

Albion Town Council
Tuesday, April 24, 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
Don Shultz, Member
Max Weber, Member
John Morr, Member

OTHERS: Shannon McFarland, Deputy Clerk-Treasurer
Stefen Wynn, Town Manager
Steve Clouse, Town Attorney
Matt Getts, KPC Media
Aaron McGinnis Water/Wastewater Depts
Megan Carr, Wessler Engineering
Bob Amber, Fire Dept
Tom Lock, Police Dept
Scott Cole, Police Dept
David Thieme, Police Dept (Arrived at 7PM)
Sharon Leitch
David Somerlott, INDOT
Terry Olding, INDOT
Dirk Schmidt, INDOT
Bob Hipshird, 3RB
Chris Swathwood, Primco

APPROVAL OF MINUTES: Minutes from the regular and executive meetings on April 10, 2018 were approved. Motion made by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays. All Signed, attested by McFarland.

PUBLIC HEARING: Consideration of Waiver of Non-Compliance for B&J Specialty

1. Call to Order
2. Call for Public Comment
3. Closure of Meeting to Public Comment
4. Open Discussion Between Council Members
5. Adjournment

This item on the agenda has been tabled until the May 8th Council meeting.

ANNOUNCEMENTS: Jellison stated that she would like to start the May 8th meeting at 5 PM. (This is Election Day. Some members would like to be at the courthouse when the results start coming in.) It was noted that we need to try and stick with a light agenda for May 8th. Council decided that it would be fine to start the meeting at 5:00 PM. Wynn is to notify the Department Heads of the time change for May 8th.

1.INDOT Detour Plan for Brimfield Bridge Project David Somerlott was in attendance and announced that INDOT has to detour the traffic from State Road 6 to State Road 9 to State Road 8 to State Road 3 back up to State Road 6. The detour will now start on Monday, April 30th and last thru July 2nd. This will bring 500-1,000 additional semi-trucks through the downtown area. There was discussion about the upcoming events that will be happening in Albion. Marshal Lock was very concerned about the pedestrian safety during the detour and increased truck traffic. Lock asked for additional signs during the detour. Lock also asked INDOT to repaint the white bars on State Road 8 & 9. Parking spots to be eliminated during the detour are:

- (2) spots on North State Road 8 (At the church)
- (2) spots East on State Road 9 (At the church)
- (1) spot on South State Road 9 (At the Art Gallery)

It was noted that the extra semi-truck traffic is going to damage State Road 8 & 9. INDOT was asked about if those roads will be repaved soon. Council were told that these roads are on a schedule to be repaved within the next three years.

Council stated that we need to verify that the school should be notified about the detour. It was discussed that a NIXLE notification could be sent out. Wynn stated that the Street Department is currently working on a temporary No Parking sign for the detour. Council thanked INDOT for being present and communicating with us on the detour.

OLD BUSINESS: NONE

NEW BUSINESS:

1. Wessler Engineering, Inc – Ammonia Treatment

Megan Carr was present from Wessler Engineering and gave a presentation to the Council about the upcoming ammonia treatment. It was determined by the WWTP Committee that we will start a biologically-based sludge reducing program to add to the lagoon system immediately and add aeration. Wessler further recommends that additional fine bubbler aeration added to one of the ponds. If the ammonia limits are not met during the winter months with improved aeration added, a nitrification tank will need to be added to the WWTP system. Carr stated that Wessler recommends completing a sonar 3D image for Ponds 1 & 2. This will give us a benchmark to see if the sludge reducing program and increased aeration is effective and is decreasing the ammonia levels. The Town will continue using 3D sonar images to track the changes in the ammonia levels throughout the process.

Pond 1 had sludge removed in 2014 and that was a very expensive project. Pond 3 is being used as a storage pond. It is deeper and usually has lower ammonia levels. There was discussion on the floating aerators. Carr stated that the existing aerators are not getting enough oxygen into the ponds. The biological agents thrive in the summer. The Town will have to have the aeration installed by the fall, and we will wait to see how the winter goes. The Town will receive a draft Technical Memo from Wessler on May 1st. Wessler will get discharge options for ammonia limits around the middle of June from IDEM. The Town plans to have the first 3D sonar image done by April 27th. Magnuson inquired of the cost for the image. It was determined that this had been previously authorized by Council and it will cost around \$1,000.

2. Central Noble School Corporation Request for TIF Funding for Improvements

The RDC recently received a request from Central Noble Schools for TIF funding. The school will be removing an existing sidewalk and installing a new sidewalk. The school is also putting in new curbing. Their ADA ramp is all chewed up and needs replaced. The school is within a TIF District. It was noted that these improvements are not within the Town of Albion's right-of-way. It is not a Façade grant. Wynn feels that this is a way to market the Town of Albion and it will promote economic development through quality of life improvements. We need a vibrant school system. The administration at Central Noble is currently active in the HCI program with the Town of Albion.

