

Albion Town Council
Tuesday, March 27, 2018, 6:00 pm
Albion Municipal Building
211 East Park Drive, Albion, IN, 46701

CALL TO ORDER: Town Council President Vicki Jellison called the meeting to order at 6:00 pm. The Pledge of Allegiance was recited.

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

OTHERS: Carol A. Selby, Clerk-Treasurer
Stefen Wynn, Town Manager
Matt Getts, KPC Media
Terry Forker, Water/Wastewater Depts
Aaron McGinnis Water/Wastewater Depts
Linda Sanders, Wessler Engineering, Inc
Megan Carr, Wessler Engineering, Inc
Jon, Borgers, Wessler Engineering, Inc
Tom Lock, Police Dept
Scott Cole, Police Dept
Bob Amber, Fire Dept
Gregg Gorsuch, Fire Dept
Kevin Libben, Fire Dept
Eric Keirn, Fire Dept
Brian Tigner, Fire Dept
Johna Peterson, Fire Dept
Shane Coney, Fire Dept
Mitch Fiandt, Fire Dept
Phil & Cindy Jacob
Chad, Shelly, Austin, & Owen Jacob
Shawn Jacob
Mike & Kathy Blomberg
Sharon Leitch

APPROVAL OF MINUTES: Minutes from the regular meeting on February 13, 2018 were approved. Motion made by Magnuson, seconded by Weber, carried 5 Ayes, 0 Nays.

ANNOUNCEMENTS:

1. The Town received a thank you note from the Albion STAR Team for their help with the Downtown Mural Project.

2. **Easter Bunny Breakfast – Albion Fire Station – March 31, 2018**
3. **Shawn Garner Benefit – Albion Fire Station - April 7, 2018, 5:00pm-8:00pm**
4. **American Legion Riders Benefit Breakfast & Motorcycle Ride – April 14, 2018**
Breakfast 8:00am-11:00am, kickstands up at 1:00pm. Proceeds to benefit the Shawn Garner Family.
5. **Firefighter Recognition**

Albion Firefighter Phil Jacob was recognized by the Albion Town Council and Albion Fire Chief for achieving the remarkable milestone of 50 years of service on the Albion Fire Department. Members of Mr. Jacob's family were in attendance as he was presented with a plaque commemorating his service. Jacob was also recognized by Governor Holcomb at a ceremony in Indianapolis. Council members expressed their appreciation for his dedication and commitment. Fire Chief Bob Amber credited Jacob's fire prevention and education programs as a driving force behind low numbers for loss of life and property in our area. Council members personally sponsored an American Flag to be flown in the downtown area in Jacob's honor.

OPEN DISCUSSION:

Design Engineer for Wastewater Utility improvements - Wessler Engineering

Linda Sanders, Megan Carr, and Jon, Borgers, all from Wessler Engineering, Inc., were present to introduce themselves to council members. Borgers and Carr are serving as Project Managers for the design engineering of infrastructure improvements necessary for ammonia treatment at the wastewater ponds. The Town is required to meet IDEM imposed limitations on ammonia in order to meet requirements of their NPDES Permit. Mr. Borgers reported representatives from Wessler have been working with manufacturers to see what options are available to the Town. He said he believes additional aeration and nitrification are the best options for getting ammonia levels down. Although, this option may prove to be less feasible, they are also consulting with IDEM about possibly changing the discharge location. Biological additives used to reduce sludge and gain volume is also being researched. Wessler is also working with IDEM to possibly reduce some dissolution limitations/requirements. Ms. Carr provided a preliminary timeline. Wessler plans to meet with committee members on April 17, 2018 to discuss initial findings and cost estimates. At the April 24, 2018 Town Council Meeting those findings and a recommendation will be presented to council members. Wessler plans to draft a technical memo on the options/recommendations. This will then be rolled into a design and sent out for bid. Construction is expected to begin in Fall/Winter of 2018, with completion by the deadline of July 1, 2019.

OLD BUSINESS: NONE

NEW BUSINESS:

1. Acknowledgement of TIF Report from the Redevelopment Commission

Council members acknowledged receipt of a TIF Report received from the Albion Redevelopment Commission. The report includes 2017 financial data, forecasted Spending Plans, and RDC Resolution 2018-01 determining the need to capture incremental assessed valuation. This information will be used to complete the TIF Management Report in Gateway.

