

**Albion Town Council**  
**Tuesday, September 12, 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  
Stefen Wynn, Town Manager  
Matt Getts, KPC Media  
Casey Myers, Park/Cemetery Depts  
Kevin Todd, Street/Cemetery Depts  
Terry Forker, Water/Wastewater Depts  
Brad Rollins, Fire Dept  
Shane Coney, Fire Dept  
Steve Hook, Albion S.T.A.R. Team  
Scott Brown, Brown Equipment  
Joe Williams, Brown Equipment  
Mike Trevino, DLZ Engineering

**APPROVAL OF MINUTES:** Weber asked for approval of the minutes from the regular and executive meetings on August 22, 2017. Magnuson motioned to approve the minutes, seconded by Jellison, carried 5 Ayes, 0 Nays.

**ANNOUNCEMENTS:**

1. **19<sup>th</sup> Annual Albion Harvest Fest – Noble County Saddle Club – Sept. 16<sup>th</sup> & 17<sup>th</sup>**
2. **Mike Trevino, DLZ Engineering** – Mr. Trevino was present to introduce himself to council and expressed interest in providing engineering services for the town.
3. **Update on condemned property at 212 South First Street** – A Destruction Order was issued by town manager Stefen Wynn, at the request of the bank/mortgage company, for the razing of the collapsed house at 212 South First Street.

**OPEN DISCUSSION: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

1. **Approval of Niblock Change Order for TIF #1 Legacy Street Project**

The town hasn't received a Change Order from Niblock yet. As such, Council tabled this item until the next meeting on September 26, 2017.

2. **Albion S.T.A.R. Team – Steve Hook**

Mr. Hook informed council the Albion S.T.A.R. Team received a QUIP Grant for the purchase of bicycle racks, way-finding signs, and a large-sized chess/board game. He said bicycle racks are to be placed at specified bump-outs around Courthouse Square. Mr. Hook asked if town employees would remove/install/store the bicycle racks. There are (4) racks, each approximately 4' long. He said he inquired about storing them at the Noble County Courthouse, but was informed they do not have space to store the racks during the winter. Council members suggested leaving the bicycle racks up year-round to reduce labor costs associated with handling, unless the racks interfere with snow removal. Town council president Max Weber said he thought the town could find space to store the bicycle racks. Council suggested Hook contact INDOT regarding placement of way-finding signs along State Road 9. The Park Board will be discussing logistics regarding the location of the chess/board game.

**3. Consideration of Quotes for ADA Crosswalk at S Orange Street/St Rd 9**

After discussion, council consensus was to put this project on hold until estimates on the scope of work and cost of the project are known.

**4. Consideration of Quotes for Well #2 Pump Overhaul – Terry Forker**

After discussion, council voted to approve the lowest most responsible and responsive quote from Peerless Midwest, for \$13,985 for a pump overhaul and mini-cleaning on Well #2. Motion made by Magnuson, seconded by Morr, carried 5 Ayes, 0 Nays. Other quotes included: Preferred Pump - \$14,722.21 and Industrial Water Services - \$14,975.

**5. Salary Ordinance No. 2017-15 – First & Second Readings**

Council members tabled this item until the next meeting on September 26, 2017.

**6. Acknowledgement of Fire Department’s staffing recommendation(s)**

Council members acknowledged receipt of a letter from the Fire Department recommending the hiring of a part-time fire chief, in addition to two part-time firefighters to address staffing needs. Council will consider the recommendation at their next meeting on September 26, 2017.

**7. Grant Reimbursement – Noble County EDC – 110 S. Orange Street**

Council voted to approve payment of a 50/50 Façade Grant in the amount of \$8,536.00 to the Noble County EDC for roof work that has been satisfactorily completed. Motion made by Shultz, seconded by Jellison, carried 5 Ayes, 0 Nays. The grant is being paid from TIF #1 Funds.

**8. Discussion on Village of White Oaks road repair/reconstruction**

After discussion regarding deteriorating road conditions in the Village of White Oaks, council voted to direct town manager Stefen Wynn to prepare an RFQ for (Geotechnical) Engineering services. Motion made by Weber, seconded by Shultz, carried 5 Ayes, 0 Nays. The purpose for engaging a Geotechnical engineer is to utilize information gathered from borings to determine existing conditions, and identify factors contributing to the road sinking. The information could then be used to formulate a plan of action, along with cost estimates, for remediating the problem.

**OTHER COMMENTS:**

**Bureau of Motor Vehicles – Consolidation of Albion and Kendallville offices**

Council members reported receiving notice of a Public Hearing to be held on September 20, 2017 at 4:00pm at the Central Noble Community Schools Superintendent’s Office located at 200 East Main Street, Albion, IN. The purpose of the hearing, held by the Indiana Bureau of Motor Vehicles is to receive public comment on the proposed consolidation of the Albion and Kendallville offices. Council president Max Weber said he thinks Albion is the best location because, it is the county seat, the geographic center of Noble County, and in close proximity to the Noble County Courthouse which is beneficial when dealing with lost titles, etc. Members of the public may also provide comment by emailing their thoughts on this issue to [bmvpublichearing@bmv.in.gov](mailto:bmvpublichearing@bmv.in.gov).

