

**Albion Town Council**  
**Tuesday, April 12, 2016, 6:00 pm**  
**Albion Municipal Building**  
**211 East Park Drive, Albion, IN, 46701**

**CALL TO ORDER:** Town council president John Morr called the meeting to order at 6:00 pm. The Pledge of Allegiance was recited.

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

**OTHERS:** Carol A. Selby, Clerk-Treasurer  
Stefen Wynn, Town Manager  
Mike Yoder, Town Attorney  
Matt Getts, KPC Media  
Tom Lock, Police Dept  
Seth Mosley, Water/Wastewater Depts  
Casey Myers, Parks Dept  
Cody Kirpatrick, Parks Dept

**APPROVAL OF MINUTES:** Morr asked for approval of the minutes from the regular meeting on March 22, 2016. Shultz motioned to approve the minutes, seconded by Magnuson, carried 5 Ayes, 0 Nays.

**ANNOUNCEMENTS:**

**Seth Mosley – Water/Wastewater Dept**

Mosley gave council members notice he will be leaving employment with the town at the end of the month. His wife accepted a job in the Indianapolis area and he has been accepted into a nursing program, so his family will be relocating. Council thanked him for his service and congratulated him on his new endeavor.

**OPEN DISCUSSION:**

1. **Tornado Sirens** – Council members discussed the timing of siren tests. Jellison noted recent testing was later than the usual 6:00 pm. Council members have received complaints that the sirens are difficult to hear in some areas of town. Council suggested Wynn check with the fire chief and contact the tornado siren vendor.

2. **S.T.A.R. Team Mural** - The proposed mural will be placed on removable artist board rather than painted directly onto the side of the EDC building.

3. **Old Air Conditioning Units** – Council consensus was to allow contractor Rob Rawles to dispose of the “junk” air conditioning units removed from the EDC Building.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

1. **Approval for implementation of Special Events Permit Policy**

Wynn provided an overview of a proposed permit policy for events held on town property. The policy is intended to protect public health and safety via good communication and coordination among affected town departments and agencies. The permit fee for a one-day event is \$100 and \$250 for multiple-day events. Fees may be waived at the discretion of the town manager and for non-profit groups. Attorney Mike Yoder recommended adopting the policy via ordinance since fees are involved. Council will consider the final draft on its first and second readings at the next meeting on April 26, 2016. The policy will go into effect July 1, 2016.

2. **Amendment of contract with Town Attorney**

Town attorney Mike Yoder and council members discussed amending Yoder’s contract to reflect a reduction in the number of meetings attended. Yoder would like to reduce the number of evening meetings he attends to allow additional time with his family. However, it is not clear whether there will actually be a reduction in the number of meetings he will attend this year.

**3. Approval of travel expenses for John Morr for April 11th meeting with Indiana Pharmacy Board in Indianapolis** – Council members voted to approve reimbursing Morr for travel and meal expenses to attend the Indiana Pharmacy Board Meeting in Indianapolis. Motion made by Jellison, seconded by Shultz, carried 5 Ayes, 0 Nays.

**4. Approval of expenses for Carol Selby to attend May & June Annual Clerk-Treasurers School and Conference** – Council members voted to approve expenses for Selby to attend a Budget Workshop and Clerk-Treasurer's School in Indianapolis in May and the ILMCT Conference and State Board of Accounts School in Michigan City in June. Selby estimated the total costs to be approximately \$1,000 or less. Motion to approve made by Weber, seconded by Magnuson, carried 5 Ayes, 0 Nays.

**5. Update on Income Survey**

Wynn thanked the many volunteers that went door-to-door in an effort to obtain the remaining surveys needed for completion of the town's Income Survey. The door-to-door response rate was over 90%. Results of the survey should be available soon.

**6. Consideration of Quotes for Mini Excavator**

After discussion of quotes for a 2016 Kubota U55 4R3A Mini Excavator, council voted to approve the lowest most responsive and responsible quote from More Farm Store for \$58,815.98. Motion made by Magnuson, seconded by Weber, carried 5 Ayes, 0 Nays. The cost will be shared between the Street, Water, and Wastewater Departments. The cost of the bucket will be paid out of Cemetery funds. Other quotes received included: Southeastern Equipment Co. - \$62,239.00 and Zimmer Tractor - \$61,990.00. Hopf Equipment declined to quote noting we are out of their business area.

