

Albion Town Council
Tuesday, June 23, 2020, 6:00 pm
TELECONFERENCE via GoToMeeting
(Meeting ID# 280137509)
Albion Municipal Building
211 East Park Drive, Albion, IN, 46701

AS A RESULT OF THE WORLD HEALTH ORGANIZATION'S DECLARATION OF A GLOBAL CORONAVIRUS PANDEMIC, (aka CoVid-19) AND AS AUTHORIZED PER STATE OF INDIANA GOVERNOR ERIC HOLCOMB, VIA EXECUTIVE ORDER NO. 20-09, DATED 3/23/2020, "RELATING TO THE CONTINUITY OF OPERATIONS OF GOVERNMENT, PAGE 2, ITEM 4 (A) "OPEN DOOR LAW," THE ALBION TOWN COUNCIL HELD THIS MEETING VIA ELECTRONIC COMMUNICATION. THE MEETING WAS HELD IN CONJUNCTION WITH GOVERNOR HOLCOMB'S EXECUTIVE ORDER NO. 20-08, DATED 3/23/2020, "DIRECTIVE FOR HOOSIERS TO STAY AT HOME," AND EXTENSIONS THEREOF.

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 (Present)
Darold Smolinske, Member (Present)
Chris Magnuson, Member (Present)

ABSENT: John Morr, Member
Don Shultz, Vice-President

OTHERS: Carol A. Selby, Clerk-Treasurer (Electronically)
Tena, Woenker, Town Manager (Present)
Steve Clouse, Town Attorney (Present)
Matt Getts, KPC Media (Electronically)
Bob Amber, Fire Dept (Present)
Scott Cole, Police Dept (Present)
Gary Gatman, Noble County EDC (Present)
Lori Gagen, Noble County EDC (Present)
Phil LaBrash, DLZ Indiana, LLC (Present)
Jarrod Ramer, Black & Ramer Ins (Present)

APPROVAL OF MINUTES: Minutes from the meeting on June 9, 2020 were approved. Motion by Magnuson, seconded by Smolinske, carried 3 Ayes, 0 Nays.

ANNOUNCEMENTS:

Council members, Don Shultz and John Morr are out of town. The Consumer Confidence Report (CCR) for the Water Department, along with the Spring Clean-up Notice have been mailed to residents. The 2nd Quarter Overtime report shows a decrease in overtime from the prior Quarter. Town Council President Vicki Jellison gave "A Shout out to all Albion residents and surrounding community who have been "Essential Workers" during the COVID-19 Pandemic. Whether you are a healthcare professional, retail worker, truck driver, industrial worker or any other of the many

essential workers we are grateful for YOU! Your sacrifice, dedication and commitment have made a difference during this challenging time. You are going above and beyond to make Albion a great place to live, work and play!” Jellison acknowledged receipt of a public notice, on behalf of the Town as an adjacent property owner, for a zoning change on East Main Street (Petitioners Jaci & Justin Diehm). Petitioner wants to locate a hair salon in her garage which is currently prohibited under the provisions of the current zoning.

OPEN DISCUSSION: NONE

OLD BUSINESS:

1. Chlorine Booster Pump Update

Following up on information received on the Water Department’s March Monthly Report regarding updates needed at the water plant, Council voted to approve a recommendation from Water/Wastewater Superintendent Terry Forker to accept a quote from the most responsive and responsible bidder, Peerless Midwest Inc. in the amount of \$8,423.00 for labor and materials to update the Chlorine Booster Pump at the water plant with new piping, and mount it to a new stainless-steel structure. (The existing concrete structure the system is mounted to is failing.) In rationalizing why only one quote was obtained, it was noted Peerless Midwest Inc. services the Town’s wells, water plant, etc., is familiar with the Town’s system and provides the specialized equipment and labor necessary to satisfactorily complete the work, justifying the designation as most responsive and responsible bidder. After discussion, Magnuson motioned to approve the quote from Peerless Midwest Inc. in the amount of \$84,23.00, seconded by Smolinske, carried 3 Ayes, 0 Nays. Water funds will be used to cover the cost.

2. Capital Improvement Plan

Modifications to the Capital Improvement Plan will be discussed at the next Department Head Meeting. Magnuson said cost estimates and realistic timelines need to be incorporated into the document to make it a more effective budgeting tool. It was noted fluctuations in revenue need to be taken into consideration, especially given the economic impact of the coronavirus pandemic.

3. Public Works Committee

The Public Works Committee recently met with Jim Clevenger, Dixson Engineering to discuss maintenance on the East Industrial Park Water Tower. The tower needs repainted and will require shrouding and sandblasting. Town Manager Tena Woenker said there may be grant funding available to assist with the project.

