

Albion Town Council
Tuesday, July 25, 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 6:03 pm. The Pledge of Allegiance was recited.

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

ABSENT: John Morr, Member

OTHERS: Carol A. Selby, Clerk-Treasurer
Stefen Wynn, Town Manager
Steve Clouse, Town Attorney
Matt Getts, KPC Media
Tom Lock, Police Dept
Scott Cole, Police Dept
Brad Rollins, Fire Chief
Shane Coney, Fire Dept
Sharon Leitch
Mick Newton, EMA Director
Doug Harp, Noble County Sheriff
Chris & Linda Blaising, Friendly Inn

APPROVAL OF MINUTES: Weber asked for approval of the minutes from the regular meeting on June 11, 2017. Magnuson motioned to approve the minutes, seconded by Jellison, carried 4 Ayes, 0 Nays.

ANNOUNCEMENTS:

1. Employees interested in attending “Active Shooter” training sponsored by AIM should contact Town manager Stefen Wynn.
2. Council members interested in attending the AIM Conference in Evansville, IN should contact Town manager Stefen Wynn.

OPEN DISCUSSION: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

1. Railroad Incident Mitigation Plan – EMA Director Mick Newton

Noble County Emergency Management Director Mick Newton and Albion Town marshal Tom Lock provided councilmembers with an overview of a Railway Incident Plan for the Town of Albion. The plan provides a means of addressing the risk of a potential train derailment resulting in the release of hazardous materials, including the release of Bakken crude oil. The plan identifies specific vulnerable locations, and outlines a strategy for mitigation, response, and recovery. The plan of action includes National Preparedness Goals focused on Public Information and Warning, Mass Care, Public Health/Medical Services, Fatality Management Services, Housing, and Natural and Cultural Resources. Tonight’s meeting kicks off a campaign for public education and awareness. The Town’s weather sirens can use a high/low tone to alert citizens of a disaster. Nixle and Social Media can be used to provide additional information. Pamphlets will be mailed to Albion water/wastewater customers providing information on the town’s Railway Incident Plan. Lock will also hand deliver pamphlets to several area employers, and encourage them to educate their employees. The pamphlets provide information on rally points should evacuation be necessary. It also gives a list of items to include in a “Go-Kit” to help people “Plan to Survive Until Help Arrives.”

2. Spillman Software Program – Noble County Sheriff Doug Harp

Council members voted to approve a request made by Noble County Sheriff Doug Harp to participate, and share in the cost of the Spillman Flex Public Safety Software System.

Shultz motioned to sign a Letter of Intent indicating such (Sheriff Harp will provide the letter for signature at a later date), seconded by Jellison, carried 4 Ayes, 0 Nays. The software includes applications to assist law enforcement officers with dispatch, records management, and departmental tracking. The Albion Police Department currently does not have its own record management software and relies on Noble County's CAD system to document calls. By participating in the county's plan, the town is able to have access to more advanced software than what the town could afford to purchase on its own. The cost for Albion's participation is quoted at approximately \$31,368 plus an annual maintenance charge of \$3,561. The maintenance fee is waived for the first year, and subject to subsequent increases thereafter. LIT Public Safety Funds are slated to be used for the purchase.

3. Discussion on Special Event Application Process

(This item was moved up on the agenda to accommodate those in attendance.) Chris Blaising provided an update on how the Friendly Inn/110 W Main tent event went on Saturday night. He said attendance was close to what was expected, and all-in-all it went well and he would do it again. He said in the future he would shrink down the time and not start until later in the day. Council asked that in the future, Blaising file the Special Event Application at least (4) weeks prior to the event date to allow the town sufficient time to review alley/road closure, etc requests. It was also recommended that Blaising notify neighboring businesses prior to future events.

4. Consideration of Quotes for Well #2 Pump Overall – Terry Forker, Water Dept

Council tabled this item until the next meeting on August 8, 2017.

5. Approval of Niblock Change Order for TIF #1 Legacy Street Project

Council tabled this item until the next meeting on August 8, 2017.

6. Approval of Crosby Change Order for Water Main Replacement Project

After discussion, council members voted to approve proposed Change Order #3 in the amount of \$10,108.72. Motion made by Shultz. Seconded by Weber, carried 4 Ayes, 0 Nays. This brings the total amount of the 2016 Water Main Projects installed by Crosby Excavating to \$511,553.62. Water funds will be used to cover the cost. The reason for the additional cost is outlined in Work Change Directive #5 and includes: Special backfill needed due to line relocations, street sign removal and replacement, additional asphalt pavement/driveway repair due to existing conditions, and concrete pavement repair due to line relocations. Council reviewed punch list items, discussed dates for completion, and warranty deadlines. Heavy rains have complicated efforts to complete the finish work along Albion Road. A sink hole at the corner of Cherry Street and Albion Road is in the process of being fixed. Installation of a catch basin by town employees is also planned along Albion Road.

7. Consideration of Mediacom Contract

The council learned the town should continue to receive a Franchise Fee of 3% which has historically equated to approximately \$5,000. This year's Franchise Fee payment should arrive within the next week or so. Council members tabled consideration of the Mediacom contract until the town receives this year's Franchise Fee payment.

