

**Albion Town Council  
Tuesday, May 9, 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  
Terry Forker, Water & Sewer Dept  
Brian Stimpson, Street Dept  
Casey Myers, Park&Cemetery Dept  
Shane Coney, Fire Dept  
Stefen Wynn, Town Manager  
Sharon Leitch, Chain O' Lakes Festival Committee  
Randy Gunder, Town Resident  
Dawn Gunder, Town Resident

**APPROVAL OF MINUTES:** Weber asked for approval of the minutes from the regular meeting on April 25, 2017 and special meeting on April 28, 2017. Shultz wanted "flused" changed to "flushed" on the April 25, 2017 minutes. Magnuson motioned to approve the minutes once the typo has been corrected, seconded by Jellison, carried 5 Ayes, 0 Nays. Attested by McFarland for Selby.

**ANNOUNCEMENTS:**

**Jellison:** Jellison sent condolences to Terry Forker on the passing of his mother. Forker thanked Council in return for their thoughts and prayers during this difficult time.

**Spring Clean-Up:** It was noted that Saturday, May 13<sup>th</sup> will be Spring Clean-Up. There will be an electronic drop-off site at the Albion Town Hall from 8:00 AM – 12:00 PM. Jellison noted that a resident had contacted her and wasn't aware of the upcoming clean up. (Notices were sent to all residential utility customers.) It was noted that the notice is posted on our website. It is also on the Chamber of Commerce's website. Stimpson went around and put door hangers on residents that had electronics out at their curbside. Note: This is the first year that Noble County Disposal will not be picking up electronics at the curb.

**OPEN DISCUSSION:**

**No Co Preservation Society and STAR Team:** The Noble County Preservation Society and STAR Team's annual gala dinner is on May 20<sup>th</sup>. Weber stated that he and Cindy will be attending the dinner. Shultz will be out of town; however, he has four tickets to sell.

**OLD BUSINESS:**

**Consideration of Quotes for replacing Windows/Doors at Water Plant:** This item was tabled until May 23, 2017. We haven't done the RFQ with all of the obstacles in the last few weeks. Magnuson wanted to make sure what type of windows will be installed. Wynn stated that there will be commercial style windows.

**Weber:** Weber stated that Mr. Winn at The Pill Box is looking for bigger spaces in the Town of Albion. He would like to start a Tele-Pharmacy. He will keep in touch with us and communicate with upcoming plans.

**NEW BUSINESS:**

**1. Kozy Valley Mobile Home Park Drainage – Randy Gunder:** Randy Gunder was here about runoff on South and First Street. The runoff is starting to break down his driveway going into Kozy Valley. Stimpson is working with Gunder and Carl Pulver about inserting two drains on each side of the driveway. Stimpson has contacted Randy Sexton about coordinating the project with the County and will get back with Gunder.

**2. Consideration of Request to Close East Highland Street for Cubmobile Race:** Wynn stated that the application looks identical to the application that was submitted last year. Council agreed that there is no problem closing the street during the cubmobile race.

**3. Consideration of Adding Stone Along Rose Hill Cemetery Drives – Casey Myers:** Myers stated the money is in his budget for the stones. He is just asking for some guidance from the Council. Council stated that they like the #73 limestone in the cemetery. Magnuson stated that it looks fantastic. It was estimated that it should take eight loads of stone and should cost between \$4,000 - \$5,000. Magnuson made a motion to move forward with getting the stones, seconded by Shultz, carried 5 Ayes, 0 Nays.

**4. Consideration of Dearborn National Renewal – Life, ADD, STD Insurance:** Council was presented with notification that our annual renewal with Dearborn National has come in the mail. It was noted that there is no increase. The Insurance Committee is recommending approval of the renewal with Dearborn National. Motion was made by Jellison to renew the Life, ADD, and STD Insurance with Dearborn National, seconded by Morr, carried 5 Ayes, 0 Nays.

