

Albion Town Council
Tuesday, June 28, 2016, 6:00 pm
Albion Municipal Building
211 East Park Drive, Albion, IN, 46701

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

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

ABSENT: John Morr, President

OTHERS: Carol A. Selby, Clerk-Treasurer
Stefen Wynn, Town Manager
Mike Yoder, Town Attorney
Matt Getts, KPC Media
Terry Forker, Water/Wastewater Depts
Mark Tarlton, Street/Cemetery Depts
Brad Rollins, Fire Dept
Shane Coney, Fire Dept
Trince Hursey, Police Dept
Lucas Pant, Police Reserve
Bill Etzler, ERI
Rick Sherck, Noble County EDC
Don Kawiecki, Busche Performance Group, Inc
James Stewart, Busche Performance Group, Inc
Sharon Leitch

APPROVAL OF MINUTES: Weber asked for approval of the minutes from the regular meeting on June 14, 2016. Magnuson motioned to approve the minutes, seconded by Shultz, carried 4 Ayes, 0 Nays.

ANNOUNCEMENTS:

1. Add Agenda Item

Council voted to add approval of Title VI Implementation Policy to the agenda under "New Business." Motion made by Magnuson, seconded by Jellison, carried 4 Ayes, 0 Nays.

2. "Welcome to Albion" signs landscaping

Town council member Vicki Jellison commented that the park department did a nice job sprucing up the landscaping around the town's three "Welcome to Albion" signs.

OPEN DISCUSSION: NONE

OLD BUSINESS:

Consideration of Quotes for masonry work at EDC Building & Water plant

Council members tabled this item to allow time to gather additional quotes.

DEPARTMENT HEAD:

Mark Tarlton, Street/Cemetery Depts – Due to a prior commitment, council allowed Tarlton to present his report at the beginning of the meeting rather than the end of the meeting. The paint striper has been delivered and employees received training on it today. The town is coordinating the application of railroad warning signs onto the pavement on 7th Street with Dexter Axle. The work will be performed during the plant's shutdown when truck traffic is expected to be at a minimum.

NEW BUSINESS:

1. Busche Plant #8 – Tax Abatement – Resolution No. 2016-17

Don Kawiecki and James Stewart, Busche Performance Group, Inc were in attendance regarding the request for a personal property tax abatement for manufacturing equipment valued at \$4,300,000. The proposed project is estimated to require an additional (21) jobs with total salaries in the amount of \$672,000, and retain (37) jobs. Town manager Stefen Wynn outlined the steps necessary in the grant approval process starting with the submission by

Busche of the Statement of Benefits form, and passage of a Declaratory Resolution establishing the location at 1612 Progress Drive, Albion, IN as an Economic Revitalization Area (ERA). The process requires council to conduct a public hearing on the matter, give prior notice to the public and overlapping taxing units, and is subject to a remonstrance and appeal process. After discussion, Council voted to approve a recommendation from the Tax Abatement Committee (John Morr, Max Weber, Stefen Wynn) to approve Resolution No. 2016-17, a *Resolution by the Town Council of the Town of Albion, Indiana, titled "Preliminary Economic Revitalization Area Resolution Declaring Personal Property Tax Abatement."* The resolution calls for a [five (5)] year tax abatement on personal property. Motion made by Magnuson, seconded by Shultz, carried 4 Ayes, 0 Nays. Council will conduct a public hearing and consider adoption of the Confirmatory Resolution at their meeting on July 26, 2016. Busche is to submit quotes/invoices for the equipment prior to the public hearing. Wynn will conduct an inspection of the equipment.

2. 2016 Liability/Workers Comp/Accident Sickness Insurance Renewal

The aggregate premium costs for the town's Liability, Worker's Comp, Fire AD&D, and Police AD&D insurance are \$3,627 higher than last year's annualized premium. The total cost is \$91,722. After discussion, Magnuson motioned to approve the insurance committee's recommendation to approve the quote from Black & Ramer Insurance, seconded by Jellison, carried 4 Ayes, 0 Nays. The policy term is July 10, 2016 – July 10, 2017.

