

Albion Town Council
Tuesday, January 12, 6:00 pm
Albion Municipal Building
211 East Park Drive, Albion, IN, 46701

CALL TO ORDER: Town council president John Morr called the meeting to order at 6:02 pm. The Pledge of Allegiance was recited.

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

OTHERS: Carol A. Selby, Clerk-Treasurer
Beth Shellman, Town Manager
Mike Yoder, Town Attorney
Matt Getts, KPC Media
Tom Lock, Police Dept
Casey Myers, Parks Dept
Derek Frederickson, ERI
Patty Fisel, Mayor, City of Ligonier
Sharon Leitch
Dave Fox
Tracy Fox
Tiffany Conrad
Neil Case

ELECTION OF OFFICERS:

Magnuson motioned to retain John Morr as town council president for 2016. Weber seconded the motion. There being no other nominations, a vote was taken and passed 5 Ayes, 0 Nays. Jellison motioned to elect Max Weber as town council vice-president, seconded by Magnuson. There being no other nominations, a vote was taken and passed 5 Ayes, 0 Nays.

APPROVAL OF MINUTES: Morr asked for approval of the minutes from the regular meeting on December 8, 2015. Jellison motioned to approve the minutes with a correction for the date (under Item 4 of "Other Comments" on page 4 from January 12, 2015 to January 12, 2016), seconded by Weber, carried 5 Ayes, 0 Nays.

ANNOUNCEMENTS:

1. Bird Town Indiana – Presentation of signs – Press Release – Dave Fox

Dave Fox, Indiana Bird Town's Indiana Chairman was present to announce Albion's designation as the newest Bird Town Indiana. Fox thanked park superintendent Casey Myers and town manager Beth Shellman for their efforts in meeting the requirements for Albion to become a certified Bird Town Indiana. Fox presented the town with signs displaying the Bird Town Indiana designation.

2. Albion Chamber of Commerce Annual Meeting – January 21, 2016

Registration 5:30 – 6:00 p.m. Dinner starting at 6:00 p.m. Blessed Sacrament Catholic Church. RSVP to Beth before January 14, 2016.

3. Albion resident Sarah Knopp has been reappointed as Noble County Historian

OPEN DISCUSSION:

1. Bicentennial lighted torch sign – Council voted to share in the cost of a lighted torch sign in celebration of Indiana's Bicentennial. The sign will be displayed on the courthouse square this year and then become part of the town's decorating inventory. The cost of the sign is \$500 with Noble County Commissioners pledging to pay for the other half of the sign. Jellison motioned to contribute \$250 towards the cost, Shultz seconded, carried 5 Ayes, 0 Nays. The Noble County Historical Society will bill the town for their share of the sign. CEDIT funds are available for the purchase.

2. Utility Bill payment options – In addition to paying water & sewer utility bills via cash, check, or money order, customers may also pay bills with a credit or debit card, ACH, and online or over the phone through PayGov.

OLD BUSINESS: NONE

NEW BUSINESS:

1. Acknowledgement and Approval of final Vouchers & Transfers for 2015

Council voted to approve the final 2015 Accounts Payable Vouchers (dated December 22, 2015 and Payroll Vouchers as of December 10, 2015 and December 24, 2015) and Budget Transfer Report (Jan – Dec 2015; Reference Resolution No. 2015-09). Motion made by Jellison, seconded by Weber, carried 5 Ayes, 0 Nays. (No year-end Budget Cuts were made. Actual 2015 expenditures will be used by the DLGF when working the 2016 Budget.)

2. 2015 Encumbrances for expenditure in 2016 – Resolution 2016-01

Council voted to ratify their verbal approval granted on December 8, 2015 to encumber 2015 appropriations by approving Resolution# 2016-01, *A Resolution encumbering 2015 Budget Appropriations for expenditure in the year 2016*. Motion made by Jellison, seconded by Weber, carried 5 Ayes, 0 Nays. The resolution authorizes encumbering a total of \$520,735.42 in appropriations from specified funds. The bulk of this amount is for TIF #1 Legacy Projects.