**5 Consideration of Procurement Policy:** Wynn stated that we are not allowed to accept gifts. If a gift is given to the group, then it would be ok for the Town to accept that gift. Wynn stated that the only changes were the following:

- Council granting Department Head's authorization to spend up to \$1,500.
- Council granting Town Manager authorization to spend up to \$2,500
- If someone would spend over \$2,500, that would have to go to Council for authorization.

Council would like the following corrections to be made:

- Under emergency procedures: It should say delays and not deals
- Purchases from \$1,500 - \$2,500 would be approved by the Town Manager, Town Clerk, and Department Head
- Magnuson stated that we need to clarify Purchase Authority amounts and to be consistent with our verbiage.
- Magnuson noted any amount over \$2,501 requires Council approval
- Under Competitive & Negotiated Bid/Quotes – replace “to foster competition between,” with, “with”

The Town Attorney has checked over the procurement policy recommends approval after changes are made. Stimpson stated that it takes too much time to get approval over \$1,000. It would make his job easier with a higher limit. He will be doing a lot of work and concrete alone will be over \$1,500. Magnuson stated that Council has a job to do as well. Wynn was instructed to get the changes made and e-mail a final draft to Council. Council tabled approval of the Policy until the May 23, 2017 meeting.

**6. Noble REMC Annual Meeting Affidavit – Appoint voting delegate:** Noble REMC's annual meeting will be on June 3<sup>rd</sup>. Magnuson stated that she can't be the delegate due to the Chain-O-Lakes Festival. Weber made a motion to appoint Wynn to be the Town's delegate, seconded by Jellison, carried 5 Ayes, 0 Nays.

**7. Approval of 2017 Biannual Fire Pay:** There were no questions on the hours that were turned in for the biannual fire pay. Motion was made by Magnuson to approve the biannual fire pay, seconded by Jellison, carried 5 Ayes, 0 Nays.

#### **DEPARTMENT HEADS:**

##### **Casey Myers, PARK & CEMETERY DEPTS:**

Casey Myers presented Council with his Monthly Reports. The cemetery barn is complete. The fence gate has been installed. The Unknown Soldier's area is almost ready, we are just waiting on solar lights. The Town Lots list seems to keep growing. Myers has found that the bat wing mower is not the right mower for the sewer ponds. A bush hog mower would be better for the ponds area. It was questioned if we should disc it up and plant wild flowers. After discussion it was noted that there's around 5 acres at the top of the sewer ponds. We could find a farmer to have it bailed. It was noted that we should put out RFQ's and have it done within the next two weeks. Eberhard noted that as long as its under \$500 and we contact five people we would be fine. It was noted that all the graves are filled and the grass is growing. He is down one and a half men right now. Our departments have been working to help him. Wynn even went out and mowed in a section and it took him one hour and twenty minutes to finish the job. Wynn stated that Myers' crew is doing a great job.

Myers then moved onto the Park Department news. Firework donations are going great. We have had some issues with the Splash Pad. The water meter at the Splash Pad froze and broke over the winter. It was discovered that the main valve wasn't checked properly at the end

of the season. The computer screen has also quit working. It was noted that a new screen would cost \$1,500 (plus shipping and handling). Myers can send the screen in and have them check it and determine if it is fixable. If he sends the screen in, it will delay the opening of the Splash Pad by two weeks. He also stated that it could be ran on Saturday's only until the computer screen is fixed. It will cost \$1,500 for a new meter for the Splash Pad. (It was noted that the Parks Department will pay for this meter.)

Magnuson made a motion to authorize Terry Forker to purchase the new meter for the Splash Pad, seconded by Shultz, carried 5 Ayes, 0 Nays.

**Brian Stimpson, Street/Cemetery Departments:**

Brian Stimpson presented Council with his Monthly Report. He stated that he has jetted out tiles. We have demoed a crack filler. We have total patched several roads in town. We have completed and submitted the Pavement Asset Management Plan to LTAP. He met with Mr. Groves over the alley issue. Stimpson found that it is a legal alley. We will maintain the alley. He is hoping that this fixes Mr. Groves' complaint. We did the first proof roll today on the TIF Legacy Paving Project. We do have a water issue right now. We are going to leave it open with stone on it. We dug out 18 inches. We will have a change order for the project. (It shouldn't cost that much.) There is drainage to the south. The galvanized pipe was rusted and rotted. The millings were 8-10 inches. Pulver's will be coming to get some more of the millings. We took around 10 loads to the Park Department. East Park Drive was very solid.