NEW BUSINESS:

1. Approval for submitting CCMG Applications – DLZ Indiana, LLC

Phil LaBrash, DLZ Indiana, LLC, provided a summary of the proposed projects to be included in the applications to be submitted to INDOT for consideration of a Community Crossings Matching Grant. He reported concerns discussed at the most recent walk-thru in March were addressed and incorporated into the plans which are now 90%

complete. Once awarded, DLZ will finalize the plans, prepare specifications and assist with soliciting bids. He noted the scope of work on York & Highland Streets was changed to incorporate drainage improvements and resurfacing of streets. Council also acknowledged receipt of a spreadsheet prepared by Clerk-Treasurer Carol Selby showing proposed funding sources for the Town's match and construction engineering fees. After discussion, Council voted to move forward with the grant application, giving permission for Woenker to submit Community Crossings Matching Grant applications to INDOT in the July 2020 round for the below listed projects. Motion made by Smolinske, seconded by Magnuson, carried 3 Ayes, 0 Nays. The grant would cover 75% of eligible estimated costs. The Town is responsible for the balance of project costs (25% match plus 100% of ineligible expenses).

Part 1 – E Hazel St (S Orange to S First St)

Part 2 – S Hickory St (E Washington St to E South St)

Part 3 – W Highland & N York St

2. Noble County EDC Introduction/Albion Initiatives – Gary Gatman

Noble County EDC director Gary Gatman, was present to provide Council with an overview of the organization's initiatives. Through a PowerPoint presentation, Gatman outlined four areas the EDC focuses on in striving to achieve their mission to help Noble County grow. Those areas include: 1) Retention, Attraction & Expansion of businesses, 2) Assist Small Businesses, 3) Funding for Critical Infrastructure, 4) Collaboration with the Noble County Convention & Visitor's Bureau, and other organizations. Gatman provided additional information on the programs and services offered. He thanked Council for the use of the old town hall building which serves as their office, and for past financial support.

3. Consideration of Liability, Worker's Comp, A&S Fire & Police Insurance

Renewals – Jarrod Ramer, Black & Ramer Insurance was present to provide an overview of the Town's coverages and answer questions. The aggregate premium costs for the town's Liability, Worker's Comp, Fire AD&D, and Police AD&D insurance are 4.5% higher than last year's annualized premium. The total cost is \$87,477. It was noted Workers' Compensation premiums are based on Payroll and the Town's Experience Modification which is based on premiums paid versus claims paid out. Ramer also provided information on cyber coverage, and noted there are options to increase the amounts should the town feel it is warranted. A new safety coordinator has been hired, and an online portal and HR Hotline are also available to members. After discussion, Magnuson motioned to accept the insurance committee's recommendation to approve the quote from Black & Ramer Insurance, in the amount of \$87,477.00 seconded by Smolinske, carried 3 Ayes, 0 Nays. The term is July 10, 2020 - July 10, 2021.

4. Public Safety Local Income Tax – Consideration of Percentage Split between Police & Fire for 2021 Budget Appropriations (Proposed 60% Fire, 40% Police)

Town Marshal Scott Cole and Fire Chief Bob Amber reported they met and discussed options for the proposed split for Public Safety LIT for 2021. They recommended

splitting the appropriations 60% Fire and 40% Police. The split for 2020 was 62% Fire and 38% Police. It was noted wages for the Fire Chief come out of this fund. After discussion, Council voted to approve the recommendation to split 2021 Public Safety LIT 60% Fire and 40% Police. Motion made by Magnuson, seconded by Smolinske, carried 3 Ayes, 0 Nays.

5. Approval of Cemetery Deed

Council voted to approve the following cemetery deed. Motion by Magnuson, seconded by Smolinske, carried 3 Ayes, 0 Nays.

Larry W. & Paula S. Smith – Section M, Lot 168, South pathway

6. Consideration of the following Fire Dept items:

a.) Extrication Equipment & Acknowledgement of Olive B. Cole Foundation Grant in the amount of \$15,000

– Fire Chief Bob Amber reported receiving quotes from the following vendors for extrication equipment: Howell Rescue Systems (\$30,965.00), Hoosier Fire Equipment Inc (\$30,808.50), and 5 Alarm (\$29,995.00). Members of the fire department had hands-on demonstrations and training with each of the different brands of extrication equipment, with Genesis being the unanimous choice. Although, the quote from Howell for the Genesis equipment was slightly more than the quotes for the other equipment, the functionality of the Genesis equipment, lifetime warranty on moving parts, additional training offered, and batteries not being proprietary, were determining factors in concluded that Howell Rescue Systems submitted the most responsive and responsible quote. After discussion, Council voted to approve the purchase of the Genesis Spreader EForce 2.0 Extrication Equipment for \$30,965.00, with additional equipment including a larger Battery Charger for \$465.00 and a Ram extension kit for \$1,395.00 for a total of \$34,220.00. Motion made by Magnuson, seconded by Smolinske, carried 3 Ayes, 0 Nays. Council members thanked Bob Brownell for successfully obtaining a grant from the Olive B. Cole Foundation in the amount of \$15,000 to help pay for the equipment. The balance will be paid from Fire Department Public Safety LIT funds (Appropriation 249 100 500000).