3. Consideration of Quotes for building improvements – 110 S Orange St

Quotes for remodeling garage bay area – Two quotes were received for remodel work- Leatherman Construction - \$61,998 (\$52,433 for bars on exterior windows instead of inside security) and Gross & Sons Construction \$63,609 (\$51,997 for bars on exterior windows instead of inside security). Monarch Development declined to quote due to company restructuring. Council received notice the town's application for a grant for remodeling the garage bay area at the old town/EDC Office was turned down. The Pill Box Pharmacy and TelePharm are waiting on a determination by state officials as to whether or not a Telepharm will be allowed to operate in the State of Indiana. A TelePharm does not employ a pharmacist onsite, but utilizes computer technology for remote oversight by a pharmacist. If the Pill Box Pharmacy decides to move forward with the project, the RDC will be approached for funding assistance. Weber suggested waiting until the town knows for sure what type of business will be located in the garage bay area before spending money for remodeling.

Quotes for furnace/air conditioning replacement – Council voted to proceed with replacing the furnace and air conditioning system by approving the lowest quote from Hoover Plumbing Heating & Electrical, Inc for \$9,431. Motion made by Weber, seconded by Jellison, carried 5 Ayes, 0 Nays. Quotes were also received from EEK's Refrigeration - \$11,800; Rawles Services - \$11,000. Voors Heating & Cooling declined to quote due to being too busy.

4. Approval of Annual Komputrol Software license renewal and maintenance agreement - \$4,455

– Council voted to approve the annual software license renewal and maintenance agreement from Komputrol for \$4,455. Motion made by Jellison, seconded by Shultz, carried 5 Ayes, 0 Nays. The fee includes technical support for the utility direct debit, billing, payroll, and budget software. The cost is up .036% from last year. The license renewal includes software updates, enhancements, law changes, and tax changes.

5. 2016 Town Council Appointments

Department Heads- Council voted to re-appoint the following department heads. Motion made by Weber, seconded by Jellison, carried 5 Ayes, 0 Nays. Terry Forker – Water/Wastewater; Casey Myers – Parks; Mark Tarlton – Street/Cemetery. *Fire Dept officials were affirmed at the meeting on December 8, 2015.

Council voted to re-appoint the following individuals as indicated below. Motion made by Weber, seconded by Jellison, carried 5 Ayes, 0 Nays.

- **Region III-A Board of Directors Appointment – Casey Myers - (1-year term)**
- **Noble County EMA Representative – Tom Lock(1-year term)**
- **Redevelopment Commission – Tim Christopher & Scott Lindsey (1-year terms)**
- **Town Attorney Agreement (self-renewing by acknowledgement of council)**
- **Plan Commission – David Thieme (4-year term)**
(Town elected/appointed official or employee)

6. 2016 Council President Appointments

Town council president John Morr made the following presidential appointments.

- **Redevelopment Commission – (1-year terms)**
Tina Craft, Duane Simpson, Jona Slone, John McGill (CN School Board Advisory Member)
- **Park Board – Joe Smith (4-year term)**
- **Board of Zoning Appeals & Plan Commission – Mark Hunter (4-year term)**
(This is all one appointment. This person serves on both of these boards by design.)

7. 2016 Fireworks Display

Council voted to approve a recommendation by the Fireworks Committee to hire Camtor, LLC (Matt Green) to shoot the fireworks display on Sunday, July 3, 2016 (rain date Saturday, July 9, 2016) for \$7,000. Motion made by Weber, seconded by Jellison, carried 5 Ayes, 0 Nays. Donation and CEDIT funds are allocated for the cost of the \$7,000 display.

8. 2016 Town Events – Set Dates

Council members agreed to set the following dates for 2016 events. Motion made by Shultz, seconded by Magnuson, carried 5 Ayes, 0 Nays.

- Town Wide Yard Sale – May 5, 6, 7 (waive fee)
- Spring Clean-up – May 14th
- Albion Fireworks Display – Sunday, July 3rd (rain date Saturday, July 9th)
- Leaf Pick-up – October 24th – December 2nd
- Trick or Treat – Monday, October 31st from 5:00pm-7:00pm

9. 2016 Committee Appointments

Council discussed the make-up of town committees, and voted to approve recommended changes. Motion made by Jellison, seconded by Weber, carried 5 Ayes, 0 Nays. A spreadsheet listing the membership of these committees for 2016 will be updated and distributed at a later date.

10. Council acknowledged receipt of monthly reports for Fire, Street/Cemetery, Water/Wastewater Departments – These departments normally would have reported during the last meeting in December. However, that meeting was cancelled.

