

**Albion Town Council**  
**Tuesday, May 23, 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  
Chris Magnuson, Member

**ABSENT:** John Morr, Member  
Don Shultz, Member

**OTHERS:** Carol A. Selby, Clerk-Treasurer  
Stefen Wynn, Town Manager  
Bill Eberhard, Town Attorney  
Matt Getts, KPC Media  
Tom Lock, Police Dept  
Shane Coney, Fire Dept  
Brian Tigner, Fire Dept  
Sharon Leitch  
Brian Weideman, Edward Jones

**APPROVAL OF MINUTES:** Weber asked for approval of the minutes from the regular meeting on May 9, 2017. Jellison motioned to approve the minutes, seconded by Magnuson, carried 3 Ayes, 0 Nays.

**ANNOUNCEMENTS:**

1. **Brian Weideman, Edward Jones** – Mr. Weideman was present to introduce himself. He will be working out of the Edward Jones office at 201 S. Orange Street, Albion. Edward Jones provides investment services. He plans to open for business in July.

2. **Indiana Volunteer Fire Association Meeting**

Five members of the Albion Fire Department will be recognized for their years of service at a meeting tonight at 7:00pm at the Albion fire station. Council members are welcome to attend.

**OPEN DISCUSSION: NONE**

**OLD BUSINESS:**

1. **Consideration of Quotes for Doors for Albion Municipal Building & Water Plant**

Council members tabled this topic until the next meeting on June 13, 2017.

2. **Consideration of Procurement Policy**

Council voted to approve the proposed policy which formalizes town policies for the purpose of conducting procurement, bidding, and contracting. Motion made by Magnuson, seconded by Jellison, carried 3 Ayes, 0 Nays.

**NEW BUSINESS:**

1. **Approval of Resolution No. 2017-08A – Budget Cuts and Transfers**

Council voted to approve Resolution 2017-08A, motion made by Jellison, seconded by Magnuson, carried 3 Ayes, 0 Nays. The resolution authorizes the clerk-treasurer and town manager to make cuts/transfers to the 2017 and/or 2018 departmental budgets as necessary.

2. **Approval of Resolution No. 2017-11 for 2018 CEDIT Appropriations & 3-Year CEDIT Capital Improvement Plan**

Council voted to approve a 3-Year Capital Improvement Plan for January 1, 2018 – December 31, 2020. The plan specifies the uses to be funded with revenues from County Economic Development Income Tax (CEDIT) Funds in conformance with IC 6-3.5-7. Estimated appropriations for the 3-year plan period include: 2018 - \$207,893;

2019 - \$210,423; 2020 - \$213,016. Motion was made by Magnuson seconded by Jellison, carried 3 Ayes, 0 Nays.

**3. Special Meeting Scheduled- LIT Public Safety Fund Budget for 2018 & Fire Protection Agreement**

Council set the date of Wednesday, May 31, 2017 at 6:00pm for a Special Meeting for the purpose of determining how to allocate appropriations for the 2018 LIT Public Safety Fund Budget, and to discuss 2018 Fire Protection Agreements.

**4. Water & Wastewater Utility Rate Increases – Ordinances 2017-12 & 2017-13**

**a. Introduction of Ordinances** – Council voted to approve Ordinances 2017-12 & 2017-13 on first reading as follows:

**First Reading**

Magnuson caused Ordinance 2017-12 and 2017-13 to be read for the first time by title only. *Ordinance No. 2017-12, Amending Section 2, Subparagraphs A., B., and C. of Ordinance No. 2011-01, and Amending Section 2, Subparagraph D. of Ordinance No. 2000-6 Setting Rates to be Charged for Monthly Sewer Service for (A) Metered Users; (B) Unmetered Users; (C) Wholesale Charge for Skinner Lake Area; and (D) Tapping Fees; Rendered by the Sewer Utility of the Town of Albion and Ordinance No. 2017-13, Amending Ordinances No. 2005-01, No. 2000-24 and No. 2000-7 in their entirety and Establishing Rates and Charges for the Use and Services Rendered by the Water Utility of the Town of Albion.* Magnuson made a motion for approval of Ordinances 2017-12 & 2017-13 as read, seconded by Jellison, carried 3 Ayes, 0 Nays. A public hearing, second reading, and final adoption are scheduled for the June 27, 2017

**b. Confirmation of Effective Dates for rate increases** – A 3-year incremental rate increase is being proposed for the wastewater utility. Rate increases for the wastewater utility will be effective September 1, 2017, September 1, 2018, and September 1, 2019. A one-time rate increase is proposed for the water utility and will be effective September 1, 2018.

**c. Establish Public Hearing Dates** – A public hearing to allow for public comment on proposed rate increases is scheduled to be held June 27, 2017 at 6:00pm at the Albion Municipal Building. Notice of the Public Hearing will be sent to appropriate parties and published in the newspaper as required.

The rate increases are needed for the town to maintain existing facilities, treat water and wastewater, and for capital projects. The town's wastewater utility is facing significant costs in complying with IDEM limitations on ammonia. Likewise, the town's two existing water towers require ongoing maintenance and aging water lines need replaced.

**DEPARTMENT HEADS:**

**Brad Rollins, Fire Department**

Council acknowledged receipt of the department's monthly report. Fire Chief Brad Rollins was being recognized for 27 years of service during an Indiana Volunteer Fire Association meeting tonight. As such, he was unable to attend tonight's meeting.

**Tom Lock, Police Department**

Council acknowledged receipt of the department's monthly report. Albion officers recently attended firearm simulation training at the Kendallville Police Department. The department is working on Code Violations and will be providing assistance during the upcoming Chain O' Lakes Festival. Magnuson complimented Town Marshal Tom Lock for his efforts in reducing overtime for the department.

**Stefen Wynn, Town Manager**

Council acknowledged receipt of the department's monthly report. Council voted to approve a request to hire Fleis & Vandenbrink Engineering, Inc. for \$1960.00 for preliminary engineering services for project cost estimates needed in conjunction with submission of an application for a Community Crossings Grant. Street MVH funds will be used to cover the cost. Jellison motioned for approval, seconded by Magnuson, carried 3 Ayes, 0 Nays. Town officials will be meeting with an IDEM official on May 31, 2017 to discuss options regarding treatment of ammonia at the wastewater ponds.

Wynn reported he met with ERI and Crosby representatives today to discuss a list of “finish” work that needs done in order to complete last year’s water replacement projects.

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

After discussion, Magnuson motioned to approve Payroll and Accounts Payable Vouchers as of May 11, 2017, and May 23, 2017 seconded by Jellison, carried 3 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, Jellison motioned to adjourn the meeting at 6:35pm, seconded by Magnuson, carried 3 Ayes, 0 Nays. A Special Meeting is scheduled for May 31, 2017. An Executive Session and regularly scheduled meeting is to be held on June 13, 2017 at the Albion Municipal Building, 211 East Park Drive, Albion, IN.