

**Albion Town Council**  
**Tuesday, January 9, 2018, 6:00 pm**  
**Albion Municipal Building**  
**211 East Park Drive, Albion, IN, 46701**

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

**ATTENDANCE:** Max Weber, President  
Vicki Jellison, Vice-President  
Chris Magnuson, Member  
Don Shultz, Member

**ABSENT:** John Morr, Member

**OTHERS:** Carol A. Selby, Clerk-Treasurer  
Stefen Wynn, Town Manager  
Steven Clouse, Town Attorney  
Matt Getts, KPC Media  
Terry Forker, Water/Wastewater Depts  
Brian Stimpson, Street/Cemetery Depts  
Casey Myers, Park/Cemetery Depts  
Brian Tigner, Fire Dept  
Aaron Knight, Fire Dept  
Shane Coney, Fire Dept  
Johna Peterson, Fire Dept  
Richard Miller, Fire Dept  
Kody Forker, Fire Dept  
Scott Applegate  
Sharon Leitch  
Kerry Leitch, B&J Specialty, Inc

**AGENDA ADDITION:** Council members voted to amend the agenda to add Item No. 12, "Consideration of Part-time Fire Chief Position" to tonight's meeting agenda. Motion made by Magnuson, seconded by Shultz, carried 4 Ayes, 0 Nays.

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

The floor was opened for nominations for Town Council President. Magnuson motioned to elect Vicki Jellison as Town Council President for 2018. Shultz seconded the motion. The floor was then open for nominations for Town Council Vice-President. Weber motioned to elect Chris Magnuson as Town Council Vice-President, seconded by Shultz. There being no other nominations, Shultz motioned to approve Vicki Jellison for President and Chris Magnuson for Vice-President, seconded by Magnuson, carried 4 Ayes, 0 Nays. Jellison then presided over the remainder of the meeting.

**APPROVAL OF MINUTES:** Minutes from the Special Meeting on December 27, 2017 were approved. Motion by Weber, seconded by Magnuson, carried 4 Ayes, 0 Nays.

**ANNOUNCEMENTS:**

1. Jellison said she has a prior commitment and will not be at the next meeting on January 23, 2018. Magnuson will preside.
2. The Albion Chamber of Commerce Meeting & Dinner will be held on Thursday, January 25, 2018 at Blessed Sacrament Catholic Church at 6:00 pm.
3. Weber thanked those that helped take down the Town's Christmas Decorations.

**OPEN DISCUSSION:**

**Employee Overtime** – Jellison referenced a Payroll Report received from Deputy Clerk-Treasurer Shannon McFarland indicating overtime for 2017 was almost cut in half compared to 2016.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**1. Approval of Golf Cart, ORV Ordinance No. 2017-21 – 2<sup>nd</sup> Reading**

Council tabled this item until the next meeting on January 23, 2018 to allow additional time for amendments. The amendments will mirror state statutes regarding brake lights, color of lights, turn signals, and headlights. Mr. Scott Applegate was in attendance at the meeting and requested a copy of the amended ordinance prior to the next meeting. He thanked the council and town manager for including him in the process of updating the town's ordinance.

**2. Consideration of Tax Abatement for B&J Specialty – Resolution No. 2018-02**

Kerry Leitch, B&J Specialty, Inc was present to answer questions and provide information on the proposed tax abatement for machinery and equipment to be located at the 1120 E South Street facility.

After discussion, and upon recommendation by the Tax Abatement Committee, Council voted to approve Resolution 2018-02, *A Resolution of the Town Council of the Town of Albion, Indiana, Preliminary Economic Revitalization Area Resolution Declaring Personal Property Tax Abatement* and the Statement of Benefits for machinery & equipment for B&J Specialty, Inc for a 5-year tax abatement. Motion made by Weber, seconded by Magnuson, carried 4 Ayes, 0 Nays. The cost of equipment is \$388,000.

The new equipment is expected to add two new jobs with wages estimated at \$70,000 and retain 35 jobs.

