

Albion Town Council
Tuesday, December 12, 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
John Morr, Member (late arrival)
Vicki Jellison, Vice-President
Chris Magnuson, Member

ABSENT: Don Shultz, Member

OTHERS: Carol A. Selby, Clerk-Treasurer
Stefen Wynn, Town Manager
Bill Eberhard, Town Attorney
Matt Getts, KPC Media
Terry Forker, Water/Wastewater Depts
Brian Stimpson, Street/Cemetery Depts
Kevin Todd, Street Dept
Casey Myers, Park/Cemetery Depts
Brad Rollins, Fire Dept
Gregg Gorsuch, Fire Dept
Aaron Knight, Fire Dept
Bob Brownell, Fire Dept
Shane Coney, Fire Department
Sharon Leitch
Shannon McFarland
Hannah McFarland

APPROVAL OF MINUTES: Minutes from the regular meeting on November 28, 2017 were approved. Motion by Magnuson, seconded by Jellison, carried 3 Ayes, 0 Nays.

ANNOUNCEMENTS:

1. Employee Service Awards

Council members recognized Deputy Clerk-Treasurer Shannon McFarland for 25 years of service with the town, and Assistant Street Superintendent Kevin Todd for 10 years of service. Both employees were presented with plaques, and thanked for their service.

2. Appointments

a. Albion Park Board Member – Town Council President Appointment

Town Council President Max Weber announced he appointed Tim Kiebel to the Albion Park Board. Mr. Kiebel will fill the seat vacated by Cody Kirkpatrick who moved out of town, making him ineligible for the position.

b. Albion Board of Zoning Appeals Member – Town Council Appointment

Council voted to appoint Lori Gagen to the Board of Zoning Appeals. Motion made by Magnuson, seconded by Jellison, carried 4 Ayes, 0 Nays. Mrs. Gagen is filling the seat vacated by Tim Kiebel who accepted a seat on the Park Board.

c. Albion Park Board Member – Town Council President Appointment

Town Council President Max Weber announced he re-appointed Zane Gray to the Albion Park Board.

3. Award Announcement

Town Manager Stefen Wynn recently traveled to the Indianapolis State House to accept an award on behalf of the Town for the Hometown Collaborative Initiative (HCI) and the Quick Impact Placebased (QUIP) Grant.

OPEN DISCUSSION:

Request for Special Meeting – Brad Rollins, Fire Chief

Fire Chief Brad Rollins asked council to schedule a meeting before the end of the year for the purpose of ratifying the fire department's most recent election of officers. Town Council Member John Morr motioned to add ratification of officer elections to tonight's agenda. The motion died for lack of a second. After discussion, Town Attorney Bill Eberhard suggested a meeting be scheduled before the end of the year to determine how the department will transition from the current system of electing fire department officers to the appointment of a paid fire chief. The department's bylaws and SOGs will need updated accordingly. A Special Town Council Meeting will be held on Wednesday, December 27, 2017 at 6:00 pm to discuss the matter.

OLD BUSINESS: NONE

NEW BUSINESS:

1. Ordinance No. 2017-21 Golf Cart, ATV, Off Road Vehicles 1st Reading

Council voted to approve Ordinance No. 2017-21 on its first reading as follows. The second reading will take place at the January 9, 2017 meeting.

First Reading

Weber caused Ordinance 2017-21, *An Ordinance Allowing Golf Carts and Other Off-Road Vehicles on the Streets Under the Jurisdiction of the Town of Albion*, to be read for the first time by title only. Weber motioned for approval of the ordinance, seconded by Jellison, carried 4 Ayes, 0 Nays.

2. Ordinance No. 2017-22 Salary/Compensation for 2017 1st & 2nd Readings

Council voted to approve Ordinance No. 2017-22 on its first and second reading as indicated below. This ordinance includes a paragraph on Clothing Allowance (work boots/safety shoes) which was inadvertently omitted from the previously adopted ordinance.

First Reading

Weber caused Ordinance 2017-22, *A Payroll Ordinance Setting Annual Wages and Benefits for Town of Albion Elected, Appointed and All Other Employees by Department for the 2017 Calendar Year. Ordinance 2017-23 [2017-22] Amends Ordinance 2016-23 [& 2017-18] for the Purpose of Updating Specialty Pay for the Purposes of a Buy-Out and Removing It from Subsequent Salary Ordinances; And Adding Clothing Allowance*, to be read for the first time by title only. Jellison motioned for approval of the ordinance, seconded by Magnuson, carried 4 Ayes, 0 Nays.

Second Reading

Weber motioned to suspend the rules to allow for the reading of the Ordinance for a second time by title only, seconded by Jellison, carried 4 Ayes, 0 Nays. Weber then caused the ordinance to be read a second time by title only, Jellison motioned to approve the adoption of the ordinance on its second reading, seconded by Magnuson, carried 4 Ayes, 0 Nays.

3. Ordinance No. 2017-23 Salary/Compensation for 2018 1st & 2nd Reading

Council voted to approve Ordinance No. 2017-23 on its first and second reading as indicated below. This ordinance includes a paragraph on Clothing Allowance (work boots/safety shoes) which was inadvertently omitted from the previously adopted ordinance.

First Reading

Weber caused Ordinance 2017-23, *A Payroll Ordinance Amending Ordinance 2017-19, Setting Annual Wages and Benefits for Town of Albion Elected, Appointed and All Other Employees by Department for the 2018 Calendar Year, and Adding Clothing Allowance*, to be read for the first time by title only. Jellison motioned for approval of the ordinance, seconded by Magnuson, carried 4 Ayes, 0 Nays.

