when the ponds aren't iced over. In other business, a sewer line was extended to a property owner on East Main Street and is ready for the property owner to hookup to the town's sewer system. Forker said as previously requested by council, he contacted the fire department about not replacing a fire hydrant that was destroyed by a hit and run driver at the southwest corner of East South and First Streets. It was determined a fire hydrant is not needed there, and due to the steep incline and proximity to the road, it was likely a replacement hydrant would also be damaged. Council voted to approve Forker's request to purchase (108) Radio Reads for water meters from EJP at \$135/each for a total of \$14,580. Motion made by Magnuson, seconded by Smolinske, carried 5 Ayes, 0 Nays. Water funds will be used to pay for the purchase.

#### **Casey Myers, Park/Cemetery Departments**

Park/Cemetery Superintendent Casey Myers provided a summary of his monthly and year-end reports which included information on the number of hours worked by employees under his supervision. He outlined a list of accomplishments achieved in 2018 for both the park and cemetery departments. By consensus, and pending park board approval, Myers was granted permission to solicit quotes for a Batwing Mower and UTV. Plans are to use a combination of CEDIT, Park, Cemetery, and Street funds for the purchases. Council will consider quotes at a future meeting.

#### **Street/Cemetery Departments**

Council members acknowledged receipt of the department's monthly and year-end reports. Stimpson said about (70) more reflective strips are needed for "Stop" signs. He provided an overview of recent and upcoming department activities. Stimpson would like to replace the existing 1997 Johnson 3000 Street Sweeper which has 21,151 miles and 4,635.6 hours on it. A majority of council members indicated they do not wish to pursue the purchase of a "new" street sweeper. It was noted the street department's capital improvement plan listed a "used" street sweeper for future consideration which was estimated to cost significantly less than a new machine. He said he will do his homework and come back to council at a later date. Stimpson will also prepare a list of

trees needing trimmed or removed for council review. Council voted to approve Stimpson’s request to attend “Road School” at Purdue University March 4<sup>th</sup>-7<sup>th</sup>. Motion made by Magnuson, seconded by Smolinske, carried 5 Ayes, 0 Nays. Jellison thanked the street department for their roll in installing bike racks, wayfinding signs, and banners throughout town. She said they are very attractive, and invoke a sense of pride in our community.

**OTHER COMMENTS:**

**Communication** – Jellison asked council members to direct citizens requesting assistance to call the Albion Municipal Building during regular business hours so the appropriate department may be notified. She also requested department heads notify council members when they are on vacation, and set up email notifications to better direct those who are seeking assistance. Morr suggested the Albion Municipal Building’s telephone message include a phone contact for assistance after hours or allow for voice messages. Town Marshal Scott Cole said consideration was previously given to setting up voice mail, but it was anticipated the majority of calls would be from delinquent utility customers, requiring an extensive amount of time to respond to the messages. It was noted 911 should be used for emergencies, and can be added to the outgoing message.

**APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:**

After discussion, Shultz motioned to approve Payroll and Accounts Payable Vouchers as of 12/20/2018, 12/26/2018, 01/03/2019, and 01/08/2019, seconded by Morr, carried 5 Ayes, 0 Nays, submitted and reviewed, attested by Carol A. Selby.

**ADJOURNMENT:** There being no further business to be brought before the council in regular session, Magnuson motioned to adjourn the meeting at 8:33 pm, seconded by Shultz carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on January 22, 2019 at 6:00 pm, at the Albion Municipal Building, 211 East Park Drive, Albion, IN.

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VICKI E. JELLISON, PRESIDENT

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CHRISTINA K. MAGNUSON, VICE-PRESIDENT

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JOHN D. MORR, MEMBER

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DONALD J. SHULTZ, MEMBER

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DARROLD SMOLINSKE, MEMBER

ATTEST: \_\_\_\_\_  
CAROL A. SELBY, CLERK-TREASURER