This project would be paid with TIF 2 funds. Shultz asked how much we have in TIF 2. It was noted that we currently have a \$869,830.69. Weber stated the we should help the school. Morr and Jellison are worried about setting a precedence. It was noted that we have used TIF funds in the past at the school for various projects. The school recently gave us property. Weber made a motion to award the bid of \$23,000 to K & M Concrete, LLC, seconded by Magnuson, 5 Ayes, 0 Nays.

3. Consideration of Compliance (CF-1) Forms for Tax Abatements

Council was presented with CF-1 Forms from the following:

B&J Specialty:

CF-1/Real Property (Res. 2012-19)
CF-1/Personal Property (Res. 2013-09)
CF-1/Personal Property (Res. 2014-01)
CF-1/Personal Property (Res. 2017-??)
CF-1/Personal Property (Res. 2017-??)
CF-1/Personal Property (Res. 2018-02)

Dexter Axle:

CF-1/Real Property Building #3 (Res. 2007-07)
CF-1/Real Property Building #4 (Res. 2009-05)

Robert Bosch:

CF-1/Personal Property (Res. 2013-06)

It was noted that Busche Performance Group had been contacted; however, we haven't received any CF-1 Forms. They had a change in their Controller. Wynn is anticipating

that either a waiver will be necessary to extend their deadline, or the abatements will be on the May 8th agenda. Wynn stated that he has done Industry tours and all are in compliance. The Tax Abatement Committee's recommendation is to accept the abatements. Morr made a motion to accept the tax abatements, seconded by Jellison, 5 Ayes, 0 Nays. Jellison signed the CF-1 Forms, attested by McFarland.

4. Approval to Send Delinquent Utility Account(s) to a Collection Agency

Council was presented with a delinquent water and wastewater bill that needs to be turned over to a collection agency. The utility customer moved out of Albion on July 5, 2017. We have made numerous attempts to collect this debt. The customer isn't even returning any of our calls. Magnuson made the motion to send the account to a collection agency, seconded by Weber, 5 Ayes, 0 Nays.

5. Approval of Cemetery Deeds

Weber made a motion to accept the cemetery deed for John & Clara McGill for Section N, Lot 186, Graves 1 & 2, seconded by Magnuson, 5 Ayes, 0 Nays. All signed the deed, attested by McFarland.

6. Update from Fire Department Committee

Wynn read the following statement on behalf of the Committee:

Good Evening,

The Fire Department Committee had its final meeting with the Fire Auxiliary on Monday night. Committee members spent a considerable amount of time researching the concerns, and issues brought by the Fire Auxiliary and addressed each of the concerns during the meeting. The final recommendation of the Fire Department Committee is to continue with fire services being provided by the Albion Volunteer Fire Department as a Department of the Town. The Committee recognizes that continued operation of the Fire Department as a Town Department is the best possible path for Town residents and those residing within the Fire Department's service area, and will continue to be the most efficient, accountable, and effective way of providing fire protection services.

Furthermore, the Committee recommends the following policy changes to be implemented as soon as possible: 1.) Recognition of all service milestones, certifications, educational attainment, and new recruits of the Volunteer Fire Department by the Council. 2.) That a committee be formed to develop, and implement Standard Operating Policies (Administrative) for the Department - the membership of the committee is to be comprised of the Fire Chief, members of the fire department (at the discretion of the fire chief), the Town Manager, and with the legal advice of the Town Attorney. 3.) That the Town continue to assist in recruiting, and retention of volunteer firefighters through the use of state and federal grants, programs, and training.

The consensus of the Council was to take no action. The Albion Volunteer Fire Department will continue to be a department of the Town of Albion.

Morr and Shultz stated that they spent a lot of time and research on this topic. They had three meetings with the Fire Auxiliary. They both felt that they answered all the concerns that the Fire Auxiliary had questioned. Shultz stated that we are currently doing business in the correct manner by IRS and Social Security Administration standards. Council were very pleased with the work that Morr and Shultz put in for the Fire Department Committee.

Matt Getts questioned the reactions of the Fire Auxiliary. It was noted that it was resolved very amicably. It was noted that the three policy changes are very positive changes. Council stated that it takes a very compassionate person to be a fire fighter or a first responder.

The Albion Volunteer Fire Department stated that their annual banquet is on May 5th. It was noted that they wanted the Council to attend the banquet. All Council members are planning on attending the annual banquet. Weber, Magnuson, and Jellison stated that they have attended in the past years. The Council just needs to be notified of the banquet date and they would try and attend in the future. It was also noted that the Fire Department have had two members leave the department. Tim Lock has decided to retire and spend more time with his grandchildren. Tanner Lock has decided to resign due to personal reasons. Tanner has a lot of commitments at this time. These two members resigning has nothing to do with the current issues between the Town of Albion and the Fire Auxiliary.