11. Approval of Quote for Disc Golf Baskets

Council members voted to approve a recommendation by the park board to sever ties with a vendor previously approved to make disc golf baskets for installation at Hidden Diamonds Park. The vendor has not responded to numerous messages and attempts to contact. Council voted to approve the park board's recommendation to accept a quote from Disc Golf Association (DGA) for up to \$5,000 for baskets with powder coating. Motion made by Weber, seconded by Jellison, carried 5 Ayes, 0 Nays. Donations are slated to be used for the purchase.

12. Approval of Cemetery Deeds

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

Duane Leatherman – Section N, Lot 66, Graves 1, 2, 3, & 4.

Darlene Gonser – Section N, Lot 100, Graves 3 & 4.

DEPARTMENT HEADS:

Casey Myers, Parks Dept – Council acknowledged receipt of the dept's monthly report. Myers reported Christmas decorations need attention after windy weather conditions this year. Lakewood Surveying has prepared plans and specifications to use for soliciting quotes for the Hoosier Basketball Court Project. It was noted lighting infrastructure is not included in the project. However, portable lighting could be used for tournaments if needed. The park board will be discussing agreements with the Albion Little League and NASA Soccer groups for use of park facilities. Park board officers for 2016 are as follows: Joe Smith, president; Dan Gagen, vice-president; Cody Kirkpatrick, Secretary; Terry Askren, member, Bev Fitzpatrick, member. Myers noted Terry Askren declined reappointment as president as he wanted someone else to step up and serve in that capacity.

Tom Lock, Police Dept - Council acknowledged receipt of the dept's monthly report, annual report, and website report. Lock reported three shotguns were purchased in 2015 and he plans to purchase an additional three shotguns in 2016. The dept completed state-mandated training in 2015. Police Reserve Nathan Meyers will serve as captain for the Albion Police Reserves. New police reserves will attend 40 hours of pre-basic training. Lock is working on a Railway Incident Plan-Mitigation/Preparedness Plan. Most parking violations are issued around the courthouse square. Lock provided a summary of his goals for 2016.

Beth Shellman, Town Manager – Council acknowledged receipt of the town manger's monthly report. Shellman reported a new acupuncture business has opened in Albion. The RDC will consider a façade grant application for awning replacement at Sexton & Associates at their next meeting on January 27, 2016. The plan commission will hold a public hearing on February 3, 2016 regarding a drainage easement vacation request. The EDC annual meeting is scheduled for January 28, 2016 at the Kendallville Public Library. The town received a grant from INDOT for \$1,413.37 for upgrading railroad warnings. ERI has begun surveying in conjunction with upcoming infrastructure projects. The Noble County Drainage Board will discuss replacing the Caswell sidewalk at their next meeting on February 8, 2016. Shellman will be sending out letters to residents regarding the Income Study. Council members asked for an updated punch list.

OTHER COMMENTS:

Office Access – Morr said since locks were changed without notice to the council, he requested a motion for the town council president to be given a key for the front offices. Jellison motioned to give Morr, as town council president a key to the offices, seconded by Weber, carried 5 Ayes, 0 Nays. Selby asked if Morr also needed keys for the other locked offices. Morr responded no, only the front offices, referring to the private offices of the town manager, clerk-treasurer, deputy clerk-treasurer and administrative assistant. Selby asked Morr if there had been any information he was looking for he felt he could not access during normal business hours. Morr informed Selby he did not want to have that conversation now and moved immediately on to the next item on the agenda. Magnuson also requested extra keys to the storage facility (old street garage) located at 1140 S Park Drive.

Employment Agreements – Town Manager and Town Marshal

Weber motioned to renew the Town Marshal contract with Tom Lock, seconded by Jellison, carried 5 Ayes, 0 Nays. The 2-year contract runs from January 1, 2016 – December 31, 2017.

Weber then motioned to not renew the town manager contract with Beth Shellman, making today her last day, and granting one month's severance pay, and two weeks accrued vacation (Note: This is in lieu of any claimed personal hours and compensatory time, and supplemental to any other compensation owed to Shellman by the town.) Jellison seconded the motion, carried 5 Ayes, 0 Nays. Morr instructed Shellman to turn in her town keys, iPad, and cell phone before leaving the premises. Morr said he would hold a meeting for all town employees at 8:00 am Wednesday morning and that the dept head meeting previously scheduled for Wednesday afternoon would still be held.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS: Jellison motioned to approve Accounts Payable Vouchers as of January 12, 2016, seconded by Weber, carried 5 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 motioned to adjourn the meeting at 7:30 pm, seconded by Magnuson, carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on January 26, 2016 at the Albion Municipal Building, 211 East Park Drive, Albion, IN.