b.) Update on 2021 Fire Protection Agreement with Township Trustees

Fire Chief Bob Amber reported he sent Township Trustees a letter via email informing them he plans to propose a 3% increase for the 2021 Fire Protection Agreement between the Town and Trustees. He plans to use the increase to appropriate additional funds for part-time firefighters to improve daytime coverage. Consideration of the 2021 Fire Protection Agreement is scheduled for the July 14, 2020 Town Council Meeting.

c.) Approval of Firefighter Officer Election Policy

Amber reported the proposed Officer Election Policy was drafted using Lexipol software which incorporates federal and state mandates. Council asked Attorney Steve Clouse to review the policy. Approval of the policy is planned for the July 28, 2020 Town Council Meeting.

7. Department Head Reports:

Council acknowledged receipt of written reports for the Fire and Police Departments, and the Town Manager. Fire Chief Bob Amber, Town Marshal Scott Cole, and Town Manager Tena Woenker provided summaries of their respective activities, and were available to field questions from council members. Amber said he will work on improving the Capital Improvement Plan for the Fire Department. Cole reported officers are doing a good job keeping up on tall grass and weed violations. Deputy Marshal Matt Fought has successfully completed the Academy, and is back on duty. Council voted to approve a request by Noble County Sheriff Max Weber to enter into an Interlocal Agreement with Noble County Commissioners to help supplement the cost for hiring a Spillman Coordinator to oversee the Spillman software system and provide support for local agencies. It was noted Town Attorney Steve Clouse reviewed the agreement. After discussion, Magnuson motioned to approve entering into the Interlocal Agreement which requires the Town to pay the County \$5,000 each year for two years (Total \$10,000) beginning in 2020. Seconded by Smolinske, carried 3 Ayes, 0 Nays. Police Public Safety LIT Funds are allocated for the expenditure (Appropriation 249 100 501 000). Town Manager Tena Woenker reported the McGills have begun the process for obtaining building permits to construct (5) Buildings (10 apartments) in North Ridge Village. Council had no objections with Woenker continuing her service on the AIM Legislative Policy Committee. In regards to the HCI Pathway Project, Woenker said she thought the Albion S.T.A.R. Team was in charge of this project. Jellison said she would reach out to S.T.A.R. Team members to get an update on the status of the project. Woenker reported Keith Leatherman is planning to move forward with building homes in the Village of White Oaks. After discussion about encouraging residential development in Albion, Town Attorney Steve Clouse suggested Woenker reach out to Gary Gatman, NCEDC for assistance in contacting developers for their insight. Specs for Tree Work and 50/50 Sidewalks have been prepared and sent out for quotes. The Public Works Committee would like to be kept abreast of meetings regarding ammonia remediation. It was suggested the Town's Intern assist with improving the Town's social media presence via Facebook posts.

OTHER COMMENTS:

Council member Chris Magnuson expressed concerns about the quality of work of recently installed ADA ramps along State Road 9 (Orange Street). The work was commissioned by INDOT. Smolinske recommended contacting the contactor's business manager, or INDOT project manager to express concerns.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:

Smolinske motioned to approve Accounts Payable and Payroll Vouchers as of June 18, 2020 and June 23, 2020. Seconded by Magnuson, carried 3 Ayes, 0 Nays, submitted and reviewed, attested by Carol A. Selby.

ADJOURNMENT: There being no further business to be brought before council in regular session, Jellison adjourned the meeting at 8:23 pm. Motion made by Magnuson, seconded by Smolinske, carried 3 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on July 14, 2020 at 6:00 pm, at the Albion Municipal Building, 211 East

Park Drive, Albion, IN. Should the Town continue to be under a public emergency, the meeting will be held via electronic communication.

VICKI E. JELLISON, PRESIDENT

DONALD J. SHULTZ, VICE-PRESIDENT

CHRISTINA K. MAGNUSON, MEMBER

JOHN D. MORR, MEMBER

DAROLD R. SMOLINSKE, MEMBER

ATTEST: _____
CAROL A. SELBY, CLERK-TREASURER