DEPARTMENT HEADS:

Fire Dept

Council acknowledged receipt of the departments' monthly report. Bob Amber stated that he was very pleased with his Volunteers. He stated that when they are on the scene, all of them are very professional and worked together as a team. He has stated that he has been working on SOP's. He stated that it will take awhile to create these SOP's. It was a very busy month. Our training hours will be increasing in the future. Firefighter 1 class starts in May. We should be able to certify 10 firefighters. Chad Geiger will be the instructor and Amber will administer the test. He was very impressed with their performance at Live Fire Training on April 14th in Auburn. We received a matching DNR grant in 2017 for dry hydrants for \$5,000. The Fire Department didn't realize that if funds weren't used that the grant would roll over to the following year. He called DNR and changed the grant for turnout gear. Safety is Amber's first concern. He has asked for a firefighter to be a chair on creating SOP's and SOG's. We will be having our ISO inspection on June 5th. Amber feels that we are ready for the inspection.

Jellison questioned about firefighters that need to be re-activated so they can have the right to vote at the Albion Volunteer Fire Department. Amber stated that once they update their training, they will be able to vote.

Police Dept

Council acknowledged receipt of the departments' monthly report. Tom Lock stated that they changed officer numbers for Lucas Pant and Trince Hursey during the month. He had active shooter training and it went well. He met with Central Noble School Corporation about Pre-Plan Diagrams of the schools (for emergency situations). This will work with the Spillman software. Shawn Garner's benefit was a success. Lock is very concerned about the Brimfield Bridge Detour. Lock stated that his officers have

started working on the ordinance complaints. These violations will be increasing as the weather is improving outside.

Town Manager Report

Council acknowledged receipt of the Town Manager's monthly report. Wynn stated that the housing study is a month behind schedule. Local Trax Program with INDOT has a one-time grant to cities, towns, and counties for grade separation and crossing closures. This is a 20% local matching grant. He stated that this would drastically change the entrance to the Town of Albion. He stated that this is a one-time grant. Magnuson stated that she has never seen this in all the years that she has been on Council. Wynn would like the Council to pursue the Local Trax Overpass Grant Program and allow the Town Manager to apply through ITAP. It would be up to INDOT's design team (as to how it would look). Wynn would like to have an overpass at the State Road 9 and Seventh Street Park. Aaron McGinnis stated that it would be nice to have an area to not be stopped by a train; however, we have to be careful because we have water lines and mains under that area of the railroad tracks. This project would be in the TIF District. We could use TIF funds to pay the 20%. Weber feels that we have too many unfinished projects going on at this time. Morr isn't interested in this offer at this time. Shultz stated that we could apply and just vote not to do the project. It doesn't hurt to see what our options are. It was estimated that the construction would be in 2023 or 2024. Wynn stated that he would work with Brian Stimpson, Street Department Head to fill the application out. Weber and Morr were not comfortable with proceeding with applying when we don't know the total amount of money that it would involve.

Magnuson made a motion to have Wynn apply for the Local Trax Program Grant, seconded by Shultz, 3 Ayes, 2 Nays.

We have another insurance claim. It is currently being handled with Black & Ramer Insurance. This will be in Wynn's report next month. Wynn has a few possible interns. He has heard back from firms for consulting services for updating the Albion Zoning Ordinance, Subdivision Regulation Ordinance and Road Improvement Standards.

Wynn stated that the hiring committee is recommending that we hire Bryce Sheckler for the vacant water and wastewater position. Morr made a motion to hire Bryce Sheckler, seconded by Weber, 5 Ayes, 0 Nays.

Investment Trust Fund Money – this is development monies from the Economic Development Corporation. Magnuson had sat on the EDC Board for years and knew of the program. Morr questioned if this is something the new recreation center could've applied for. Wynn stated they should be able to. Wynn is to contact Marilyn Emmert and provide her with this information.

Weber questioned Wynn about the Pill Box Pharmacy. Wynn stated that he hasn't heard from Greg Winn. Stefen Wynn was instructed to call Greg and get an update for Council.

Way Finding Signs will be at the correct height to keep pedestrians from striking their head. The Police Booth remodel will color coordinate with the wayfinding signs. The bike racks should be in place by the end of next week.

The wayfinding signs will be located at:

Sign #1 – will be facing south on Orange Street

Sign #2 – will be facing North on Orange Street

Sign #3 – will be facing West on Main Street

Sign #4 – will be facing East on Main Street

There was discussion on the Police Booth's color of window, trim, fascia, soffit, etc. Magnuson stated that the supplies have been ordered.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:

After discussion, Weber motioned to approve Payroll and Accounts Payable Vouchers as of April 12, 2018 & April 24, 2018, seconded by Morr, carried 5 Ayes, 0 Nays, submitted and reviewed, attested by McFarland.

ADJOURNMENT: There being no further business to be brought before the council in regular session, Morr motioned to adjourn the meeting at 8:11 pm, seconded by Weber, carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on May 8, 2018 at 5:00 pm, at the Albion Municipal Building, 211 East Park Drive, Albion, IN.