

**Albion Town Council**  
**Tuesday, October 27, 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) (Departed at 7:45pm)  
John Morr, Member (Electronically)  
Don Shultz, Vice-President (Present)

**ABSENT:** Carol A. Selby, Clerk-Treasurer

**OTHERS:** Shannon McFarland, Deputy Clerk-Treasurer (Present)  
Steve Clouse, Town Attorney (Present)  
Scott Cole, Police Dept (Present)  
Bob Amber, Fire Dept (Present)  
Tena Woenker, Town Manager (Electronically)  
Zach Smith, Noble County Courthouse (Present)  
Scott Mosley, Grace Christian Church (Electronically)

**APPROVAL OF MINUTES:** Minutes from the meeting on October 13, 2020 were approved. Motion by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays. Minutes were signed by those present, attested by Shannon M. McFarland.

**ANNOUNCEMENTS:**

Magnuson reported that the following activities are still scheduled for this weekend: Noble County Library will be having their annual Hogwarts Halloween day on Thursday. The Albion STAR Team's Scare on the Square will be on Friday. Finally, the Town of Albion's Trick or Treat is still scheduled for Saturday. Woenker just reminded everyone to be careful and to social distance.

**OPEN DISCUSSION:** Woenker and Cole have been approached by the Serenity House on State Road 8. They would like to be able to put a small dumpster on the back of their property and have their trash company access the dumpster by our parking lot. After discussion, Magnuson said the property in question for the dumpster would be the Serenity House's neighbors and not the Town of Albion's. The grassy area would also be too wet. This would also interfere with the Albion Fire Department's future plans for development at that location. It was also brought to Council's attention that the Serenity House has been using our dumpster for their overflow of trash. Cole and Woenker are to contact them and express that the use of our dumpster needs to discontinue for their overflow. It was determined that we would be willing to help them; however, it's not practical. It could be a liability to the Town of Albion.

Woenker asked for permission to work with a local business about getting a Grant for People with Disabilities. She wants to help the Arc (Noble County Foundations) with a grant application. It is not a matching grant. Clouse stated that it is perfectly legal; however, the Town of Albion will have to be the administrator of the grant. She stated that she has been watching webinars and wants to meet with the EDC and see what the process would consist of. Council granted Woenker permission to meet with the EDC & Arc of Noble County. The application is due early January.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**1. Update on Noble County Commissioner's Building Project - Zack Smith**

Zack Smith was present with plans for the Noble County Commissioner's Building Project. He stated that the bids came in and everything went through as planned. They are going thru the bonding process now. The Bids will be in on November 17<sup>th</sup> and bids will be issued on November 18<sup>th</sup>, The demolition is scheduled to begin on November 19<sup>th</sup>. They have been working with the Albion Street Department with the removal of the handrails. They were able to remove the handrails with no damage to the handrails. They have given the handrails to the Street Department. Smith stated that they left the light poles up with the speaker system on it for the activities for this weekend. Cole asked about lighting during construction. Smith stated that they will be construction lighting up during the construction.

Magnuson stated that York Street seems very tight. Smith stated that they didn't remove any parking spots and this should be the same as it always has been in the past. It was also noted that the Street Department should look into putting LED lights in the street lights by Highland Street and Oak Street. This is a bus stop and it is very dark in the mornings.

**2. Consideration of Façade Grant Application – Grace Christian Church**

Scott Mosley was present to provide information on his request for a Façade Grant Application. His application is to replace glass in the front of the building. The total cost of construction is \$10,749 and the Façade Grant amount would be \$5,374.50. Woenker stated that the RDC recommends approval. This property is part of a historical district.

In the future, Council requested that the RDC make sure that they check if the property is in a historical district. Magnuson stated that she is thrilled about getting the glass updated; however, she is worried about the breaking and falling of the brick on the south side of the building. It is possibly hazardous to anyone walking on the sidewalk. Mosley stated that he can't find anyone that will bid out the project. Morr will provide a contact for Mosley to possibly help with the wall.

After discussion, Morr made a motion to approve the Façade Grant application in the amount of \$5,374.50, seconded by Magnuson. 5 Ayes, 0 Nays. McFarland stated that we will need a copy of the cancelled check once the job is done. We will then reimburse Grace Christian Church.

### **3. Approval of Biannual Fire Department Compensation**

Magnuson asked Amber to explain when firefighters are to receive the car and clothing allowance. Amber explained that they are entitled if they are active and are showing up to the meetings and training. The total payroll for the Run Pay and car and clothing allowance salary is \$13,525.69. Magnuson made a motion to approve the Biannual Fire Department Compensation, seconded by Shultz. 5 Ayes, 0 Nays.

### **4. Approval to solicit Quotes for a truck for the Fire Department**

Amber has requested that he be allowed to send out RFQ's to get a new truck. He stated that Ford has been the most responsive bidder in the past. He stated that he is looking for a F250. Morr questioned why Amber wants a F250 (13mpg) instead of an F150 (22mpg). The F250 will be more expensive to drive. Morr also asked about quoting for 20-inch tires. Amber stated that they wanted something heavy duty and that has a higher clearance. It will be a command vehicle; however, it could be switched. Council granted permission for Amber to send out RFQ's.

