

**Albion Town Council**  
**Tuesday, July 10, 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

**ABSENT:** John Morr, Member

**OTHERS:** Carol A. Selby, Clerk-Treasurer  
Stefen Wynn, Town Manager  
Bill Eberhard, Town Attorney  
Matt Getts, KPC Media  
Stan Tipton, Parks/Cemetery Depts  
Terry Forker, Water/Wastewater Depts  
Brian Stimpson, Street/Cemetery Depts  
Sharon Leitch  
Shane Coney  
Kevin Kelly, Our Hometown News, Avilla

**APPROVAL OF MINUTES:** Minutes from the regular meeting on June 26, 2018 were approved. Motion made by Shultz, seconded by Weber, carried 4 Ayes, 0 Nays.

**ANNOUNCEMENTS:**

1. **Mobile Home** – The Town has been awarded possession of a mobile home that was incorrectly stored on a property off of Jackson Street. The Town now has legal authority to remove, and scrap, or sell the mobile home.
2. **AIM Placemaking Award Nomination** – Although the Town/Albion S.T.A.R Team did not win a Placemaking Award, a representative from AIM will be doing an article for their Online Newsletter to spotlight the project which included the installation of Bicycle Racks, Wayfinding Signs, and a Chess/Checker Board Set.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

1. **Consideration of Paving Committee’s recommendation for Village Drive Project**  
Council voted to approve a recommendation made by the Paving Committee to accept the bid received by Pulver Asphalt Paving, Inc, the lowest most responsive and responsible bidder for Village Drive concrete work in the amount of \$287,838.75. Motion made by Shultz, seconded by Weber, carried 4 Ayes, 0 Nays. It was noted Jay Stankiewicz, Fleis & Vandenbrink Engineering, verified that all requirements were included in the contractors bid and certified as such. No other bids were received. Street MVH funds, and up to \$136,000 in LOIT Special Distribution funds are allocated for the project. A “Notice to Proceed” will be sent to the contractor.

## **2. Consideration of 2019 Fire Protection Agreement with Township Trustees**

Council voted to approve the proposed 2019 Fire Protection Agreement between the Albion Town Council and the following five township trustees for fire protection services provided by the Albion Volunteer Fire Department. Motion made by Weber, seconded by Magnuson, carried 4 Ayes, 0 Nays.

- Albion Township – Casey Myers
- Elkhart Township – Pennie Phares
- Green Township – Michelle Pippenger
- Jefferson Township – Marc Fisher
- York Township – Linda Kerlin

Town Manager Stefen Wynn, Fire Chief Bob Amber, and Deputy Fire Chief John Urso met with Township Trustees prior to tonight's meeting to discuss the proposed renewal. The proposed fire department budget is \$180,965 which represents a 2.0% increase over the current year's budget. The increase is slated to help with costs for Fire Compensation and Communications.

## **3. Town Elections (IC 3-8-5-2)**

This item was tabled. It's believed Ordinance No. 2001-15, which was adopted October 9, 2001 sufficiently satisfies statute requirements.

## **4. Consideration of Liability, Worker's Comp, A&S Fire & Police Insurance Renewals**

The aggregate premium costs for the town's Liability, Worker's Comp, Fire AD&D, and Police AD&D insurance are less than last year's annualized premium. The total cost is \$83,884. The Town's Experience Modification for this renewal is 0.79 and was a driving factor in why the renewal amounts are lower. After discussion, Shultz motioned to accept the insurance committee's recommendation to approve the quote from Black & Ramer Insurance, seconded by Weber, carried 4 Ayes, 0 Nays. The policy term is July 10, 2018 – July 10, 2019.

## **5. Acknowledgement of RDC approval of TIF funding for various projects**

Wynn reported, at their meeting on June 27, 2018, the Albion Redevelopment Commission approved the use of TIF funds to assist the Town with the following projects. Council consensus was to accept the RDC's financial assistance.

- **WWTP Improvements** – Up to \$270,000 (Previous Not-to-Exceed was \$150,000) for constructing improvements at the Wastewater Treatment Ponds to help with ammonia treatment. This figure was calculated using the amount of land covered by TIF 1 & 2 as related to the whole acreage of the rest of Town. Wessler Engineering is serving as design engineer. The Town will select a contractor using the Guaranteed Savings Contract (GSC) process.
- **Planning Document Update** – \$15,662 in funding to update Zoning Standards, Construction Design Standards, and Subdivision Control Regulations so that a Consolidated Development Ordinance/Plan can be created. The Town approved a consultant through a competitive RFQ process with Kieser Consulting to assist with

carrying out this task. The amount is based on acreage served by TIF 1 & 2 and represents a 41% share of the costs. The Plan is part of Economic and Community Development for areas currently primed for development within existing TIF Districts.

