

**Albion Town Council
Tuesday, January 10, 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
Don Shultz, Member

ABSENT: John Morr, Member

OTHERS: Carol A. Selby, Clerk-Treasurer
Stefen Wynn, Town Manager
Bill Eberhard, Town Attorney
Matt Getts, KPC Media
Tom Lock, Police Dept
Scott Cole, Police Dept
Brian Stimpson, Street/Cemetery Depts
Casey Myers, Park/Cemetery Dept
Aaron Knight, Fire Dept
Brad Rollins, Fire Dept
Sharon Leitch
Mike Selby
Bill Etzler, ERI

ELECTION OF OFFICERS: Town Council President & Vice President

The floor was opened for nominations for Town Council Vice-President. Magnuson motioned to elect Vicki Jellison as Town Council Vice-President for 2017. Shultz seconded the motion. There being no other nominations, a vote was taken and passed 4 Ayes, 0 Nays. The floor was then open for nominations for Town Council President. Shultz motioned to elect Max Weber as Town Council President, seconded by Magnuson. There being no other nominations, a vote was taken and passed 4 Ayes, 0 Nays.

APPROVAL OF MINUTES: Weber asked for approval of the minutes from the regular and executive meetings on December 13, 2016 and regular meeting on December 27, 2016. Magnuson motioned to approve the minutes, seconded by Shultz, carried 4 Ayes, 0 Nays.

ANNOUNCEMENTS:

1. Annual Noble County EDC Meeting

January 26, 2017 at 4:00pm, Noble County Public Library, Lower Level.

2. Albion Chamber of Commerce Annual Dinner & Meeting

January 31, 2017, Blessed Sacrament Church, dinner begins at 6:30pm.

OPEN DISCUSSION: NONE

OLD BUSINESS:

Central Noble School Corporation – Property adjacent to Owen Park

Council members voted to accept a recommendation by the Albion Park Board to accept a proposal made by the Central Noble School Board to donate a parcel of property to the Town southwest of Owen Park off of East Hazel Street. Motion made by Shultz, seconded by Jellison, carried 4 Ayes, 0 Nays.

NEW BUSINESS:

1. TIF #1 Legacy Street Projects – Resolution No. 2017-02

Council voted to approve Resolution No. 2017-02, A Resolution Granting Permission for the Street Superintendent and Town Manager to Authorize Field Orders During the Construction of the TIF Legacy Paving Project. Motion made by Jellison, seconded by Shultz, carried 4 Ayes, 0 Nays.

Approval of a Construction Contract between the Town and Niblock, along with a Letter of Engagement from ERI for Construction Engineering will be considered at the next meeting on January 24, 2017.

2. Memorandum of Understanding – Town of Albion & Noble County Emergency Management – At the request of Noble County EMA director Mick Newton, Council voted to reconfirm a prior agreement for use of the Albion Municipal Building loading dock for the purpose of accepting deliveries in the event of a natural disaster. Motion made by Shultz, seconded by Jellison, carried 4 Ayes, 0 Nays.

3. Cemetery Plan – Stefen Wynn, Casey Myers, Brian Stimpson
Council viewed a Power Point Presentation providing an overview of the cemetery transition plan. Park superintendent Casey Myers will be overseeing lawn maintenance at the cemetery and all other town owned lots. Street/Cemetery superintendent Brian Stimpson will continue to be responsible for burials, and the selling of gravesites. After discussion, Council voted to approve a plan for hiring part-time seasonal help and granted permission to seek quotes for proposed equipment purchases including mowers, and an UTV/ATV vehicle. Motion made by Shultz, seconded by Jellison, carried 4 Ayes, 0 Nays. Quotes for equipment will be presented to council at a future meeting.

4. Consideration of Quotes for Salt Spreader – Brian Stimpson
Stimpson reported the current 1994 1.8 cubic yard Salt Spreader is antiquated and he would like to purchase a 3.0 cubic yard spreader with newer technology that allows the operator to regulate the auger and spinner speed. After discussion, Magnuson motioned to approve the purchase of a Western 9' Striker V Box Salt Spreader from the lowest most responsible and responsive bidder, W.A. Jones Truck Bodies & Equipment for \$7,386. Seconded by Shultz, carried 4 Ayes, 0 Nays. Quotes were also received from: Tebco Truck Equipment & Body Co, Inc - \$6,903; Monroe Snow & Ice Control - \$8,739; Godwin - \$8,943; Glalion Godwin Group - \$9,236. Although, the quote from Tebco appears to be the lowest, additional labor and fuel costs would be required for an employee to travel to the Indianapolis facility for installation of the equipment.

