

Albion Town Council
Tuesday, March 28, 2017, 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
John Morr, Member
Chris Magnuson, Member
Don Shultz, Member

ABSENT: Carol A. Selby, Clerk-Treasurer

OTHERS: Shannon McFarland, Deputy Clerk-Treasurer
Bill Eberhard, Town Attorney
Matt Getts, KPC Media
Tom Lock, Police Dept
Scott Cole, Police Dept
Brian Stimpson, Street/Cemetery Dept
Brad Rollins, Fire Dept
Shane Coney, Fire Dept
Stefen Wynn, Town Manager
Derek Fredrickson, Engineering Resources
Scott Allen, Engineering Resources
Sharon Leitch, Chain O' Lakes Festival Committee
Terry Campbell , Town Resident
Dale Orr, Map 21 Stakeholder
Mitch Hansel, Fleis & Vandenbrink Engineering Inc.(Arrived at 6:10pm)
James Smith, Republic Services (Arrived at 6:05 pm)

APPROVAL OF MINUTES: Weber asked for approval of the minutes from the regular meeting on March 14, 2017. Jellison motioned to approve the minutes, seconded by Morr, carried 5 Ayes, 0 Nays. Attested by McFarland for Selby.

ANNOUNCEMENTS:

Arbor Day Proclamation– Casey Myers asked for us to celebrate Arbor Day. Weber read the Arbor Day proclamation. We are urged to protect our trees and woodlands. Weber has declared the last Friday in April as Arbor Day.

OPEN DISCUSSION:

Income Survey: Weber stated that the income survey's have been mailed. He was contacted by a resident and they stated there was no envelope to send the survey back. Weber asked Matt Getts to put in the paper to call the Albion Town Hall with concerns with the income survey. Jellison stated that the article in the paper was good. Morr has received feedback from residents who are mostly worried about confidentiality.

OLD BUSINESS:

Consideration of Quotes for replacing Windows/Doors at Water Plant – Terry Forker: This item was tabled until April 11, 2017. Terry will be here at that meeting.

NEW BUSINESS:

1.Consideration of proposals for lease of Farm Land at Hidden Diamonds Park:
The Albion Park Board has reviewed the proposals at their meeting on March 20, 2017. They are recommending that we award the lease to Richard Lock for \$125 per acre. Wynn was supportive of their recommendation. Magnuson made a motion to award the lease to Richard Lock for \$125 per acre, seconded by Jellison, carried 5 Ayes, 0 Nays.

2. Consideration of Quotes for Pavement Management Plan – Brian Stimpson:

Stimpson presented the quotes for the pavement management plan. He suggested getting a new consulting firm in here for the Town of Albion. Quotes were as follow:

A & Z Consultants	\$11,500
Fleis & Vandenbrink	\$ 4,690
ERI Consulting	\$ 3,900
Triad Associates	\$ 7,100

Stimpson would like to use Fleis & Vandenbrink. Shultz liked that the quote was itemized for what would be covered. Jellison stated that she is supportive of his recommendation. Magnuson inquired on how we will be notified if there is an issue that comes up during this project. Stimpson stated that either a phone call or an e-mail would be sent. Wynn stated that he is supportive and will back his street superintendent’s recommendation. Shultz made a motion to award the quote to Fleis & Vandenbrink, as the best qualified estimate of \$4,690, seconded by Jellison, carried, 5 Ayes, 0 Nays. Weber signed the agreement with Fleis & Vandenbrink Engineering, Inc.

3. Consideration of Quotes for Spring Clean-Up – Brian Stimpson -

Stimpson had contacted four different vendors to quote the spring clean-up job. The quotes were as follow:

Noble County Disposal	\$175/Hour & \$60/ton for disposal fee & \$60/ton for electronics
Waste Management	Did not quote
Republic	Did not quote – already booked for May 13 th
Stuckmans	Did not quote

It was noted that Republic is interested in submitting a quote for 2018. Noble County Disposal is Stimpson’s recommendation with Option 1. We will need to have a drop off site for the electronics this year. We will also have to provide the manpower for the drop off location. Residents would have to show a water bill or proof of residence. (Not all customers will have a water bill -example: trailer parks, rentals when landowner pay the bill, etc.)

There was discussion that there should be a pile size limitation in the spring clean-up notice to the customers. The size limit is 8’x8’x4’. It was suggested that Stimpson drive around the Friday before clean-up day and access the piles within the Town of Albion. If there is an issue, he will contact the resident. It was stated that this is a “test” year for the continuation of curbside service. If abuse continues, and/or costs are excessive, curbside service will become a thing of the past.

Magnuson made a motion to award the bid to Noble County Disposal (Option 1 with electronics being dropped off at the Albion Town Hall), seconded by Jellison, carried 5 Ayes, 0 Nays.