**DEPARTMENT HEADS:**

**Park/Cemetery Departments**

Council acknowledged receipt of the department’s monthly report. Park superintendent Casey Myers asked for direction from council regarding what to do with the old storage building located in Rose Hill Cemetery. Currently, materials used for grave openings and closings are stored there. Council members discussed various options, including the possibility of constructing a columbarium for cremations on the site. A majority of council members appeared to conclude that the building has served its purpose, and it’s time to do something different. Council also discussed information received from Josh Harper, Harper Funeral Homes. At the town’s request, Mr. Harper provided information for comparative purposes regarding fees for surrounding cemeteries. Costs for gravesites and services at Rose Hill Cemetery have not increased in more than a decade. Weber suggested councilmembers figure out a plan for the building, and fee increases in time for implementation in January 2018. Myers thanked street department employees for helping with the application of limestone shoulders along the asphalt drives in Rose Hill Cemetery. The Splash Pad will be winterized soon. Myers has a plan in place to help ensure the lines are blown out, and the equipment is winterized appropriately in an effort to avoid line/valve breaks.

**Street/Cemetery Departments**

Council acknowledged receipt of the department's monthly report. Assistant street superintendent Kevin Todd was filling in for superintendent Brian Stimpson. Todd provided an overview of recent work performed by street department employees. He noted an area along 7<sup>th</sup> Street keeps washing out, and they are continuing to research options for addressing the issue. Rehabbing the decorative streetlight poles around Courthouse Square is taking much longer than originally anticipated. The poles are being removed in order to be powder-coated, and electrical outlets are being installed to power lighted Christmas Decorations. Todd reported the hardware is difficult to break loose. He said it takes 3-4 hours per pole to disassemble in preparation for powder-coating. Other work performed last month included: Six burials at Rose Hill Cemetery; jetting drains off of Cherry Street with the assistance of the Water/Wastewater Department. A lot of sand and debris was removed which should improve drainage; A section of sidewalk was poured at Cougar Court and Jefferson Street; Temporary repair of a sinking area of road in the Village of White Oaks was done; An Inventory logging the reflect-ability of "Stop" signs is completed.

Council approved the following purchases as requested per street superintendent Brian Stimpson.

**Leaf Machine** – Council voted to approve the purchase of a leaf machine from the lowest most responsive and responsible bidder, Brown Equipment Co., Inc. for \$31,900. Motion made by Jellison, seconded by Magnuson, carried 5 Ayes, 0 Nays. Street Department funds will be used for the purchase. Other quotes included: Best Equipment - \$31,945.

**Overhead door** - After reviewing quotes for replacement of a steel door and discussing options for high cycle springs, Shultz made a conditional motion to approve the purchase from the lowest bidder offering a 100,000-cycle spring, not to exceed \$3,200.05, seconded by Morr, carried 5 Ayes, 0 Nays. Quotes were received from Northern Lakes Overhead Door, Inc - \$2,969.05 (50,000-cycle springs) and Safe-Way Door Store - \$3,200.05 (100,000-cycle springs). Assistant superintendent Kevin Todd will contact Northern Lakes Overhead Door, Inc for a price on 100,000-cycle springs. Street Department Funds will be used for the purchase.

**Tree Trimming/Removal and Stump Removal** – Council voted to approve a quote from Arbor Tamer Tree and Stump Removal for tree/stump work at 301 & 305 N. Oak Street, 215 E. Highland Street, and the 400 Block of E. South Street for \$1,775. Motion made by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays. Rainy Day Funds will be used for the purchase. It was noted that quotes were solicited from Superior Tree Services, Boggs Tree Transplanting, D&J Elwood Tree Service, Badger Tree Service, and Neff Tree Service. However, no quotes were received from these vendors.

**Water/Wastewater Departments**

Council acknowledged receipt of the department's monthly report. New windows and doors are being installed at the water plant. Water/Wastewater superintendent Terry Forker reported the crew installing the doors informed him they were going to cut a hole in one of the new doors for installation of a window, rather than install a new door with a manufacturer installed window as quoted. Forker also said he anticipates problems with snow, rain, and wind entering around the threshold of the new doors. Council instructed town manager Stafen Wynn to contact the contractor to address the issues. The department will be flushing fire hydrants which may cause temporary discoloration to water. Forker said the water is safe to drink, however it may discolor laundry. The department worked to repair several water service leaks over the past month and has installed new services for newly constructed apartments on Trail Ridge Road. Forker reported some companies are not marking private lines when the town calls 811, aka Holey Moley for line locates before digging. Recently, a gas line was hit because it was incorrectly marked as okay. The leak has since been repaired and no injuries were reported. The department had 84 line locates in the past month. Town officials and water/wastewater employees recently toured the Town of Avilla's wastewater treatment plant. Steve Harris, the consultant hired by the town to assess and make recommendations regarding ammonia treatment is scheduled to arrive around September 25, 2017 to begin evaluating the town's wastewater system.

**OTHER COMMENTS:**

In an effort to improve transparency, consideration of purchases should be listed separately on the Council Meeting Agenda. All documentation, including how the purchase will be Funded, Quotes, RFQs/Specifications, Price Comparison Spreadsheets, Department Head recommendations, etc., should be provided to the Town Manager, Council, and Clerk-Treasurer no later than noon on the Wednesday before the council meeting in which the purchase is to be considered.

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

Jellison motioned to approve Payroll and Accounts Payable Vouchers as of August 31, 2017 and September 12, 2017, seconded by Morr, 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, Jellison motioned to adjourn the meeting at 8:20 pm, seconded by Shultz, carried 5 Ayes, 0 Nays. An executive session was scheduled following the regular meeting. The next regularly scheduled meeting is to be held on September 26, 2017 at 6:00 pm, 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