Second Reading

Weber motioned to suspend rules to allow for the reading of the Ordinance for a second time by title only, seconded by Jellison, carried 4 Ayes, 0 Nays. Weber then caused the ordinance to be read a second time by title only, Jellison motioned to approve the

adoption of the ordinance on its second reading, seconded by Magnuson, carried 4 Ayes, 0 Nays.

4. Approval of Street Sweeping Agreement with INDOT

Council voted to approve the revised agreement as proposed by INDOT. Motion made by Jellison, seconded by Magnuson, carried 4 Ayes, 0 Nays. The agreement has been revised to include the correct term of contract to July 1, 2017 – June 30, 2021. The previously approved agreement incorrectly stated the term of the contract as July 1, 2018 – June 30, 2021.

5. Consideration of Paving, Sidewalk, & ADA Improvements for 2018

Council voted to approve the proposed list of projects for 2018 as recommended by the Paving, Sidewalk, & ADA Improvements Committee. Motion made by Weber, seconded by Jellison, carried 4 Ayes, 0 Nays.

6. Approval of Final Pay Application for Niblock – TIF #1 Legacy Projects

Upon learning that Bill Etzler, ERI and street Superintendent Brian Stimpson have confirmed all documentation (including As Built Drawings and Asphalt Tickets) have been submitted, reviewed, and approved, Council voted to approve Final Pay Application #4 to Niblock in the amount of \$41,204.70. Motion made by Jellison, seconded Morr, carried 4 Ayes, 0 Nays.

7. Elected Official Nepotism & Conflict of Interest Compliance Forms

As required per HEA-1005 entitled Nepotism; Conflict of Interest (IC 36-1-20.2 and IC 36-1-21) all six of the town's elected officials (Max Weber, Christina K. Magnuson, Vicki E. Jellison, John D. Morr, Don Shultz, and Carol A. Selby) submitted written certification to the town council president that they have not violated the nepotism and conflict of interest policies identified in Resolution 2012-07. The forms will be retained in the Town Hall office for review by the State Board of Accounts.

8. Approval of Rainy-Day Resolution No. 2017-24

Council voted to approve Resolution No. 2016-24, A Resolution transferring 2017 Appropriations from the General Fund into the Rainy-Day Fund. Motion made by Magnuson, seconded by Jellison, carried 4 Ayes, 0 Nays. The resolution allows for the transfer of \$5,000 in unexpended Fire Department funds to the Rainy-Day Fund. The funds are earmarked for fire department vehicles and equipment.

9. Approval to process Claims, Encumbrances, Budget Cuts, & Transfers as needed prior to year-end

Subject to final review by council members, Jellison motioned to allow Selby to process claims, budget cuts, and transfers as needed prior to year-end, seconded by Magnuson, carried 4 Ayes, 0 Nays. Selby noted there are no encumbrances for the ensuing year. She will provide council with a voucher list and details regarding budget cuts, and transfers at a later date.

DEPARTMENT REPORTS:

Park/Cemetery Departments

Park/Cemetery Superintendent Casey Myers provided a summary of his monthly report. He provided an update on staffing changes, plans for the old storage building in Rose Hill Cemetery, upcoming stump grinding, installation of airlines at maintenance building, etc. The Master Plan for the Park Department has been submitted to the Indiana Department of Natural Resources. Myers had 100% attendance as a Noble County Convention and Visitor's Bureau Board Member this year. He is willing to serve next year as the NCCVB Secretary. The Park Board will be reconsidering a request made by the Albion S.T.A.R. Team for placement of a life-sized Chess/Checker Board set to be placed in one of the parks. Jellison suggested asking local youth organizations for future help with the town's Christmas Decorations.

Street/Cemetery Departments

Council members acknowledged receipt of the department's monthly report. The street crack sealed 9 lane miles this year. Contractors installed sidewalks in front of newly constructed homes in the Rolling River Run housing addition. Additional stone will be added to a previously undeveloped alley once appropriate settling of the base material has occurred. More red, reflective strips will be added to stop sign posts to improve visibility. The department plans to work on GIS mapping during the winter months.

Water/Wastewater Departments

Council members acknowledged receipt of the department’s monthly report. Water/Wastewater superintendent Terry Forker provided an update on pump repairs, and repairs made by the County to their 24” tile that runs through town. He noted there were 75 line locates last month. The town is charged \$0.95 per locate notification. Currently, the water department pays 100% of the cost. Forker suggested the cost be split with other departments. A Request for Qualifications (RFQ) went out today for engineers to assist in the development of a treatment plan for meeting IDEM limitations for ammonia in the town’s wastewater. Town Attorney Bill Eberhard stressed the importance of hiring an engineering firm that specializes in wastewater utility infrastructure.

OTHER COMMENTS:

- 1. Purchasing Locally** – Town Council Member Chris Magnuson, who also serves as the Albion Chamber of Commerce President asked that department heads make sure local vendors are included when soliciting quotes for purchases.
- 2. Tax Abatement** – The Tax Abatement Committee will meet soon to discuss an abatement request made by B&J Specialty.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:

After discussion, Magnuson motioned to approve Payroll and Accounts Payable Vouchers as of December 7 & 12, 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, Magnuson motioned to adjourn the meeting at 7:18 pm, seconded by Jellison, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on January 9, 2018 at 6:00 pm, at the Albion Municipal Building, 211 East Park Drive, Albion, IN.

MAX C. WEBER, PRESIDENT

VICKI E. JELLISON, VICE-PRESIDENT

CHRISTINA K. MAGNUSON, MEMBER

JOHN D. MORR, MEMBER

DONALD J. SHULTZ, MEMBER

ATTEST: _____
CAROL A. SELBY, CLERK-TREASURER