**7. Approval of ProFed Credit Union Resolution No. 2016-08**

Council members voted to approve Resolution No. 2016-08 and grant permission for Clerk-Treasurer Selby to execute the necessary documents so the town may continue to use ProFed Credit Union for employee payroll direct deposit. Motion made by Weber, seconded by Shultz, carried 5 Ayes, 0 Nays. Selby explained the town doesn't currently have its own account at ProFed, only individual employees do. However, she was contacted by Karen Potter, ProFed and was told its anticipated the town will be required to be a member of the credit union in order to continue making automatic deposits for employee payroll. Since, ProFed is not listed on the SBOA (in.gov) website as an approved depository for town funds, ProFed has offered to deposit \$5.00 on the town's behalf to satisfy the requirement for the town to be considered a "member" of the credit union. Selby checked with town attorney Mike Yoder and Todd Caldwell, State Board of Accounts to make sure the de minimis account would not present a problem for the town. Selby said several employees use the automatic deposit option and she didn't want to cause issues for them with loan payments, etc.

**8. Approval of Cemetery Deed**

Council voted to approve the following cemetery deed. Motion made by Weber, seconded by Jellison, carried 5 Ayes, 0 Nays. **Micah Palmer – Section M, Lot Number 125, Grave 1**

**DEPARTMENT HEADS:**

**Casey Myers, Parks Dept** – Myers provided a summary of his monthly report. The new tractor should be in soon. Fundraising for the Hoosier Basketball Court Project is underway. Albion Rotary Club members helped assemble Disc Golf baskets. Installation is anticipated to begin once permits are received. The online Fireworks fundraiser auction raised \$705. The park board approved purchasing trash can lids and picnic tables from Uline. Several trees and branches came down during a storm at Hidden Diamonds Park. The conduit on a light pole at Valley View Park has been secured. Tracy Cooper of Cooper's Trenching, Inc. donated his services to bore a new waterline at Valleyview Park. Myers estimated the cost savings at approximately \$1,000 and expressed appreciation for the in-kind donation. Myers also thanked water/wastewater department employees for helping fix a broken hydrant.

**Tom Lock, Police Dept** – Council members acknowledged receipt of the department's report. Town marshal Tom Lock reported radar equipment has been certified. Massive Hemorrhage Response Control Training will be held at the Albion Fire Station on May 2, 2016 from 6:30 pm-8:30pm. The training will provide hands-on instruction for applying tourniquets. Enforcement of ordinance violations for high weeds, abandoned vehicles, trash, etc is expected to increase as the weather warms up. The Albion Police Reserves have added four new reserves. The reserves completed a 40-hour pre basic training program. Lock reported Parkview Hospital Police Department would like to purchase the department's 2006 Ford Crown Victoria squad car for \$1,500. Lock said selling the vehicle to another police department eliminates the need to prepare the vehicle for sale to the general public. The recently purchased 2016 Dodge Charger replaces the 2006 Crown Vic which has logged approximately 130,000 miles. After discussion, Weber motioned to allow the sale of the 2006 Ford Crown Victoria to Parkview for \$1,500 provided the town receives confirmation that Parkview has their own police department. Shultz seconded the motion, carried 5 Ayes, 0 Nays.

**Stefen Wynn, Town Manager** – Town manager Stefen Wynn provided an overview of his monthly report. Topics covered included an update on training and conferences, status of Income Survey, statistics on Social Media, proposed improvements to the Albion Municipal Building (additional fire sprinkler installation, replace steel doors, ADA compliant entrance and layout of front offices), Façade Grants, RDC and BZA business, Railroad sign grant, AED purchase and CPR training, Sidewalk Committee- compiling list for 2016 projects, Ammonia treatment at wastewater ponds, water plant roof repairs, fireworks fundraiser, farm lease renewal, communication policy, SBOA required Internal Controls, Department Head and All-Staff meetings, consideration of hiring Project Engineer, and utilizing Interns/MPA students.

After lengthy discussion, council voted to approve a quote from Summit City Roofing to replace the roof at the water plant for \$16,162.00. Motion made by Weber, seconded by Shultz, carried 5 Ayes, 0 Nays. Quotes were also received from Royalty Roofing and KM Roofing. Byers Roofing, CCR Roofing, and Schust Roofing either declined to quote, or missed the deadline for submitting a quote. Although, the quote from Royalty Roofing was slightly less than the quote from Summit City Roofing, it was determined Summit City Roofing offered the best plan for ensuring the roof system would remain dry, and their quote included custom gutters, curbing, and fascia.

Council members also voted to authorize overtime for employees coming in outside their regularly scheduled work hours to attend two All-Staff meetings currently scheduled for April 19th and October 18<sup>th</sup> and to purchase refreshments for those meetings. Motion made by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays.

**APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:** After discussion, Weber motioned to approve Accounts Payable and Payroll Vouchers as of April 12, 2016, seconded by Jellison, 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, Morr asked for a motion to adjourn the meeting at 8:32 p.m., so moved by Weber, seconded by Shultz, carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on April 26, 2016 at the Albion Municipal Building, 211 East Park Drive, Albion, IN.

***The executive session originally scheduled for 6:30 pm or immediately following the regular meeting was cancelled.***