**3. Approval of 2018 Employee Holidays and Office Closings – Res. No. 2018-01**

Council voted to approve Resolution No. 2018-01, *A Resolution Designating 2018 Holiday and Office Closings for Town of Albion Employees*. Motion made by Weber, seconded by Shultz, carried 4 Ayes, 0 Nays.

**4. Acknowledgement and Approval of 2017 Budget Transfers and Expenditures**

Council acknowledged receipt of the 2017 Budget Transfer Report (Reference Resolution No. 2017-08A) and Voucher Register dated December 28, 2017. (No year-end Budget Cuts or Encumbrances were made. Actual 2017 expenditures will be used by the DLGF when working the 2018 Budget.)

**5. Approval of Annual Komputrol Software License, Updates, & Maintenance Agreement**

– Council voted to approve the annual software license renewal and maintenance agreement from Komputrol for \$4,890. Motion made by Shultz, seconded by Weber, carried 4 Ayes, 0 Nays. The fee includes technical support for the utility direct debit, billing, payroll, and budget software. The cost is up .049% 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.)

**6. 2018 Town Council Appointments:**

Council voted to re-appoint the following department heads. Motion made by Weber, seconded by Shultz, carried 4 Ayes, 0 Nays. Terry Forker – Water/Wastewater; Casey Myers – Park/Cemetery.

**7. 2018 Council & Town Council President Appointments**

Council members voted to reappoint the following individuals as indicated below. (Town Council Presidential appointments will be announced at a later date.)

**Albion Economic Development Commission – Shelli Stocker McBride – 1 yr term**

Motion made by Weber, seconded by Magnuson, carried 4 Ayes, 0 Nays.

**Redevelopment Commission – Tim Christopher & Scott Lindsey - 1 yr term**

Motion made by Weber, seconded by Shultz, carried 4 Ayes, 0 Nays.

**Albion Plan Commission – Max Weber & Vicki Jellison – 1 yr terms**

Motion made by Magnuson, seconded by Shultz, carried 4 Ayes, 0 Nays.

**8. 2018 Town Events – Set Dates**

Council members agreed to set the following dates for 2018 events, and waive the Permit fees for the Albion Chamber of Commerce sponsored Town Wide Yard Sale. Motion made by Shultz, seconded by Weber, carried 4 Ayes, 0 Nays.

- Town Wide Yard Sale – May 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> (waive fee)
- Spring Clean-up – May 12, 2018
- Albion Fireworks Display – July 3<sup>rd</sup>, Rain date July 6<sup>th</sup>
- Leaf Pick-up – October 22<sup>nd</sup> – December 7<sup>th</sup> (weather permitting)
- Trick or Treat – Wednesday, October 31<sup>st</sup> from 5:00pm-7:00pm
- Splash Pad – May 21<sup>st</sup> – Sept 9<sup>th</sup> from 11:00am-8:00pm (weather permitting)

**9. 2018 Committee Assignments**

Weber motioned to approve committee assignments for 2018, seconded by Shultz, carried 4 Ayes, 0 Nays. An updated list will be provided at a later date.

**10. Acknowledgement of 2018 Committee Schedule & Calendar**

Town manager Stefen Wynn provided a list of meeting dates for the Board of Zoning Appeals, Plan Commission, Redevelopment Commission, Department Heads, and various town committees. Shultz motioned for approval, seconded by Weber, carried 4 Ayes, 0 Nays.

**11. Approval of Cemetery Deed**

Council voted to approve the following Cemetery Deed. Motion made by Magnuson, seconded by Weber, carried 4 Ayes, 0 Nays.

**Judy A. Elwood – Section M, Lot 182, Grave 2**

**12. Consideration of Part-time Fire Chief Position**

Council members voted to approve a unanimous recommendation by the hiring committee (Max Weber, Chris Magnuson, Stefen Wynn, Brad Rollins, and John Urso), to hire Robert (Bob) Amber as Albion’s Part-time Fire Chief. Motion made by Weber, seconded by Shultz, carried 4 Ayes, 0 Nays. The position pays \$23.21 per hour for a weekly average not to exceed 29 hours per week. Mr. Amber’s first day will be January 15, 2018. He has 32 years firefighting experience and holds numerous certifications.