We discussed about when the tree trimming and tree removal notice will be coming out. Stimpson wants to bid the projects as they occur instead of a huge list of trees to be removed.

Jellison asked about the Punch List about the water main project. She isn't very happy with the finish work. Stimpson stated that their bulking on the curbs. Wynn stated that he will be having a meeting in regards to this issue with a Crosby Representative, Derek Fredrickson, Brian Stimpson, Terry Forker, and Stefen Wynn. There is an issue with the silt fence still there and it needs removed. The property owners can't even mow their lawns. We need to send them an e-mail and let them know if it's not taken care of, then we will be contacting our attorney. Eberhard stated that patience is a virtue. It is early in the construction season for these contractors. He said we should give him a couple of weeks. There is an issue with quantities billed to the Town that still needs to be resolved.

Jellison and Magnuson stated that the finish work has always been an issue in the Town of Albion. If they would just show up, and do something it would show a good faith effort.

Stimpson brought up the issue of a crack filler. Stimpson had sent out 4 RFQ's for the crack filling machine and the quotes were as follows:

- Brown Equipment \$57,800.00
- Southeastern Equipment \$43,950.00
- Sherwin Industries \$41,399.00
- Sealmaster Didn't Quote

Stimpson stated that the Southeastern is higher priced; however, it has more safety features on the machine. It is an automatic machine. The pumps will not last forever. The pump is outside of the machine and it easier to perform routine maintenance. The nozzle has to be operated with two hands making it a safe feature. This machine should last us 15-20 years. Stimpson would like to keep it three years and trade it in for a newer model. It would be paid out of the following funds: TIF1 \$10,943.55, TIF2 \$2,241.45, CCI \$10,000.00, and Street \$20,765.00.

Please note: this purchase is subject to the RDC's approval of TIF funds. Eberhard stated that Carol's concern about using TIF funds is a real concern. Jellison wanted to make sure that Carol's concerns were noted. Eberhard had sent a letter to Wynn earlier today. Eberhard's letter states that we can use TIF funds for the purchase. This machine will help us with the pavement management plan.

The Total Patcher machine is a totally different machine. The patcher uses a different kind of oil. It is not even close to a crack filler. This would be used for mostly pot holes.

Weber stated that he doesn't want to spend this much money on a machine that is going to sit in the building and collect dust. Motion was made by Magnuson to accept Southeastern Equipment for \$43,950.00, as the most responsive and responsible quote, seconded by Shultz, carried 5 Ayes, 0 Nays.

Stimpson wants to change the classification of Weber Road and 7<sup>th</sup> Street to a major collector classification. It just means that we can get federal funding and it makes it easier to get state funding. We will see increased truck traffic on Weber Road. It will save our roads by re-routing trucks down Weber Rd. Jellison made a motion to allow Stimpson to pursue changing the road classification, seconded by Magnuson, carried 5 Ayes, 0 Nays.

**Terry Forker – Water/Wastewater:** Terry Forker presented Council with his Monthly Report. Forker stated that Dexter Axle will be doing some concrete work on May 25<sup>th</sup> & 26<sup>th</sup>. They were wanting to use our parking lot here at 211 East Park Drive. It would be around 20-25 cars here on first shift and around 11 on seconds shift. Stimpson stated that he has no problem with this and he will mark off certain areas for the town employees to park. Council didn't see any issues with Dexter Axle using our parking lot.

Forker stated that there is an issue with a water main on N Oak St. We usually have to repair a leak there at least two times per year. It will be for materials to repair a 6-inch water main (from Groves Street to Jefferson Street). He received 3 quotes as follow:

- Utility Supply                 \$12,288.00
- Ferguson                         \$12,247.80
- EJP                                 \$12,125.60

Forker would like permission to proceed to purchase materials to fix the water main. Motion was made by Jellison to allow Forker to purchase the materials needed to repair the 6-inch water main, seconded by Shultz, carried 5 Ayes, 0 Nays.