### **5. Consideration of Quote for Alarm System for Fire Department**

Amber presented Council with a quote form Priority 1 for an alarm system. We are currently only using 1 of 5 features of our alarm system. The Priority 1 Quote includes: 5 smoke detectors, 12 heat detectors, 2 Horn-Strobes, 1 Lot Fire Cable, and 1 Lot Installation Labor for \$3,624. Amber went the Priority 1 because they installed the box and have done all of the wiring. After discussion, Shultz made a motion to approve the Priority 1's Quote for \$3,624, seconded by Smolinske. 5 Ayes, 0 Nays.

### **6. Discussion regarding Take Home Vehicles**

Clouse stated that this would be by IRS guidelines a taxable fringe benefit. Woenker had provided Council with a copy of a sample policy. The Street Department and Water Department were interested in a take home vehicle. Jellison stated that this policy wouldn't go into effect until the beginning of the year. Jellison asked if it would be on the timecards and McFarland stated that we would have to do some kind of tracking. We will have to do some checking on what needs to be tracked. This will take some time to figure out how to track the time per employee.

Magnuson stated that she could see to and from work only as being permitted; however, no personal use. Morr also stated that he wants to see in writing what would

be allowed before making a decision on any policy. After discussion, this is being tabled until the next meeting.

## **7. Department Head Reports**

Council acknowledged receipt of written reports for the Fire, Police, and Town Manager. Department Head Bob Amber provided a summary of fire activities. He reported that he has cleaned up his scorecard a little bit. We have been denied the AFG Grant. He also stated that we have been granted the \$5,000 Matching DNR Grant. He received a Quote for a building that will be placed behind the Fire Station for \$70,000. He stated that all of the extraction equipment has been received and they have had all training done. He would like to get the boat out of the engine house. The firefighters would like to be able to fill the tankers from inside the building. The part-time firefighters would like a new work bench. Morr expressed concern about quoting for an F250 truck. He just doesn't feel that it is practical to get an F250 for commuting. Amber stated that we don't tow a lot of things; however, the option would be there if we had to tow. After discussion, Smolinske stated that Morr made a good point and asked Amber to bring more than one option back to Council. Amber stated that he will send out RFQ's for an F150 and F250. Amber again stated that he just wants something that will work for the whole department.

Town Marshal Scott Cole provided Council with his monthly report. Shultz asked about resigning officer's getting equipment turned back in. Cole stated that some have returned equipment but not to worry that all equipment will be returned. Council didn't have any other questions for Cole. He stated that he's pursuing a Bullet Proof Vest grant for vests for his officers. Officer's will have options to pick from and we will be purchasing 8 vests. They are looking at Safariland (Second Chance) as the most responsive bidder. His officer's like the comfort of these vests. After discussion, Magnuson approved to spending up to \$6,232 on vests, seconded by Shultz. 5 Ayes, 0 Nays. Cole stated that he does have \$3,090.03 in a matching grant and should be well under the \$6,232.

Town Manager Tena Woenker provided Council with her monthly report. She stated that she would like the Council to attend the next RDC meeting, in executive session, on November 18<sup>th</sup> at 6pm. This has to do with a local business coming to her for a need of more space. Gary Gatman from the EDC and Woenker would like to talk about possible options.

Magnuson asked if the street lights by the Ale House had the rust fixed? Morr stated that he was curious about this and will check into it. Woenker stated that it is very quiet now. All of the sidewalk projects have been completed. She is still in contact with the Commissioners about discussions of their building project. Magnuson inquired about the Community Crossing Matching Grant application. Woenker stated that she had contacted our area rep and had him check over the application before submitting it; however, she hasn't received any word about the status of our application.

Morr expressed concern that the employee reviews haven't been completed. Woenker stated that she has not received approval to use a cleaner and smaller form, which she and the department heads prefer. She found a form used in years prior that was 14 pages long. Morr stated that we just need a plan of how to proceed with the reviews and which form to use. This should be on the next agenda to decide the form and a timeline of the reviews.

Morr expressed concern that the committees need some restructuring. It seems that a lot of power is resting on the same two members. In the discussion, it was questioned if we need a Hiring Committee, Handbook Committee, and a Benefits Committee. Woenker is to come up with a guideline of what each committee would be responsible for. Council needs to make sure the committees are split up more evenly with next year's appointments.

Morr also expressed concern about the 2021 Salary Ordinance. New Focus, HR had stated that we had to include multiple information within our salary ordinance. Woenker stated that she had contacted the State Board of Accounts and a lot of the information doesn't have to be included in the salary ordinance. Woenker will work on the salary ordinance for 2021.

**APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:** Smolinske motioned to approve Accounts Payable and Payroll Vouchers as of October 22, 2020, and October 27, 2020. Seconded by Shultz, carried 4 Ayes, 0 Nays, submitted and reviewed, attested by Shannon M. McFarland.

**ADJOURNMENT:** There being no further business to be brought before council in regular session, Jellison adjourned the meeting at 7:49 pm. Motion by Shultz, seconded by Smolinske, carried 4 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on November 10, 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 option to join the meeting electronically will be available.

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VICKI E. JELLISON, PRESIDENT

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DONALD J. SHULTZ, VICE-PRESIDENT

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CHRISTINA K. MAGNUSON, MEMBER

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JOHN D. MORR, MEMBER

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DAROLD R. SMOLINSKE, MEMBER

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