**DEPARTMENT HEADS:**

**Casey Myers, Park/Cemetery Departments**

Park/Cemetery Superintendent Casey Myers provided a summary of his monthly and year-end reports. He outlined a list of accomplishments achieved in 2017 for both the park and cemetery departments. Park Board members for 2018 are as follows: Dan Gagen, President; Zane Gray, Vice-President; Joe Smith, Secretary; Bev Fitzpatrick, Member; Tim Kiebel, Member. Council voted to give Myers permission to pursue the following: Begin hiring process for part-time help; Start process for sale of an old mower and purchase of a new mower as per applicable disposal and procurement policies; Pursue installation of a waterline at the Valley View maintenance building. Motion made by Weber, seconded by Shultz, carried 4 Ayes.

Council also voted to approve seeking quotes for work for the installation of a Shade Structure and Chess/Checker life-sized concrete game board, both to be located in Hidden Diamonds Park. Motion made by Shultz, seconded by Magnuson, carried 4 Ayes, 0 Nays. The Shade Structure will be paid for from the Park Donation Fund, and the Albion S.T.A.R. Team is funding the installation of the Chess/Checker board game. (Note that these are two separate projects, to be located near each other west of the Splash Pad.) Myers said the Park Board discussed soliciting community involvement with Capital Improvement Projects, including the possibility of putting up a fence for a dog park.

**Street/Cemetery Departments**

Council members acknowledged receipt of the department’s monthly report. RFQs for design engineering for proposed paving projects will go out soon. The Paving Committee will review qualifications and make a recommendation to council. Weber received a complaint about snow blocking the sidewalk adjacent to the town parking lot

at the corner of East Hazel & Orange Streets. Stimpson will address the issue. Council took action on the following items:

Purdue Road School – Weber motioned to approve allocating Street Funds for Superintendent Brian Stimpson to attend training in March at the West Lafayette campus. Seconded by Magnuson, carried 4 Ayes, 0 Nays.

Floor Scrubber – Council granted permission for Stimpson to negotiate on the purchase of a used Floor Scrubber, Model No. 5700-24331 (NTE \$8,000) from Tennant Recon to replace the town's existing scrubber. Motion made by Weber, seconded by Magnuson, carried 4 Ayes, 0 Nays. The cost would be split between multiple funds. Stimpson said he would like to get prices for installing floor drains also.

### **Water/Wastewater Departments**

Council members acknowledged receipt of the department's monthly report. Water/Wastewater superintendent Terry Forker reported the Flex Rake at the wastewater ponds is unfrozen now. Frigid temperatures have created some challenges with equipment. Forker reported employees were able to avoid tearing up a downtown sidewalk by gaining access through S Orange Street to repair a water leak.

The water department has received several calls from mobile home residents regarding frozen water and leaks that are the responsibility of the property owner. It was noted three area mobile home parks were recently purchased by an out-of-state company. Whether or not the property owner plans to hire a local property manager is unclear.

RFQs for design engineering for addressing ammonia treatment at the wastewater ponds are due in by January 11, 2018. The committee will review qualifications and make a recommendation to council at a future meeting. As part of their research on treatment options, wastewater department employees visited the Town of Francesville in December to look at their ammonia treatment system. Forker will be attending AWWA training in Indianapolis January 23-25, 2018. The cost is expected to be under \$2,500.

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

After discussion, Weber motioned to approve Payroll and Accounts Payable Vouchers as of January 4, 2018 and January 9, 2018, seconded by Shultz, carried 4 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, Weber motioned to adjourn the meeting at 7:25 pm, seconded by Magnuson, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on January 23, 2018 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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MAX C. WEBER, MEMBER

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