

**Albion Town Council
Tuesday, March 14, 2017, 6:00 pm
Albion Municipal Building
211 East Park Drive, Albion, IN, 46701**

CALL TO ORDER: Town council vice-president Vicki Jellison called the meeting to order at 6:00 pm. President Max Weber was on vacation. The Pledge of Allegiance was recited.

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

ABSENT: Max Weber, President

OTHERS: Carol A. Selby, Clerk-Treasurer
Stefen Wynn, Town Manager
Matt Getts, KPC Media
Brian Stimpson, Street/Cemetery Depts
Terry Forker, Water/Wastewater Depts
Casey Myers, Park/Cemetery Depts
Brad Rollins, Fire Dept
Brian Tigner, Fire Dept
Shane Coney, Fire Dept
Sharon Leitch, Chain O' Lakes Festival Committee
Mitch Hansel, Fleis & Vandenbrink

APPROVAL OF MINUTES: Jellison asked for approval of the minutes from the regular meeting on February 28, 2017. Shultz motioned to approve the minutes, seconded by Magnuson, carried 4 Ayes, 0 Nays.

ANNOUNCEMENTS:

Fireworks Donation – Sharon Leitch, on behalf of the Albion Chamber of Commerce, presented the Town with a donation for this year's Fireworks Display. Council members were appreciative of the donation.

OPEN DISCUSSION: NONE

OLD BUSINESS:

Consideration of Quotes for replacing Windows and Doors at Water Plant
Council tabled this item until a future meeting.

NEW BUSINESS:

1. Open proposals for lease of Farm Land at Hidden Diamonds Park

The following proposals were received for the lease of approximately 27 acres of farm land at Hidden Diamonds Park. The Albion Park Board will review the proposals at their meeting on March 20, 2017. Council members will consider the Park Board's recommendation at their next meeting on March 28, 2017.

Richard Lock - \$125 per acre

Barry Weeks, Weeks Farms Inc - \$100 per acre

2. Approval of Purchases in excess of \$1,000 – Fire Department

a. (2) Sets InnoTexenergy Turnout Gear – T.J. Nowak - \$3,929.60

After discussion, Council voted to purchase **(2) Sets of InnoTexenergy Turnout Gear from T.J. Nowak Supply Co Inc. for a total of \$3,929.60 (\$1974.80 per set)**. Motion made by Magnuson, seconded by Shultz, carried 4 Ayes, 0 Nays. Quotes were also received from Fire Service Inc - \$1853.78 per set and Hoosier Fire \$2,168.80 per set and \$1,984.05 per set. Fire chief Brad Rollins said he has not been satisfied with the service from Fire Service Inc, citing long wait times for delivery of new and repaired items. He said T.J. Nowak uses a certified repair facility within Indiana which should provide for faster turn-around. Fire Donation funds will be used for the purchase.

b. (4) 800 MHz Radios – CopsGear – \$3,660

Council voted to approve the purchase of **(4) New XTS 2500 800 Motorola Radios from CopsGear for \$3,660**. These are the same model radios recently purchased by the Albion Police Dept. Motion made by Shultz, seconded by Morr, carried 4 Ayes, 0 Nays. A quote was also received from ERS Wireless for (4) XTS 2500 Refurbished P-25 Radios for \$5,016.69.

3. Salary Ordinance 2017-05 – 1st & 2nd Readings

Following up on a decision at the last council meeting on February 28, 2017, Council members voted to increase the hours of the part-time Administrative Assistant position to full-time by adopting Ordinance No. 2017-05 on its first and second readings. The effective date of the change is February 27, 2017.

First Reading

Magnuson caused Ordinance 2017-05 to be read for the first time by title only. *A Payroll Ordinance Setting Annual Wages and Benefits for Town of Albion Elected, Appointed and All Other Employees by Department for the 2017 Calendar Year. Ordinance 2017-05 Amends Ordinance 206-23 for the Purpose of Designating the “Administrative Assistant” position from Part-Time to Full-Time Effective February 27, 2017.* Chris made a motion for approval of Ordinance 2017-05 as read, seconded by Morr, carried 4 Ayes, 0 Nays.

Second Reading

Magnuson motioned to suspend the rules to allow for the reading of the ordinance for a second time, seconded by Morr, carried 4 Ayes, 0 Nays. Magnuson then caused Ordinance 2017-05 to be read for the second time by title only. *A Payroll Ordinance Setting Annual Wages and Benefits for Town of Albion Elected, Appointed and All Other Employees by Department for the 2017 Calendar Year. Ordinance 2017-05 Amends Ordinance 2016-23 for the Purpose of Designating the “Administrative Assistant” position from Part-Time to Full-Time Effective February 27, 2017.* Magnuson made a motion for adoption of Ordinance 2017-05 as amended, seconded by Morr, carried 4 Ayes, 0 Nays.

4. Acknowledgement of Special Event Application from Chain O’ Lakes Festival Committee

Town manager Stefen Wynn reported receiving a Special Event Application from the Chain O’ Lakes Festival Committee. The Festival Committee’s requests will be discussed at the Department Head Meeting in April. A plan of action will be put together to coordinate their needs. This year’s festival will be held June 7th, 8th, 9th, and 10.

5. Approval of Cemetery Deeds/Transfers

Council members voted to approve the following cemetery deeds. Motion made by Magnuson, seconded by Shultz, carried 4 Ayes, 0 Nays.