3. Approval for expenses for Town Manager & Town Council President to attend IACT Annual Conference in October at French Lick Resort

– Council voted to approve expenses for town council president John Morr and town manager Stefen Wynn to attend the IACT Annual Conference in French Lick, Indiana. Motion made by Shultz, seconded by Jellison, carried 4 Ayes, 0 Nays. Estimated expenses include meals not included in the conference cost, mileage, registration at \$325 per person, and lodging costs ranging from \$129-\$169 per night.

4. Approval of 2016 Street Paving List

After reviewing the list of proposed paving projects, and discussing whether or not to delay a solicitation for bids, council voted to approve a recommendation made by the paving committee to solicit bids for the following streets on the town's paving plan: Phase 1 of East Hazel Street (from S. Orange to First Street) including curbs to begin at State Road 9 and move eastward towards First Street, and Hidden Diamonds Drive (portion from end of last phase to the bridge). Motion made by Shultz, seconded by Jellison, carried 4 Ayes, 0 Nays. It was noted the Street Department is working on a Paving Asset Management Plan which is required in order to be eligible for 50/50 matching grants from INDOT.

5. Approval of 2016 Tree Maintenance Program List

After reviewing the list of proposed tree trimming and removal projects, and adding an additional tree for removal at 214 N Owen Street, Council voted to approve soliciting quotes for this year's tree work. Motion made by Shultz, seconded by Jellison, carried 4 Ayes, 0 Nays.

6. Title VI Discrimination - Implementation Policy

Wynn reported receiving notice from INDOT that the town needs to have a Title VI Implementation Plan in place. The plan states the town's commitment to non-discrimination and lays out the process for receiving, investigating, and resolving complaints pertaining to alleged violations of Title VI of the Civil Rights Act of 1964. (*Reference Town of Albion Ordinance No. 2016-16, adopted by council on 6/14/2016 that states no person be discriminated against based on the grounds of race, color, national origin, sex, age, disability, low income status, or limited English proficiency.*) After discussion, council voted to approve the Title VI Implementation Plan. Motion made by Magnuson, seconded by Shultz, carried 4 Ayes, 0 Nays.

DEPARTMENT HEADS:

Brad Rollins, Fire Dept

Council acknowledged receipt of the department's monthly report. On behalf of the Chain O" Lakes Festival Committee, Magnuson thanked the fire department for arranging a New York fire truck to be at this year's festival. The truck was on the scene of the 911 terrorist attacks at the World Trade Center, and serves as a memorial for those who lost their lives trying to save others. Magnuson said the crew from New York said great things about the Albion Volunteer Fire Department, and were very appreciate of the care given in detailing the truck in preparation for the parade. On Monday, June 27, 2016, training on Internal Controls was held at the Albion Municipal Building for firefighters and included a SBOA video Webinar narrated by Jodie Woods. Rollins reported five new people are wanting to join the fire department and will attend training offered by the Lagrange fire department. The department will also be conducting training at a rural house.

Terry Forker, Water/Wastewater Depts

Council acknowledged receipt of the department's monthly report. A new meter was installed at Autumn Hills. Progress has slowed on residential meter installation due to the present work load and staffing shortages. The hiring committee is in the process of interviewing candidates for the current vacancy in the water/wastewater departments. The newly required State Water Loss form has been submitted. The department uses technology that allows them to chart water usage at each of the town's wells. Forker reported some water loss occurs when the pressure filters are being cleaned. The fire department will also be helping to provide data by estimating the amount of water used for fighting fires. The wastewater department will attend a meeting on Thursday regarding ammonia limits. A stakeholders meeting was recently held to discuss the impact of the upcoming water main project along Albion Road. Some trees will be removed during the course of the project. The town will replace trees where possible, and as funds allow.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS: After discussion, Magnuson motioned to approve Accounts Payable and Payroll Vouchers as of June 23, 2016 and June 28, 2016. Seconded by Jellison, carried 4 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, Weber asked for a motion to adjourn the meeting at 7:06 p.m., so moved by Magnuson, seconded by Shultz, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on July 12, 2016 at the Albion Municipal Building, 211 East Park Drive, Albion, IN.

JOHN D. MORR, PRESIDENT

MAX C. WEBER, VICE-PRESIDENT

VICKI E. JELLISON, MEMBER

CHRISTINA K. MAGNUSON, MEMBER

DONALD J. SHULTZ, MEMBER

ATTEST: _____
CAROL A. SELBY, CLERK-TREASURER