8. Consideration of Employee Handbook – Ordinance No. 2017-14 – 2nd Reading

Council voted to adopt Ordinance No. 2017-14 on its second reading as follows. It was noted Job Descriptions will be rolled out to employees at the same time as the Employee Handbook.

Ordinance No. 2017-14 - Second Reading

Magnuson caused Ordinance No. 2017-14, Town of Albion Employee Handbook to be read for the second time by title only. Magnuson made a motion for adoption of Ordinance 2017-14 as amended, seconded by Shultz, carried 4 Ayes, 0 Nays. The Employee Handbook is effective with the pay period beginning August 13, 2017.

9. Consideration of participation in Comprehensive Plan & Interlocal Agreement

Council voted to approve a recommendation from the Albion Plan Commission to enter into the proposed interlocal agreement with the Noble County Plan Commission for the purpose of drafting a Comprehensive Plan specific to the Town of Albion and including the town's 2-mile jurisdiction (Reference IC 36-7-4 et seq.) Albion will be charged a flat fee of \$5,000 for a maximum of (600) hundred hours worked. Any work completed in

excess of (600) hours will be billed at a rate of \$30 per hour. The consultant is to provide monthly progress reports to the town documenting the number of hours worked on the project. CREDIT Funds are allocated to cover the cost. After discussion, Magnuson motioned to approve the interlocal agreement between the Town of Albion and Noble County Plan Commission, seconded by Jellison, carried 4 Ayes, 0 Nays. Albion representatives will be needed to serve on a steering committee.

10. Consideration of RejuvTec Quote

Council tabled this item until the next meeting on August 8, 2017.

DEPARTMENT HEADS:

Fire Department

Council acknowledged receipt of the department's monthly report. Fire chief Brad Rollins reported the department's ladders passed testing. New heat indicators were put on ladders. He thanked street department employees for painting the parking space lines at the fire station. The fire bell project is nearing completion.

Police Department

Council acknowledged receipt of the department's monthly report. Town marshal Tom Lock reported employee evaluations are done. Officer Thieme is attending crime scene technology training. Addressing ordinance violations is ongoing. It was noted it is permissible for motorcycles to back into angled parking spaces per the town's ordinance.

Town Manager Report

Town manager Stefen Wynn provided a summary of his monthly report. Council acknowledged, and/or took action on the following items.

1. OCRA Grant Administrator Courses – Shultz motioned to approve Wynn's request to attend courses to become a certified grant administrator, seconded by Magnuson, carried 4 Ayes, 0 Nays. (Cost unknown as of tonight's meeting).

2. IDEM – Jellison motioned to request a Controlled Discharge Analysis from IDEM (needed in conjunction with addressing ammonia limitations), seconded by Shultz, carried 4 Ayes, 0 Nays. (Wynn reported no fee is associated with this request).

3. "Homelessness Awareness" Special Event

David Roesner, Noble House Ministries will be submitting a Special Event Application for the closure of road(s) around Courthouse Square. It was noted closure of W York Street would be less disruptive to traffic and businesses.

4. Redevelopment Commission

The RDC amended the Façade Grant Application to expand eligibility for façade grants in TIF District #2. Council also voted to approve the amendment. Motion made by Shultz, seconded by Jellison, carried 4 Ayes, 0 Nays. Jellison noted in the past, a committee was formed to review and make recommendations on amendments to the façade grant application and suggested that in the future, they reconvene to address proposed changes, including timeframes/deadlines for completion/pay out of façade grant projects.

5. Friendly Inn Façade Grant 2017-03

A previously approved façade grant for improvements to the front of the Friendly Inn building located at 110 W Main have been cancelled. The owner(s) will be doing the work themselves to save time and money on the project.

6. MAP-21 West Main Street Project

Engineering Resources has submitted two additional Invoices for engineering on the now cancelled West Main Street Project. The Invoices total \$63,719.10 and represent the final amount to be invoiced to the town as per a letter received from ERI. Jellison motioned to pay the Invoices totaling \$63,719.10, seconded by Shultz, carried 4 Ayes, 0 Nays.

7. EDC Façade Grant

Council approved by consensus, the RDC's decision to award a 50/50 Façade Grant to the Noble County Economic Development Corp for roof work at 110 S Orange Street. The project cost totals \$17,072 with \$8,536 to be covered by the grant. Council president Max Weber said the mural located on the South side of the building will need to be protected from overspray, and all vehicles in the vicinity should be moved prior to the application of the roofing material.

8. Albionopoly

The Albion S.T.A.R. Team is sponsoring a monopoly-style game around Courthouse Square this Friday, July 28, 2017.

9. Executive Session

Council members scheduled an executive session for Tuesday, August 22, 2017 at 5:00 pm for review of employee evaluations.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:

After discussion, Shultz motioned to approve Payroll and Accounts Payable Vouchers as of July 20, 2017 and July 25, 2017 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, Shultz motioned to adjourn the meeting at 8:09 pm, seconded by Jellison, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on August 8, 2017 at the Albion Municipal Building, 211 East Park Drive, Albion, IN.