

Albion Town Council
Tuesday, February 23, 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
Trince Hursey, Police Dept
Casey Myers, Parks Dept
Brad Rollins, Fire Dept
Steve Bushong, Fire Dept
Shane Coney, Fire Dept
Mark Tarlton, Street/Cemetery Depts
Terry Forker, Water/Wastewater Depts
Aaron McGinnis, Water/Wastewater Depts
Mick Newton, Noble County EMA
Sharon Leitch

APPROVAL OF MINUTES: Weber asked for approval of the minutes from the regular and executive meetings on February 9, 2016. Jellison motioned to approve the minutes, seconded by Shultz, carried 4 Ayes, 0 Nays.

ANNOUNCEMENTS:

Town council vice president Max Weber introduced newly appointed town manager Stefen Wynn and welcomed him to his first council meeting.

OPEN DISCUSSION:

1. **Mini-Excavator Quotes** – Street/Cemetery dept head Mark Tarlton presented council members with quotes from three different vendors for a 2016 Kubota mini-excavator. Tarlton would like to sell the 1964 excavator and purchase a new one which could be used by the street, cemetery, water, and wastewater depts. Council will review the quotes and consider the purchase at a future meeting.

2. **Income Survey** – Town manager Stefen Wynn provided an update on the status of the Income Survey underway. Completion of the survey is a requirement for applying for funding assistance from the Office of Community & Rural Affairs (OCRA). It may be necessary to enlist volunteers to go door-to-door to gather data from those not responding to the random mailing. Tentative completion date for the survey is April 1, 2016.

OLD BUSINESS: NONE

NEW BUSINESS:

1. **Comprehensive Emergency Management Plan – Mick Newton, EMA Director**
Noble County Emergency Management Director Mick Newton gave a brief PowerPoint presentation which provided an overview of the proposed plan. Newton explained every county is required to have an emergency management plan that establishes the basis for coordinating emergency activities when faced with a disaster (Reference IC 10-14-3-17(f)). He said the plan serves as a strategic document that outlines how agencies will work together across jurisdictional lines. Town attorney Mike Yoder reviewed the plan and recommended approval, noting adoption of the plan is required in the event there is

a need to obtain State and Federal disaster recovery benefits. Newton will provide a letter of agreement for signature at the next meeting on March 8, 2016.

2. Approval of Credit Card Policy – 1st & 2nd Reading – Ordinance No. 2016-04

The Town is required to have a policy in place governing the use of credit cards and provide evidence of such by uploading a copy into Gateway when submitting the Annual Financial Report. (Deadline for submission of the Annual Report is February 29, 2016.) To comply with this new requirement, Council members voted to approve Ordinance No. 2016-04 on its first and second readings as follows.

First Reading – Magnuson caused Ordinance No. 2016-04, An Ordinance Establishing the Use and Control of Town Credit Cards for the Town of Albion, Indiana to be read for the first time by title only. Magnuson motioned for approval of the ordinance, seconded by Jellison, carried 4 Ayes, 0 Nays.

Second Reading – Magnuson 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. Magnuson caused the ordinance to be read and motioned to approve the adoption of the ordinance, seconded by Jellison, carried 4 Ayes, 0 Nays.

3. Approval of Loan for Police Car – 1st & 2nd Reading – Ordinance No. 2016-05

Delivery of the new 2016 Dodge Charger police car is anticipated around March 1, 2016. Quotes for financing the vehicle via a two-year loan were received from four lending institutions. The following banks offered interest rates for financing as indicated below.

Horizon Bank.....	1.69%
Campbell & Fetter Bank.....	1.75%
Community State Bank.....	1.79%
Republic First National.....	5.65% (lease)

Horizon Bank offered the lowest financing option. Republic First National knew the town preferred a loan over a lease for this purchase, but wanted to quote anyway to give a comparison should the town wish to engage in a lease/purchase in the future, especially for more expensive vehicles and equipment that would impact our debt limit. Council voted to approve the quote from Horizon Bank and adopted Ordinance 2016-05 as follows.

First Reading – Magnuson caused Ordinance No. 2016-05, An Ordinance Authorizing a Loan to Purchase a 2016 Dodge Charger Police Car for the Albion Police Department in the Town of Albion, to be read for the first time by title only. Magnuson motioned for approval of the ordinance, seconded by Jellison, carried 4 Ayes, 0 Nays.