5. Acknowledgement and Approval of 2016 Budget Transfers
Council voted to approve 2016 Budget Transfers (Reference Resolution No. 2016-10). Motion made by Jellison, seconded by Shultz, carried 4 Ayes, 0 Nays. (No year-end Budget Cuts were made. Actual 2016 expenditures will be used by the DLGF when working the 2017 Budget.)

6. 2016 Encumbrances for expenditure in 2017 – Resolution 2017-01
Council voted to ratify their verbal approval granted on December 13, 2016 to encumber 2016 appropriations by approving Resolution# 2016-01, *A Resolution encumbering 2016 Budget Appropriations for expenditure in the year 2017*. Motion made by Magnuson, seconded by Jellison, carried 4 Ayes, 0 Nays. The resolution authorizes encumbering a total of \$461,597.93 in appropriations from specified funds. The bulk of this amount is for TIF #1 Legacy Projects.

7. Approval of Annual Komputrol Software License, Updates, & Maintenance Agreement – Council voted to approve the annual software license renewal and maintenance agreement from Komputrol for \$4,660. Motion made by Jellison, seconded by Shultz, carried 4 Ayes, 0 Nays. The fee includes technical support for the utility direct debit, billing, payroll, and budget software. The cost is up .046% from last year. The license renewal includes software updates, enhancements, and tax changes. It was noted programming required at the request of the town for rate changes is not included.

8. Approval of Parkview Occupational Health Consortium Contract Renewal
Council voted to approve an Agreement between the Town and Parkview Occupational Health for performing Random Drug & Alcohol testing for the town's CDL drivers. Motion made by Shultz, seconded by Magnuson, carried 4 Ayes, 0 Nays. The proposed price structure is the same as the town paid last year for these services (\$100 Annual Membership fee plus \$55 per quarterly draw.)

9. Employment Agreements – Town Manager and Street Superintendent

Town Manager Contract - After discussion, and a minor amendment to Section #7 omitting a reference to 2019 vacation days, Council approved a two-year contract for Town Manager Stefen Wynn making it retroactive from January 1, 2017 – December 31, 2019. Motion made by Jellison, seconded by Shultz, carried 4 Ayes, 0 Nays.

Street Superintendent - Council voted to approve an employment contract for Street Superintendent Brian Stimpson, making it retroactive from November 7, 2016 – December 31, 2019. Motion made by Shultz, seconded by Jellison, carried 4 Ayes, 0 Nays.

10. 2017 Town Council Appointments:

Council voted to re-appoint the following department heads. Motion made by Jellison, seconded by Shultz, carried 4 Ayes, 0 Nays. Terry Forker – Water/Wastewater; Casey Myers – Park/Cemetery. *Fire Department officials were affirmed at the meeting on December 27, 2016.

Additional Town Council Appointments are listed below.

- **Noble County Economic Development Corporation Board (No term limits)**
Council voted to appoint Stefen Wynn. Motion made by Shultz, seconded by Jellison, carried 4 Ayes, 0 Nays.
- **Region III-A Board of Directors Appointment – (1-yr term)**
Council voted to re-appoint Stefen Wynn. Motion made by Jellison, seconded by Shultz, carried 4 Ayes, 0 Nays.
- **Noble County EMA Representative – Tom Lock (1-yr term)**
Council voted to re-appoint Tom Lock. Motion made by Jellison, seconded by Shultz, carried 4 Ayes, 0 Nays.
- **Albion Redevelopment Commission – (1-yr term)**
Council voted to re-appoint Tim Christopher and Scott Lindsey. Motion made by Jellison, seconded by Shultz, carried 4 Ayes, 0 Nays.

11. 2017 Council President Appointments:

Town council president Max Weber made the following presidential appointments.