James & Deborah Horn – Section M, Lot 172, Graves 1 and 2.

Mark Tarlton – Section M, Lot 188, Grave 1.

6. Road Salt Purchase

Council voted to approve the purchase of an additional 20% of road salt at the State Bid Price of \$57.49 per ton through the OneIndiana Program. The amount will be approximately 23 Tons at a cost of around \$1,322.27 from Detroit Salt Company. Motion made by Shultz, seconded by Morr, carried 4 Ayes, 0 Nays.

DEPARTMENT HEADS:

Park/Cemetery Depts – Casey Myers

Myers provided an overview of his monthly report. He reported the Tree Steward Program he attended was very interesting. He will be working to apply some of the things learned. One new mower is in, and available for council members to inspect after the meeting. First Aid Stations have been installed at maintenance buildings in Hidden Diamonds and Valley View Parks. Myers is serving on the Noble County Convention and Visitors Bureau Board of Directors. He will be sharing information with the council on Bureau activities. Myers will be working with other departments to estimate the amount of calcium chloride needed for dust control on the town’s limestone alleys and drives. He plans to coordinate the purchase from Great Lakes Chloride with the Noble County Highway Department. Pacemaker plans to start on the building

addition at Valley View Park this week. Myers thanked the Street Dept for help in cleaning up trees felled by recent winds in Rose Hill Cemetery. Council recommended Myers contact Roberta Elser to discuss proposed plans for the old block maintenance building in Rose Hill Cemetery. Her grandfather used to be the cemetery caretaker, and she has fond memories of helping him sharpen tools in the building. Mrs. Elser had previously attended a council meeting and expressed her desire for the town to consider the historical significance of the building before deciding to tear it down. Myers is working with Stimpson to determine the best option for installing electrical receptacles on downtown streetlight poles for Christmas Decorations. An online auction will be held to raise funds for the Fireworks Display. Information is available on the Park Department's Facebook Page.

Street/Cemetery Depts – Brian Stimpson

Council acknowledged receipt of the department's monthly report. Stimpson reported he met with Brice Arnold, Noble County Disposal to discuss options for reducing costs for Spring Clean-up. Last year's costs were nearly double the normal amount spent due to a large increase in the amount of tonnage. It's believed that people living outside of town are bringing in items for disposal. Also, several people had excessive piles of construction/remodeling related materials.

Stimpson presented three options for this year's Spring Clean-up. Options included (1) continuing with curbside service by hiring a trash hauler to perform the work, (2) providing a drop off site for residents to bring unwanted items, or (3) using a loaner garbage truck and town employees to pick up items curbside.

After discussing the pros and cons of each option, council members voted to continue with curbside service this year, but limit the amount that will be picked up per household to approximately 8'x 8'x4' which is roughly the size of one pickup truck load, or 9.5 cubic yards. Morr suggested this year be considered a "test" year for the continuation of curbside service. If abuses continue, and/or costs are excessive, curbside service will undoubtedly become a thing of the past. Council directed Stimpson to solicit quotes from at least three trash haulers. Clerk-Treasurer Carol Selby will check with the Town of Avilla to see how they handle disposal of electronics. Council members will review quotes and finalize plans for Spring Clean-up at their next meeting on March 28, 2017.

Stimpson presented council members with quotes from (3) engineering firms for preparation of a 5-Year Pavement Management Plan. Mitch Hansel, Fleis & Vandenbrink, was present to provide an overview of their services. The work would include the gathering of data on the town's streets, and preparation of spreadsheets, and maps. Having a Pavement Asset Management Plan is a requirement for obtaining grant funds. Council will consider the quotes at their next meeting on March 28, 2017.

Water/Wastewater Depts – Terry Forker

Forker asked if there were any questions on his monthly report. He asked for direction from council regarding replacing (16) windows at the water plant. Forker wanted to know if council members wanted him to obtain quotes for residential, or commercial/industrial windows. After lengthy discussion, council members recommended Forker contact the Department of Homeland Security to see what they have to say about water plant security. Council will revisit this topic at a future meeting.

Forker asked if he needed to obtain approval from council to replace a defective water meter at an industrial facility since the cost is over \$1,000. Council members indicated this would be considered an emergency. Council members voted to approve the purchase of the meter, estimated to cost approximately \$2,000. Motion made by Morr, seconded by Shultz, carried 4 Ayes, 0 Nays. Current procedure allows for department heads to inform the town manager regarding the need for an emergency purchase. The town manager will then relay the information to council members. Council consensus was to continue with this procedure for emergency purchases. Department Heads are reminded to contact the town manager ASAP when an emergency situation like this occurs. Non-emergency purchases over \$1,000 require prior approval from council. Some department heads in attendance said they think the threshold for making purchases without prior council approval should be raised.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:

Council members voted to approve Accounts Payable and Payroll Vouchers as of February 16, 2017, March 2, 2017, & March 14, 2017. Motion made by Shultz, seconded by Magnuson, carried 4 Ayes, 0 Nays.

ADJOURNMENT: There being no further business to be brought before the council in regular session, Magnuson motioned to adjourn the meeting at 8:13 pm, seconded by Shultz, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on March 28, 2017 at the Albion Municipal Building, 211 East Park Drive, Albion, IN.