2. Noble County Courthouse Preservation Society (NCCPS) – Don Shultz

Council voted to approve a request from the NCCPS for \$500 towards flowers for the Courthouse Square. Motion made by Weber, seconded by Morr, carried 4 Ayes, 1 Abstention by Shultz since he is also a member of the NCCPS. CREDIT Funds will be used for the purchase.

3. Consideration of Quotes for Equipment for 2018 Dodge Durango

Council voted to approve a quote from CopsGear.com for \$7,518.26 for equipment for the recently ordered 2018 Dodge Durango. Motion made by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays. The equipment includes a durable, locking slide-out unit conducive to storage of equipment and transportation of evidence. Lock reported CopsGear.com specializes in installation of equipment for law enforcement vehicles.

4. Consideration of Proposal to send an officer to the Police Academy

Council voted to approve a request by Town Marshal Tom Lock to spend up to \$5,200 to send a part-time officer to the police academy in Plainfield, Indiana in June. Motion made by Shultz, seconded by Morr, carried 5 Ayes, 0 Nays. The cost includes the following:

\$ 500 - Police Academy Registration - (Law Enforcement Continuing Education Fund)
\$4,000 - Part-time Officer wages \$250/week for 16 weeks - (Police Dept Budget)
\$ 700 – Meal Reimbursements \$10/meal per town’s policy (Police Dept Budget)
\$5,200

The officer will use a town vehicle for transportation, and ammunition from the police department’s inventory. A Salary Ordinance amendment will be prepared for approval by the council at the next meeting on April 10, 2018.

5. Approval of Deputy Fire Chief Position

Council members approved a request by Fire Chief Bob Amber to create a Deputy Fire Chief position. Motion made by Morr, seconded by Shultz, carried 5 Ayes, 0 Nays. Amber reported three individuals applied, one withdrew, and two were interviewed for the position. The position would be responsible for fulfilling duties pertaining to both the business and command side of the fire department. An annual amount of \$2,500 (payable from the Fire Dept Budget via quarterly stipends) will be allocated for the position. An amendment to the Salary Ordinance for this position will be prepared for approval at the next council meeting on April 10, 2018. The term for the position will be effective April 1, 2018 and continue as long as Amber deems the appointee beneficial to the position. After interviews and input from other firefighters, Amber selected John Urso to fill the position. The (2) assistant chief positions will remain in effect for the remainder of the year and may drop to one assistant chief position in 2019.

6. Consideration of RDC request to approve funds for replacing windows & roof on Police Booth - Council voted to approve a recommendation by the Redevelopment Commission to spend \$3,460 in TIF #1 Funds to hire SL Home Improvements, LLC to

replace the roof (\$1985) and windows (\$1,475 which is 1/2 the total cost of \$2,950) in the Police Booth located on the southeast corner of Courthouse Square. Motion made by Shultz, seconded by Weber, carried 4 Ayes, 1 Abstention per Magnuson who also serves on the Chain O' Lakes Festival Committee. The cost for the windows is being split between the Town and the Chain O' Lakes Festival Committee.

7. Consideration of RDC request to approve funds for CN School sidewalks

The Redevelopment Commission (RDC) tabled this item pending additional information from Central Schools. The council will revisit the matter once the RDC has sufficient information to make a recommendation.

DEPARTMENT HEADS:

Fire Department

Fire Chief Bob Amber provided a summary of this monthly Run Report. He reported receiving a resignation letter from Tim Lock who is retiring after 37 years of service to spend time with his grandchildren. Council members approved the purchase of (9) Kenwood/Viking VP600 Radios from J&K Communications for \$16,660.50. Motion made by Weber, seconded by Magnuson, carried 5 Ayes, 0 Nays. The radios come with a 3-year warranty and are P25 compliant. A total of \$8,000 in CREDIT Funds have been allocated toward the purchase with the balance of \$8,660.50 to be paid from Public Safety LIT funds. Amber also received a quote from ERS for Motorola Radios. He said the Motorola radios are considered the “Cadillac” of radios, and are significantly higher priced than the Kenwood radios. Based on his research and input from other departments, the Kenwood Radios should suit the needs of the department. Both ERS and J&K Communications offer the State Bid price for their products. However, J&K Communications offers a buy 2, get 1 free deal which allows for the purchase of (9) radios for the price of six.