- **Redevelopment Commission – (1-yr term)**
Tina Craft, Jona Slone, Justin Diehm, John McGill (CN School Board Advisory Member)
- **Board of Zoning Appeals – (4-yr term)**
David Dunn and Scott Cole.

12. 2017 Town Events – Set Dates

Council members agreed to set the following dates for 2017 events, and waive the Permit fees for the Albion Chamber of Commerce sponsored Town Wide Yard Sale. Motion made by Shultz, seconded by Jellison, carried 4 Ayes, 0 Nays.

- Town Wide Yard Sale – May 4, 5, 6 (waive fee)
- Spring Clean-up – May 13th (Stimpson will research options for reducing costs and report back to council at a later date)
- Albion Fireworks Display – Monday, July 3rd (Rain date July 8th)
- Leaf Pick-up – October 23rd – December 1st
- Trick or Treat – Tuesday, October 31st from 5:00pm-7:00pm

13. 2017 Committee Assignments

Council members discussed the make-up of town committees, and voted to approve recommended changes. A spreadsheet listing the membership of these committees for 2017 will be updated and distributed at a later date.

14. Acknowledgement of 2017 Committee Schedule & Calendar

Council received a copy of the committee schedules for 2017. Dates and times will be updated as needed.

15. Approval of Cemetery Deeds

Council voted to approve the following cemetery deeds. Motion made by Jellison, seconded by Shultz, carried 5 Ayes, 0 Nays.

Rick A. & Regina J. Gallmeyer – Section M, Lot 137, Graves 3 & 4.

William H. & Monna Kesling – Section M, Lot 137, Graves 1 & 2.

DEPARTMENT HEADS:

Casey Myers, Park/Cemetery Depts

Park - Myers reported Albion Park Board officers for 2017 are as follows:

- Cody J. Kirkpatrick – President
- Daniel B. Gagen – Vice-President
- Zane M. Gray – Secretary
- Joseph C. Smith – Member
- Beverly A. Fitzpatrick – Member

Myers reported the Splash Pad will open Monday, May 22, 2017 and operate 11am-8pm. Council members received a copy of the Parks’ proposed 5-year Master Plan. Final approval of the plan is scheduled for later this year. Council voted to approve the Park Board’s recommendation to allow Myers to seek quotes for trading in one of the Woods mowers, on a new mower. Motion made by Jellison, seconded by Shultz, carried 4 Ayes, 0 Nays. Myers plans to use CEDIT funds to supplement the purchase.

Cemetery - Council acknowledged receipt of the deadline scorecard for the cemetery. Myers noted the scorecard serves as a starting point and proposed purchases are dependent upon funding.

Tom Lock, Police Dept

Council acknowledged receipt of the department’s monthly report. Lock reported the year-end report will be forthcoming. Officers will be attending training provided by the Kendallville Police Department on assault & concealment procedures. Officers will also attend training provided by the Allen County Prosecutor’s Office on search and seizure.

Stefen Wynn, Town Manager

Wynn provided a summary of his monthly report. Council voted to approve renewing memberships with several area Chamber of Commerce and professional organizations, and for Wynn to pursue credentialing for the title of Credentialed Manager (CM). Motion made by Jellison, seconded by Shultz, carried 4 Ayes, 0 Nays. The Corporation General fund budget includes appropriations for “Promotion” and “Education” expenses.

Council also approved the cost in the amount of \$1,695 for street superintendent Brian Stimpson to take a Certified Public Manager course through Ball State University. Motion made by Shultz, seconded by Jellison, carried 4 Ayes, 0 Nays. The cost of the course will be paid from the Street Department’s budgeted funds.

Town Council Meeting report date changes – The 2017 schedule for Department Head Reports will be as follows:

<u>2nd Tuesday of each month</u>	<u>4th Tuesday of each month</u>
Park/Cemetery Depts	Fire Dept
Street/Cemetery Depts	Police Dept
Water/Wastewater Depts	Town Manager

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:

Accounts Payable and Payroll Vouchers as of January 5, 2017, & January 10, 2017.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS: Jellison motioned to approve Accounts Payable Vouchers as of January 5, & January 10, 2017, seconded by Shultz, 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 8:21 pm, seconded by Magnuson, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on January 24, 2016 at the Albion Municipal Building, 211 East Park Drive, Albion, IN.