Hazel Street Water Main Project needs to move forward. This would be the area from 3<sup>rd</sup> Street to 5<sup>th</sup> Street. It is not an in-house job. We don't have any grant information ready. We need to see what kind of grant money is available. We need to get the main fixed and then get the road paved. Forker stated that we can't predict water main breaks. We need to send out RFQ's for the Hazel Street Water Project.

The GPS unit is in today. The sewer pond facia was fixed in-house. It was fixed on the building at the lower ponds.

**Stefen Wynn – Town Manager:**

Council acknowledged receipt of the Town Manager's monthly report. Wynn stated that we have been named a finalist for the HCI. He would like to put banners up with the Town of Albion's logo on them. They would be hung during the summer months. He would like to use

CEDIT funds to pay for the banners. These banners would be hung on the same brackets as the Christmas banners. Magnuson asked about QuIP Grant from the STAR Team. Wynn stated that the STAR Team was awarded funds to install four bike racks. We must first ask the County if we would be able to place the bike racks on the Courthouse Square. The STAR Team will ask for funds at the May 23, 2017 meeting.

Motion was made by Shultz to allow Wynn to move forward with getting quotes for banners, seconded by Jellison, carried 5 Ayes, 0 Nays.

**Region 3A - Income Survey:** Wynn was questioned in regards to where we stand on the second mailing of the income survey. Wynn stated that it will cost between \$600-\$800. Once we get the second mailing back, the income survey will then be certified. We can use this as a marketing tool. We have a strong community and they have been told to move forward. The survey needs 110 more to be certified, and 100 have to be low-moderate income to qualify for OCRA Grants.

**Plan Commission Rezoning:** Magnuson questioned about KBL's petition to rezone his property from CB to R-4. Wynn stated that the Plan Commission did in fact rezone the property. Keith Leatherman is to provide site plans that include ADA sidewalks to Wynn, prior to construction. The Plan Commission also listened to a presentation from County Plan Director Kenneth Hughes about joining the County for a Comprehensive Plan.

**Utility Rate Study:** Wynn stated that we have received copies of Umbaugh's ordinances for review. He has forwarded this information to Council, and Eberhard will review as well.

**Sidewalk RFQ's:** It was questioned why Council hasn't seen a finished RFQ. Wynn stated the sidewalk committee is scheduled to meet on Tuesday next week. Wynn will be sending an agenda will be out by the end of the week.

**Brian Stimpson:** Stimpson stated that the town is lacking in Ordinances for Development Standards. The State of Indiana has a Indiana State Design Manual. It is a really good reference guide. The Town of Albion should be following at least this manual with developers. There are also Right-of-Way guidelines that we should follow in the manual. The State Highway Department and the State of Indiana have a manual; however, we don't have one at this time.

**Bill Eberhard:** Eberhard stated that we need to set the public hearings for the Utility Rates. It was decided that the first public hearing will be held on June 27, 2017. The second public hearing will be held on July 11, 2017. (Morr stated that he will be out of town during those meetings.)

Council also wants an Executive Meeting at 5:00 PM on June 13, 2017 to discuss Department Head evaluations.

**APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:** Magnuson motioned to approve Accounts Payable and Payroll Vouchers as of April 27, 2017 and May 9, 2017, seconded by Shultz, carried 5 Ayes, 0 Nays, submitted and reviewed,

attested by McFarland for Selby. Note: Selby had previously signed the Accounts Payable Vouchers.

**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 8:06 p.m., so moved by Magnuson, seconded by Jellison, carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on May 23, 2017 at the Albion Municipal Building, 211 East Park Drive, Albion, IN.

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MAX C. WEBER, PRESIDENT

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VICKI E. JELLISON, VICE-PRESIDENT

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JOHN D. MORR, MEMBER

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CHRISTINA K. MAGNUSON, MEMBER

\_\_\_\_\_  
DONALD J. SHULTZ, MEMBER

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