Police Department

Council acknowledged receipt of the department's monthly report. Town Marshal Tom Lock provided a summary of recent and upcoming training for officers, including active shooter training. Lock reported three individuals were interviewed for the open Deputy Marshal position. Lock hired Lucas Pant as a full-time officer effective April 8, 2018. He will attend the academy later this year. Officer Pant was a police reserve officer and has been working in a temporary position with the department. He will attend the council meeting on April 10, 2018 for introduction to council members.

Town Manager

Council acknowledged receipt of the town manager's monthly report. Town Council President Vicki Jellison volunteered to serve as member of the HCI Coordinating Team and participate, as her schedule allows, in the “Placemaking” meetings. Council members took action on the following items:

Aerator Repair – Voted to approve a quote from Wagner Electric for \$4,431 to repair an aerator motor. Motion made by Weber, seconded by Magnuson, carried 5 Ayes, 0 Nays. Wastewater Funds will be used for the cost.

BobCat Lease and Upgrade – Voted to approve the lease and requested upgrade to a slightly larger BobCat machine from Truelove Bros., Inc with more counter balance for a total of \$2,332.48 (Lease = \$1,000; Upgrade = \$1332.48). Motion made by Shultz, seconded by Weber, carried 5 Ayes, 0 Nays. Street and Water funds will be used for the purchase.

Equipment Disposal – Voted to allow Town Manger Stefen Wynn to engage an Auction Company to conduct an online auction for disposal of obsolete town-owned equipment, at no cost to town (buyer premium to be requested). Motion made by Weber, seconded by Shultz.

Chain O' Lakes Festival Brochure Advertising – Voted to use \$500 in CEDIT Funds to assist the COL Festival Committee with advertising for the upcoming Festival. Motion made by Shultz, seconded by Morr, carried 4 Ayes, 1 Abstention per Magnuson as she serves on the COL Committee.

Grant for Interns – Voted to allow Wynn to seek a grant for assistance in paying for an intern(s). Motion made by Shultz, seconded by Magnuson, carried 5 Ayes, 0 Nays. In the past the grant reimbursed the town \$8.00 per hour for a position paying \$16 per hour, and Water and Sewer funds were used to cover the town's portion of the cost. Wynn will discuss with Department Heads to determine if other funds are available to cover the cost of the position(s).

Plan Commission – Council consensus was to take no action on an alley vacation request heard by the Plan Commission. The Plan Commission made no recommendation regarding the request, meaning the members were either against, or not in favor of vacating an alley located across from Owen Park off of East Hazel Street. The Town Council does not want to give up Right-of Ways that may be needed for drainage or utilities. The property owner may petition the council for a public hearing on the matter if they wish to pursue the matter.

Executive Session – Scheduled an executive session following the regular meeting on April 10, 2018 to discuss employee evaluations.

In other business, Wynn reported external application are being accepted for a vacant position in the Water/Wastewater Depts. The hiring committee will begin conducting interviews soon. It was reported police and fire departments are equipped with Narcan, in the form of nasal spray that can be administered in applicable emergency situations.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:

After discussion, Weber motioned to approve Payroll and Accounts Payable Vouchers as of March 15, 2018 & March 27, 2018, seconded by Magnuson, 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, Shultz motioned to adjourn the meeting at 8:08 pm, seconded by Morr,

carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on April 10, 2018 at 6:00 pm, at the Albion Municipal Building, 211 East Park Drive, Albion, IN.

VICKI E. JELLISON, PRESIDENT

CHRISTINA K. MAGNUSON, VICE-PRESIDENT

JOHN D. MORR, MEMBER

DONALD J. SHULTZ, MEMBER

MAX C. WEBER, MEMBER

ATTEST: _____
CAROL A. SELBY, CLERK-TREASURER