

**Albion Town Council**  
**Tuesday, April 25, 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  
Bill Eberhard, Town Attorney  
Matt Getts, KPC Media  
Brian Stimpson, Street/Cemetery Depts  
Brad Rollins, Fire Dept  
Tom Lock, Police Dept  
Shane Coney, Fire Dept  
Mitch Fiandt, Fire Dept  
Sharon Leitch  
Jeff Rowe, H.J. Umbaugh & Associates  
John Harris, American Legion Post 246  
James Stull, American Legion Post 246  
Bob Lancaster, American Legion Post 246  
John & Melba Moorhouse, Pizza Depot  
Kerry Leitch, B&J Specialties

**APPROVAL OF MINUTES:** Weber asked for approval of the minutes from the regular meeting on April 11, 2017. Shultz motioned to approve the minutes, seconded by Jellison, carried 5 Ayes, 0 Nays.

**ANNOUNCEMENTS:**

**1. Gala Dinner – May 20, 2017**

The Albion S.T.A.R. Team and Noble County Courthouse Square Preservation Society are teaming up to host a dinner at Blessed Sacrament Church. There will be a Silent Auction and entertainment provided by the Central Noble Jazz Band. Funds raised will go toward downtown revitalization efforts.

**2. Town Manager Stefen Wynn was absent from tonight's meeting due to a family emergency.**

**OPEN DISCUSSION:**

**1. Clerk-Treasurer School & Budget Workshop**

Council voted to approve reimbursement of expenses for Clerk-Treasurer Carol A. Selby to attend the AIM Annual Clerk-Treasurers School and Budget Workshop in Indianapolis May 10<sup>th</sup> – 11<sup>th</sup>. Motion made by Magnuson, seconded by Morr, carried 5 Ayes, 0 Nays. (Lodging and registration costs total \$536 plus hotel taxes. Selby will be traveling with other area clerks, so mileage costs will be split between municipalities.)

**2. Questions on information recently mailed to residents**

In response to questions about information recently mailed to residents, Street Superintendent Brian Stimpson said, town employees pick up small amounts of debris from trimmed shrubs. The Town's Yard Waste Collection Policy limits piles to 4x3x3 ft. It was also noted that although some "wipes" are marketed as "flushable" it's best for the town's sewer system, if no wipes are flushed.

**OLD BUSINESS:**

**Consideration of Quotes for Doors for Albion Municipal Building & Water Plant**

Council members tabled this topic until the next meeting on May 9, 2017.

**NEW BUSINESS:**

**1. Water & Wastewater Utility Rate Study – Jeff Rowe, Umbaugh & Associates**

After hearing a presentation by Jeff Rowe, H.J. Umbaugh & Associates, Council voted to proceed with a recommendation by the Water & Wastewater Utility Rate Study Committee to increase utility rates. Shultz motioned to proceed with the process, including a public hearing, for implementing a 3-year "front-loaded" incremental rate increase for the wastewater utility to begin yet this year, and implementing a one-time rate increase for the water utility to begin next year. Motion made by Shultz, seconded by Morr, carried 5 Ayes, 0 Nays. The increases are needed for the town to maintain existing facilities, treat water and wastewater, and for capital projects. The town's wastewater utility is facing significant costs in complying with IDEM limitations on ammonia. Likewise, the town's two existing water towers require ongoing maintenance and aging water lines need replaced. Jeff Rowe and town attorney Bill Eberhard will work together on a proposed ordinance for the rate increases.

## **2. Presentation of Asphalt Asset Management Plan & Proposed 2017 Projects**

Mitch Hansel with Fleis and Vandenbrink was present to provide an overview of the proposed Pavement Asset Management Plan. The plan, drafted in accordance with HB1001, serves to provide the town with a guideline for yearly pavement maintenance and preservation. Adoption of such a plan is required in order to be eligible for grant funding. The 5-year plan was drafted with the goal of maintaining a PASER (Pavement Surface Evaluation and Rating) rating of seven or greater by the end of the five-year period. The Plan includes a Pavement Asset Inventory of Roads, along with several maps describing the condition of existing roads, type of maintenance needed, and scheduled year for maintenance. After discussion, Morr motioned to approve the plan, with corrections of dates, seconded by Shultz, carried 5 Ayes, 0 Nays. Mr. Hansel will make the corrections and provide an updated document.

## **3. Consideration of 50/50 Façade Grant Applications**

Council members discussed a recommendation by the Redevelopment Commission to approve the following Façade Grant Applications. After discussion, council voted to approve two of the applications as indicated below. The third was tabled pending clarification on questions. Council members had difficulty deciphering quotes because not all contractors provided an itemization. Council also discussed amending the Façade Grant Application form to clarify that applicants be present at both the RDC and Town Council meetings in order to answer questions.