Magnuson stated they will not pick-up any florescent bulbs at all this year. Magnuson suggested that Council proof the spring clean-up flyer before we mail them out.

4. Update on Map-21 Project & Wastewater Treatment/Utility Rate Study –

Wynn talked about the Map-21 project. The committee (Shultz, Weber, Wynn, Stimpson, and Selby) met and all agreed that they feel the project should be terminated at this time. Due to significant increases, and no additional funding from INDOT, the Town of Albion does not have the extra funding necessary to continue the Map-21 Project. We can terminate the project and re-apply for the funding at a later date. We have storm water issues, peat issues, and ammonia limit issues at the sewer pond. We would have to re-pay INDOT the money back that we have received for the project. Matt Getts asked how much the Town of Albion has paid on the project and how much is still owed at this time. Wynn is to get the information for Matt.

We could just resurface the roadway to save money in that area and stop before the area with the peat issue. Morr stated that the road is not good in that area. Council asked how much it would cost to fix the road. Stimpson has a quote of roughly \$88,200 to repair the bad spot, wedge, and recap the top of the road.

Weber asked Dale Orr how he felt about the project. Orr stated that he has never been in favor of the project. He stated that there is a bad erosion washout by the last apartment complexes driveway. He also feels that the sidewalk would most likely not be utilized by the citizens.

Frederickson stated that the drainage issues usually aren't detected during the design part of the project. The County will not pay more on the project because of the peat issues. This would mean the Town of Albion would have 100% of that cost.

Motion was made by Shultz to terminate the Map-21 Project, seconded by Weber, carried 5 Ayes, 0 Nays.

Wastewater Treatment/Utility Rate Study: Wynn stated that the committee has been talking about raising the fees for all wastewater customers including Skinner Lake. Umbaugh has been working with us with some options to create some revenue for the wastewater fund. We would like to phase this in over the next three years. Magnuson reminded Council that Komputrol will be charging a fee for the increase to the software. Weber stated that the fee would be around \$900 per year per utility. Wynn stated that the wastewater fund has been operating in a deficit for the past few years. If we don't qualify for grants, we will need to have funding from other sources. We could also use USDA loans to offset costs, if needed.

Morr asked Engineering Resources the timeframe on this type of project. Fredrickson stated that we should be moving forward within the next few months. Weber stated that he had talked with IDEM and as long as we are showing significant progress – we will be ok for the ammonia limits. If we switch from a lagoon to a mechanical – the ammonia limits are much lower. Wynn stated that Frederickson had talked about getting a RFQ and hopefully have an engineer selected by the end of August.

Wynn will come back to Council at the end of April with a recommendation about the water and wastewater rate increases.

5.Discussion on Appropriating LIT – Public Safety Funds – Stefen Wynn: Carol would like some guidance from Council about how they want to spend the LIT funds. There is some discussion about using the money for a Full Time Fire Chief in 2018. Eberhard stated that the State Board of Accounts have said that if you can use general funds on it, then you can spend LIT funds for the same type of purchase. These funds are in addition to CEDIT funds. We keep LIT and CEDIT funds separate for budgeting purposes. The Police Department would like to purchase a new car. Rollins stated that he is supportive of a Full Time Chief. It was asked if the Fire Department as a whole is supportive of a Full Time Chief. Rollins stated that he can't speak on behalf of the whole department.

We should be receiving approximately \$120,000 per year in LIT funds. Eberhard suggested contacting Topeka if we have questions. They just did paperwork for a Full Time Fire Chief. Shane Coney doesn't feel that a Full Time Chief will increase the ISO ratings. Wynn stated that it would increase the ISO rating. One of our lower ISO Rating was due to a lack of training. A Full Time Fire Chief could help eliminate those problems. Eberhard said that there's many benefits: houses, businesses, and schools would all benefit. We would have a person designated to go around and to do inspections.

Magnuson moved to allow Selby to set up appropriation line items for a Full Time Chief position, seconded by Shultz, carried 5 Ayes, 0 Nays.

6.Consideration of Fire Department Bylaws – Brad Rollins – Rollins stated that he had turned in the By-Laws and Wynn had made a few changes. He stated that he will be putting a list of training dates together in surrounding areas for the part time fire volunteers. He will stress that these dates are important for training hours. There are a few grammar issues that should be changed and then the final draft will be sent to Council. Wynn stated that the Treasurer records need to be kept for at least 10 years. Motion was made by Magnuson to accept the Fire Department Bylaws, after corrections, seconded by Morr, carried 5 Ayes, 0 Nays.