- **CR 400 N Roadway Improvements** – \$334,500 over the next 3-4 years as part of a Noble County Federal Highway Project Grant to improve CR 400 N and make it into a Truck Bypass Route that serves TIF 1, 2, & 3. The project will be invoiced in 2018 for \$18,750 (pay 2019); in 2019 for \$18,750 (pay 2020); in 2020 for \$18,750 (pay 2021); and Construction in 2021 for \$263,500.

## **DEPARTMENT HEADS:**

### **Park/Cemetery Depts**

Council acknowledged receipt of the department's monthly report. Stan Tipton was filling in for Superintendent Casey Myers who is on vacation. Several washouts from heavy rain have been fixed. Jellison reported receiving positive comments from a couple playing Disc Golf about how much our parks have to offer for the size of our community. The concrete pad for the Chess/Checker Board game is complete, but the Shade Structure has not yet been installed. Storage of the game pieces and how the public will access them were discussed. Tipton thought there may be room for the game pieces in the Truelove concession facility, at least temporarily. Once Myers returns from vacation, more permanent storage and how the public will gain access to the game pieces will be determined. The Fireworks Display and clean up went well. Tipton said there seemed to be less trash to pickup than in prior year's.

### **Street/Cemetery Depts**

Council acknowledged receipt of the department's monthly report. Street Superintendent Brian Stimpson said he would like to see residents containerize small yard waste items for pickup. He suggested using a 5-gallon bucket for small sticks, brush to help promote efficiency. He said it currently takes 1-2 employees 1-2 days per week to pickup yard waste. Discussion was had on tweaking the Yard Waste Policy to more clearly define what is acceptable for pickup and what is not. Jellison asked Stimpson to work on recommended changes and bring back to council for consideration. Stimpson has been in contact with the manufacturer of some of the town's streetlight poles. A representative is supposed to be making a site visit to look at the rusting poles and discuss options for repair/replacement.

It was noted no applications were received for this year's 50/50 Sidewalk Replacement Program. Town employees plan to replace the sidewalk entrance to the Albion Municipal Building this year. The Town's Asset Management Plan will be updated to include this year's paving projects. To be eligible for grant funding, INDOT requires the Plan to be updated every two years. Stimpson said he plans to update the Plan annually as projects are completed, or priorities change.

Costs to hire someone to use a camera to film storm drains to evaluate their condition are coming in between \$0.90 to \$1.00 per foot. Stimpson said in order to sufficiently prepare storm drains for someone to camera them, the drains need to be jetted out and free from debris. A preliminary estimate to reline a damaged area of pipe located off of Trail Ridge Road near the Dollar General Store is around \$6,000. INDOT is slated to start accepting applications for the Community Crossings Matching Grant Program beginning August 6, 2018 through September 28, 2018.

**Water/Wastewater Depts**

Council acknowledged receipt of the department’s monthly report. Superintendent Terry Forker reported there have been several issues with lift stations and pumps. The department has had problems in finding parts for a starter motor for the Bosch lift station. Forker said in regards to the ponds and lifts, water is moving at a normal pace. A site visit was held at the wastewater ponds today for contactors interested in the Town’s Guaranteed Savings Contract project for infrastructure improvements for Ammonia treatment at the wastewater ponds. Three contractors were present, with a fourth expressing interest, but unable to attend today’s site visit. RFQ’s are due July 20, 2018. The WWTP Committee will need to review and score them prior to making a recommendation to the Town Council. It is unclear if the scoring process will be completed in time for consideration at the July 24, 2018 Town Council Meeting, or if it will be delayed until the meeting on August 14, 2018. Sonar mapping to measure sludge depth in the wastewater ponds is planned for this Fall to help determine if the biological “Bugs” are helping to reduce sludge. In-house laboratory testing is going well.

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

After discussion, Weber motioned to approve Payroll and Accounts Payable Vouchers as of July 5, 2018 & July 10, 2018, seconded by Shultz, carried 4 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, the meeting was adjourned at 6:52 pm. Motion made by Weber, seconded by Shultz, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on July 24, 2018 at 6:00 pm, at the Albion Municipal Building, 211 East Park Drive, Albion, IN.

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VICKI E. JELLISON, PRESIDENT

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CHRISTINA K. MAGNUSON, VICE-PRESIDENT

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JOHN D. MORR, MEMBER

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DONALD J. SHULTZ, MEMBER

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MAX C. WEBER, MEMBER

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