### **a. Façade 2017-01 - John & Melba Moorhouse dba Albion Pizza Depot**

John and Melba Moorhouse were present to provide information on the project. Work to be completed is for a new façade front with decorative stone; new windows; soffit, and trim, in the Central Business District of Albion in the amount of \$16,512. The Matching Grant Program covers up to 50% of actual work amounts, or a maximum of \$10,000. Amount requested is \$8,256. After striking the last sentence from the quote from Lough Construction, LLC making reference to interior work, which is not an allowable expense, Morr motioned to approve the grant in the amount of \$8,256, seconded by Shultz, carried 5 Ayes, 0 Nays.

### **b. Façade 2017-02 - American Legion Post 246, Commander John Harris**

Commander John Harris was present to provide information on the project. Work to be completed is for an off-premise double-sided LED sign located at the intersection of State Road 8 and E. Park Drive in the TIF area #1 in the amount of \$19,642. The Matching Grant Program covers up to 50% of actual work amounts, or a maximum of \$10,000. Amount Requested is \$9,821. After discussion, Jellison motioned to approve the request in the amount of \$9,821 based on the lowest and best bid from the most responsive and responsible bidder, Miller Sign, seconded by Shultz, carried 5 Ayes, 0 Nays. Harris said the Legion would like town officials to have access to the sign for the purpose of posting community related information, and suggested a written agreement be drafted outlining the terms of access.

### **c. Façade 2017-03 - Chris Blaising, dba the Friendly Inn**

Work to be completed is for a new façade entrance in the Central Business District in the amount of \$48,470. The Matching Grant Program covers up to 50% of actual work amounts, or a maximum of \$10,000. Amount Requested is \$8,400. Council members voted to table consideration of this grant application until Chris Blaising can be present to answer questions. Motion made by Shultz, seconded by Morr, carried 5 Ayes, 0 Nays.

**4. Tax Abatement for B&J Specialties – Resolution No. 2017-07**

Kerry Leitch, B&J Specialties was present to provide information on the proposed equipment purchase. Purchase of the equipment is expected to result in the addition of two jobs. Council voted to approve a recommendation made by the Tax Abatement Committee to approve a Tax Abatement for B&J Specialties Consideration of Statement of Benefits (SB-1), Findings of Fact, and Resolution No. 2017-07 for a Personal Property (PP) tax abatement for new equipment in the amount of \$193,000. Motion made by Morr, seconded by Jellison, carried 5 Ayes, 0 Nays.

**5. Consideration of Compliance Forms (CF-1)**

Council voted to approve a recommendation made by the Tax Abatement Committee to approve the Compliance Forms for existing tax abatements for the following. Motion made by Jellison, seconded by Morr, carried 5 Ayes, 0 Nays.

- a. Busche Performance Group (RP, PP)
- b. QSI Automation, Inc. (PP)
- c. Bosch (PP)
- d. B&J Specialties (PP)
- e. Dexter Axle (RP)

**6. Consideration of Procurement Policy**

Council tabled this item until the May 9, 2017 meeting when town manager Stefen Wynn is expected to be present.

**7. Consideration of Quotes for GIS Equipment**

Council voted to approve a recommendation made by Street Superintendent Brian Stimpson to purchase a Trimble R2 GPS Receiver from Seiler Geospatial Division in the amount of \$7,896.85. Motion made by Magnuson, seconded by Jellison, carried 5 Ayes, 0 Nays. The cost will be split as follows: CEDIT - \$3,000, Water - \$1,632.28, Wastewater - \$1,632.28, and Street - \$1,632.28. Stimpson reported the equipment will allow the town to map its infrastructure including roads, water and sewer lines, grave sites, street signs, etc. Stimpson said Seiler is the Indiana dealer for this product and offers the state bid price. A quote from Ohio dealer, Precision Laser & Instrument, Inc for the same amount of \$7,896.85 was also received. Topeka New Holland was unable to provide a quote by the deadline.

**DEPARTMENT HEADS:**

**Fire Department – Brad Rollins**

Council acknowledged receipt of the department's monthly report. The number of calls for grass fires was up in March. Line locates have been called in, and the fire department is ready to move forward with the bell project. The department has been conducting training at a vacant building at the corner of State Roads 6&9. The building is scheduled for demolition soon.

**Police Department – Tom Lock**

Council acknowledged receipt of the department's monthly report. Town Marshal Tom Lock reported he has issued several warning tickets for Ordinance violations. He thanked KPC reporter Matt Getts for helping get the word out about stepped up Code Enforcement. Most people are responding to the warnings and complying accordingly. Updates needed to complete the process of switching over the departments radios for P25 compliance is scheduled for April 28, 2017. Officer schedules are changing. Officer Shawn Garner will be going to 1<sup>st</sup> shift and Officer Craig Bear will be working a split shift.

**Town Manager – Stefen Wynn**

Council acknowledged receipt of the town manager's monthly report. Wynn will provide a summary of his report at the next meeting on May 9, 2017.

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

After discussion, Shultz motioned to approve Payroll and Accounts Payable Vouchers as of April 13, 2017, and April 25, 2017 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, Magnuson motioned to adjourn the meeting at 8:06 pm, seconded by Shultz, carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on May 9, 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