DEPARTMENT HEADS:

BRAD ROLLINS, FIRE DEPT

Brad Rollins brought the February Monthly Report to the meeting. Council had no issues with his report. The Total Man Hours for February was 427 hours. It was a very busy month with increased runs and a house fire. They had 146 staff hours. We have been testing tornado sirens and have had no issues. We will be working on the bell in the future. Kappa Kappa Kappa will be hosting the Breakfast with the Easter Bunny at the Fire Station. Magnuson also told Rollins that the Chain O' Lakes Festival Parade will start at 4 PM this year instead of 5 PM.

Police Dept – Tom Lock:

Lock was present to answer questions on the Police Department's monthly report for February. He stated that the 800 MHZ radios should be done by the middle of April. This switch over will be done soon. Code Enforcement has been going very well. Matt Getts did a good job getting this in the paper. People are complaining; however, the fines are being paid. He started doing the code enforcement to clean up the town. Wynn talked to the people with negative feedback on social media. Lock wants to order three more shotguns. Lock stated he has cut back overtime hours down to 12 hours now. (Overtime hours this time last year were 35 hours.) Lock reported that he believes increasing traffic stops has decreased the number of accidents. Council had no questions on his report.

Stefen Wynn – Town Manager:

Council acknowledged receipt of the Town Manager's monthly report. Council had no questions on his report. He stated that the Small Town – Big Industry social media video has been seen 38,000 times. Magnuson stated that Cole has done a great job with the Town of Albion's new website. The website isn't 100% ready; however, it will be soon. Wynn stated that a housing study would provide us with good information. It would cost \$2,000 for the EDC to complete a housing study. Housing is considered as infrastructure. Morr stated that we do need housing in the Town of Albion. We would like to get some new developers in the Town of Albion. We need to look down the road and should do the study. Motion was made by Morr to allow Wynn to spend \$2,000 on the housing study, seconded by Jellison, carried 5 Ayes, 0 Nays. Jellison made a motion to appoint Magnuson to sit on the committee as a steering compacity, seconded by Shultz, carried 5 Ayes, 0 Nays.

Wynn asked that Council add HVAC & Quality to Incumbent worker training program. This will come with no additional costs. Jellison made a motion to HVAC & Quality to Incumbent worker training program, seconded by Shultz, carried 5 Ayes, 0 Nays.

Wynn would like to have Council approve him to spend up to \$5,000 out of CEDIT for the Hometown Collaboration Initiative. He stated that he has around 13 people interested in being a part of the HCI group. Jellison is interested in being on the committee. Shultz made a motion to allow \$5,000 in funds for HCI and to have Jellison sit on the committee, seconded by Magnuson, carried 5 Ayes, 0 Nays.

Wynn talked about the SPEVAR 2017-03. This is a special use variance to have a double-sided LED programmable sign at the eastern entrance to Albion from the Albion Legion. The Legion has proposed a unique opportunity to the town for using the sign to promote town events, policies, and other town-related business. Wynn would like Council to waive the BZA application fee. He will ask for this for this at a later date.

Stimpson and Magnuson had a discussion in reference to some tree stumps that need to be checked out.

Morr discussed a trail from Chain O' Lakes to Hidden Diamonds. He has been in contact with Sam Boggs. They would like a trail as long as it starts at the entrance of the state park. Morr also asked Steve Hook which property owners would be affected by the trail. DNR officials don't like the idea of the trail following a main road for safety purposes. There is also no safe way to ride a bike back to the campgrounds.

The Department Heads need to get a list of sidewalks ready for the program for 2017. We were suppose to meet; however, the weather wasn't cooperating. Wynn stated that this will be set up as soon as possible.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS: Jellison motioned to approve Accounts Payable and Payroll Vouchers as of March 16, 2017 and March 28, 2017, seconded by Shultz, carried 5 Ayes, 0 Nays, submitted and reviewed, attested by McFarland for Selby. Note: McFarland only had to attest the Payroll Vouchers for March 16th; Selby had previously signed the Accounts Payable Vouchers for March 28th.

BRIAN STIMPSON: Stimpson asked Council to seek quotes for a crack filler machine. He is estimating that a new machine costs between \$35,000 - \$60,000. Magnuson stated that it doesn't hurt to get quotes. He will be doing a demo of a new street sweeper on Wednesday. He's not looking to buy a street sweeper at this time.

ADJOURNMENT: There being no further business to be brought before the council in regular session, Weber asked for a motion to adjourn the meeting at 8:20 p.m., so moved by Jellison, seconded by Magnuson, carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on April 11, 2017 at the Albion Municipal Building, 211 East Park Drive, Albion, IN.

MAX C. WEBER, PRESIDENT

VICKI E. JELLISON, VICE-PRESIDENT

JOHN D. MORR, MEMBER

CHRISTINA K. MAGNUSON, MEMBER

DONALD J. SHULTZ, MEMBER

ATTEST: _____
CAROL A. SELBY, CLERK-TREASURER