

**Albion Town Council  
Tuesday, February 28, 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  
John Morr, Member  
Don Shultz, Member

**OTHERS:** Carol A. Selby, Clerk-Treasurer  
Stefen Wynn, Town Manager  
Matt Getts, KPC Media  
Brian Stimpson, Street/Cemetery Depts  
Tom Lock, Police Dept  
Brad Rollins, Fire Dept  
Shane Coney, Fire Dept  
Sharon Leitch, Chain O' Lakes Festival Committee  
Mark Jesse, A & Z Engineering, LLC  
Jamal Anabtawi, A & Z Engineering, LLC  
Shaun Tilghman, Region 3a  
Fred Rawles, Albion Plan Commission  
Joan Robinson  
Mary Smith

**APPROVAL OF MINUTES:** Weber asked for approval of the minutes from the regular and executive meetings on February 14, 2017. Magnuson motioned to approve the minutes, seconded by Jellison, carried 5 Ayes, 0 Nays.

**ANNOUNCEMENTS:**

**Recognition of retiring Plan Commission member Joan Robinson**

Council members recognized Joan Robinson for 15 years of service serving on the Albion Plan Commission. She was presented with a pen and pencil set by council president Max Weber. Mrs. Robinson said she appreciates the spirit Albion has in innovative thinking and encourages people to become involved in their community.

**OPEN DISCUSSION:**

1. Council member Vicki Jellison reported she has a mandatory Tri Kappa meeting and may need to leave the council meeting early.
2. Council president Max Weber reported he will be on vacation and unable to attend the meeting on March 14, 2017.

**OLD BUSINESS:**

**Consideration of Quotes for replacing Windows and Doors at Water Plant**

Council tabled this item until the next meeting on March 14, 2017.

**NEW BUSINESS:**

**1. Administrative Assistant Position – Request for permission to change part-time position to full-time status** – Council members approved a request made by Clerk-Treasurer Carol Selby to increase the hours of the part-time Administrative Assistant position to full-time. Motion made by Jellison, seconded by Shultz, carried 5 Ayes, 0 Nays. Selby presented information demonstrating the need for additional help. She provided a Job Description listing the essential duties and responsibilities for the position. She also provided detailed information on the proposed increase in costs due to the change in status from part-time to full-time. The effective date of the change will be February 27, 2017 which is the beginning of the new pay period. Council members will adopt an amendment to the Salary Ordinance at their next meeting on March 14, 2017.

**2. Consideration of Income Survey for Planning Grant – Region 3a**

Council voted to hire Region 3a to conduct an Income Survey for \$2,658 for the initial mailing. If a second mailing is needed, the total cost for both the mailings is \$3,075. Motion made by Magnuson, seconded by Jellison, carried 4 Ayes, 1 Nay per Morr. Eligibility for a Planning Grant for wastewater improvements is dependent on a certain percentage of those served by the utility to fall into the low to moderate income category. A Planning Grant would aid the Town in developing a strategy for treating ammonia in order to comply with IDEM requirements. Quotes for conducting an Income Survey were also received from: Lori Shipman Consulting - \$3,000 and Mendenhall & Associates - \$4,500. The survey is anticipated to take 60 days to complete.

**3. Storm Water Utility Presentation – Mark Jesse, A & Z Engineering, LLC**

Mark Jesse, A & Z Engineering, LLC presented a Power Point Presentation on the creation of Storm Water Utilities. The presentation outlined reasons why some communities establish a storm water utility, and the process involved in setting up the utility, including the cost. The initial cost was estimated at \$85,000. After discussion, council members said they would like to check with neighboring communities that have storm water utilities for their insight.

**DEPARTMENT HEADS:**

**Fire Dept – Brad Rollins** – Fire chief Brad Rollins reported a glitch resulted in no hours being reported for 1<sup>st</sup> Responder Training on the department's monthly report. Total staff hours reported for January were 109. The department is working on updating their Bylaws. Tornado siren testing will begin soon. Sirens will be tested on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month between 6:00pm-7:00pm weather providing. The fire department will be conducting training in a building located on the southwest corner of the west junction of State Roads 6 & 9. The building formerly housed Lance's Auto Sales and is slated for demolition.

**Police Dept – Tom Lock** – Town marshal Tom Lock provided a summary of his monthly and year-end reports. The department is still in the process of replacing old shot guns. The 800 MHz Radios are being updated for P25 compliance. Lock is working to reduce overtime in the police department. Beginning March 1<sup>st</sup>, he will assume the responsibilities of Code Enforcement Officer. Lock said he believes having one person focused on consistent enforcement of violations for junk vehicles, tall grass, trash, parking etc. will yield better results. He provided a summary of his 2017 goals. He will be working with other government officials on the Railroad Hazard Mitigation Plan and hopes to have an update for council at the April 25, 2017 meeting. A free traffic study provided by LTAP revealed several vehicles speeding on Weber Road. The department will step up patrols in the area.

**Town Manager – Stefen Wynn** – Town manager Stefen Wynn provided an overview of his monthly report. Council members voted to appoint Stefen Wynn as the employee appointee on the Albion Plan Commission. Motion made by Shultz, seconded by Magnuson. Wynn replaces outgoing member David Thieme, Jr. who now lives outside the town's 2-mile jurisdiction. Mike Selby and Tammy Bremer were appointed to the Albion Plan Commission by Town council president Max Weber. Selby replaces Jared Owen, and Bremer replaces Joan Robinson. Council members voted to provide a Letter of Support for the Hometown Collaboration Initiative. Motion by Magnuson, seconded by Morr, carried 4 Ayes, 0 Nays. If selected, this will require a \$5,000 commitment from the town to develop a plan. Wynn plans to approach other organizations to help offset the cost. CREDIT funds could be used for the town's portion. Council members discussed the possibility of amending the lease with the Noble County EDC for the town-owned building at 110 S Orange Street to address roof repairs and other maintenance.

Council members voted to approve the purchase of pesticides from Clark Mosquito in the amount of \$1,200 to begin a mosquito remediation program. Motion made by Magnuson, seconded by Shultz, carried 4 Ayes, 0 Nays. Street superintendent Brian Stimpson is a licensed pesticide applicator. It was noted mosquitos in Noble County have tested positive for West Nile virus.

The Map-21 Project committee will update council members on the status of the West Main Project at the March 28<sup>th</sup> council meeting.

**APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:**

Council members voted to approve Accounts Payable and Payroll Vouchers as of February 16, 2017, & February 28, 2017. Motion made by Magnuson, seconded by Morr, carried 4 Ayes, 0 Nays.

**ADJOURNMENT:** There being no further business to be brought before the council in regular session, Magnuson motioned to adjourn the meeting at 8:04 pm, seconded by Shultz, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on March 14, 2017 at the Albion Municipal Building, 211 East Park Drive, Albion, IN.

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MAX C. WEBER, PRESIDENT

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VICKI E. JELLISON, VICE-PRESIDENT

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CHRISTINA K. MAGNUSON, MEMBER

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JOHN D. MORR, MEMBER

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DONALD J. SHULTZ, MEMBER

ATTEST: \_\_\_\_\_  
CAROL A. SELBY, CLERK-TREASURER