Second Reading – Magnuson 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. Magnuson caused the ordinance to be read and motioned to approve the adoption of the ordinance, seconded by Jellison, carried 4 Ayes, 0 Nays.

4. Payroll Ordinance Amendment – 1st & 2nd Reading – Ordinance No. 2016-06

Council voted to approve Ordinance No. 2016-06 amending the wages for the town manager position as indicated below. The amount has been increased to \$52,000 to commensurate with the education and work experience of the newly appointed town manager.

First Reading – Magnuson caused Ordinance No. 2016-06, A Payroll Ordinance Amending Payroll Ordinance No. 2015-15 Setting Annual Wages and Benefits for Town of Albion Elected, Appointed, and All Other Employees by Department for the 2016 Calendar Year, to be read for the first time by title only. Magnuson motioned for approval of the ordinance, seconded by Jellison, carried 4 Ayes, 0 Nays.

Second Reading – Magnuson 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. Magnuson caused the ordinance to be read and motioned to approve the adoption of the ordinance, seconded by Jellison, carried 4 Ayes, 0 Nays.

5. Materiality Threshold Policy 1st & 2nd Reading – Ordinance No. 2016-07

The Town is required to set a threshold amount for loss/theft of town funds/property that must be reported to the State Board of Accounts. Council members voted to approve a recommendation by clerk-treasurer Carol Selby to set the amount at \$500 via passage of Ordinance 2016-07 as indicated below.

First Reading – Magnuson caused Ordinance No. 2016-07, An Ordinance Establishing the Materiality Threshold for Reporting Irregular Variances, Losses, Shortages, and Thefts for the Town of Albion, Indiana to be read for the first time by title only.

Magnuson motioned for approval of the ordinance, seconded by Jellison, carried 4 Ayes, 0 Nays.

Second Reading – Magnuson 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. Magnuson caused the ordinance to be read and motioned to approve the adoption of the ordinance, seconded by Jellison, carried 4 Ayes, 0 Nays.

6. Appoint Stefen Wynn as Plan Commission & BZA Zoning Administrator

Council voted to appoint town manager Stefen Wynn as Plan Commission and Board of Zoning Appeals Administrator. 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. The fire dept responded to 32 Runs during January and logged 408.5 Staff Hours. The Fire Department Appreciation Dinner is scheduled for February 27, 2016 at the Albion American Legion. Doors open at 6:00pm with dinner served at 6:30pm. Warranty work on Tanker/Pumper #94 has been satisfactorily completed.

NOTE: The meeting was temporarily suspended when Assistant Fire Chief Steve Bushong began to cough and nearly passed out. Those in attendance at the meeting, including Fire Chief Brad Rollins and Captain Shane Coney assisted Bushong until the EMS arrived.

Terry Forker, Water/Wastewater Depts - Council acknowledged receipt of the department's monthly report. Forker thanked the street dept for help in repairing a water main break at N Liberty & Highland Streets. Council voted to approve the purchase of additional Radio Read units for installation on water meters. Jellison motioned to approve purchasing (108) units @ \$135/each totaling \$14,580. Seconded by Magnuson, carried 4 Ayes, 0 Nays. Forker said he is researching treatment options for addressing ammonia limits for wastewater, including using a combination of aeration and enzymes.

Mark Tarlton, Street/Cemetery Depts - Council acknowledged receipt of the department's monthly report and 2016 Goals. The gutters on the EDC building at 110 S Orange Street need addressed. The paving plan needs reviewed. Tarlton said it would be nice to finish Hidden Diamonds Drive after the sidewalk is done. Magnuson said East & West Hazel may need added to plan. Weber reported the Noble County Drainage Board does not plan to replace an access sidewalk removed during drainage work done by the county last year. The sidewalk is located at the Steve & Deb Caswell residence on West Hazel Street. The sidewalk committee will discuss the matter. Council gave the go ahead to order a new "Welcome to Albion" sign located near the Noble County Annex on S Orange Street. New lighting is also needed to illuminate the signs at night. The leaf machine is 23 years old and in need of repair or replacement.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS: After discussion, Shultz motioned to approve Accounts Payable Vouchers as of February 23, 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 7:32 p.m., so moved by Jellison, seconded by Magnuson, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on March 8, 2016 at the Albion Municipal Building, 211 East Park Drive, Albion, IN.