

Albion Town Council
Tuesday, November 10, 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)
John Morr, Member (Present)
Don Shultz, Vice-President (Present)

OTHERS: Shannon McFarland, Deputy Clerk-Treasurer (Present)
Steve Clouse, Town Attorney (Present)
Scott Cole, Police Dept (Present)
Casey Myers, Park/Cem Dept (Present)
Corey Miller, Street Dept (Present)
Tena Woenker, Town Manager (Present)
Carol A. Selby, Clerk-Treasurer (Electronically)
Aaron McGinnis, Water/Sewer Dept (Electronically)
Gran Roberts, (Electronically)
Matt Getts, KPC Media (Electronically)

APPROVAL OF MINUTES: Minutes from the meeting on October 27, 2020 were approved. Motion by Magnuson, seconded by Morr, carried 5 Ayes, 0 Nays. Minutes were signed, attested by Shannon M. McFarland.

ANNOUNCEMENTS:
Jellison sent condolences to the family of Joe Moorhouse. He was a brother-in-law to Terry Forker and an uncle to Vicki Jellison. Moorhouse was also a member on the Police Reserve and Volunteer Fire Department for 24 years.

OPEN DISCUSSION: Magnuson reported that the Christmas in the Village will be held on December 4th from 5pm-7pm at the Grace Christian Church. She stated that there will be a mailbox to send letters to Santa. They have requested to have a Police escort for Santa to arrive in Albion. It was noted that the participants will be required to wear a mask. Motion was made by Morr to approve the Special Events Application, seconded by Shultz, carried 5 Ayes, 0 Nays.

OLD BUSINESS: NONE

NEW BUSINESS:

1. Approval of 2021 Holiday and Office Closings – Resolution No 2020-21

Council was presented the holiday and office closings for 2021. After discussion, Magnuson made a motion to accept the holiday schedule, seconded by Smolinske, carried 5 Ayes, 0 Nays.

2. Consideration of 2021 Salary Ordinance No 2020-22 – 1st Reading

Jellison stated that this item should be tabled until the November 24th meeting. Council had some questions that needed answered before a first reading. After discussion, it was noted that Department Heads are now categorized as “Full-Time Non-Exempt”. instead of “Salary Exempt” and their hourly rate will be in the salary ordinance. Woenker stated that the department heads are still expected to “flex” or “comp” out instead of overtime when it’s possible. Cole did have concerns over the Police Department’s budget about two employees having to go to “Full-Time Non-Exempt”. This could create a lot of overtime for these individuals; however, he will make whatever Council wants to work in the future. It was noted that Police are not supposed to be exempt unless they are only administrative.

There was discussion on the Town Manager and Clerk-Treasurer’s positions about being exempt and non-exempt. Woenker stated that she is exempt because of the executive and administrative rules. Selby is exempt because she is an elected official. After discussion, Woenker is to make the changes to the salary ordinance and e-mail it to the Council. The salary ordinance will be placed on the agenda for the November 24th meeting.

3. Consideration of Purchasing Fire Hose

Fire Chief, Bob Amber has requested that he be allowed to purchase 1,225’ of new fire hose. Magnuson made a motion to accept Hoosier Fire Equipment’s bid for \$5,717.50, seconded by Smolinske, carried 5 Ayes, 0 Nays.

4. Discussion regarding Take Home Vehicles

Clouse stated that this would be by IRS guidelines a taxable fringe benefit. Selby had sent the State Board of Account’s response to her questions regarding the take home vehicle policy. Clouse stated that they are saying as long as the Town of Albion passes a policy, it looks like everything is good by their standards. Morr asked if we could check with Keystone if they have a way to check in automatically to the employee’s timecard. Magnuson stated that this would be a very costly endeavor. Woenker stated that it could just be added to the timecards. She didn’t feel that we needed a different way of tracking the vehicle usage.

The Council had a usage policy attached and the same rules would apply that are currently in our personnel policy. The employees already know what is expected of them with the Town of Albion’s vehicle and other property. Myers is declining the use of

a take home vehicle. There was discussion about employees' using good decisions as to where they take the take home vehicle. Morr mentioned the benefits exceed the \$3/day fee for employees. A few of the benefits include maintenance, insurance and gas. Shultz made a motion to accept the take home vehicle policy, seconded by Magnuson, carried 5 Ayes, 0 Nays.

5 Discussion on Money Saving Contest

Morr proposed that he would like to have a money saving contest for employees. He feels that this would be interesting to see what kind of ideas the employees would come up with. Council would then decide which idea they deem as the winner. This would have to be added to the salary ordinance and we would need to know which budget the money would be paid out of. There was discussion of a possibility of vouchers for extra days off as a prize. After discussion, Jellison suggested that Woenker takes this idea to department heads at their next meeting and see what they think of the suggestion. Council will revisit this at a future meeting.

6. Update on Employee Evaluation Process

Woenker had provided Council with a new two-page employee evaluation form. After a few changes to the form, Council give their approval of the form. Woenker is to evaluate the department heads. The department heads are to evaluate their employees. It was decided that the full-time employees are to be evaluated and some part-time employees but not seasonal employees.

7. 2021 Committee Assignments for Town Council Members

There was a lot of discussion about changes to the committee appointments for 2021. Council decided that we no longer need the following committee's: Employee Evaluation, Census 2020, Municipal Building. Magnuson is being removed from the salary, benefits package, & insurance committee and Shultz will take her place on the committee. Magnuson is being removed from the hiring committee and Smolinske will take her place on the committee. Shultz is being removed from the Christmas and firework decoration committee and McGinnis taking his place on the committee. Jellison and Shultz are being added to the personnel policy committee. Woenker will update the committee list and get it sent to Council.

8. Consideration of Cemetery Deed

Council was presented a cemetery deed for Michael S & Kim Bushong for Section N, Lot 28, South Pathway. Magnuson made a motion to accept the deed, seconded by Morr, carried 5 Ayes, 0 Nays. All signed the deed, attested by Shannon M. McFarland.

9. Department Heads

Cemetery Department – Myers presented Council with his monthly report. Council had no questions for Myers at this time. He stated that he has a few more graves to fill in. He is excited to see the cemetery next year because he has spent a lot of time getting the weeds treated this year. The new flagpole is up and looks amazing. Myers will be taking down the flags next week.

Park Department – Myers stated that the bathroom has started and the concrete work should be done by the end of next week. The splashpad's water usage was about 1/3 of what it was in 2019. Gran Roberts was in attendance electronically tonight because he designed the new sign for Hidden Diamonds. Council thanked Roberts for all of his work on the design. Myers stated that Roberts was very easy to work with and has done a good job. We may contact him in the future for a Rose Hill Cemetery sign. Roberts stated that he moved here in 2002 and has chosen to raise his children in Albion. Roberts thanked the Council for their hard work to keep Albion progressing. Myers said that he and Scott Fetters with Fish & Wildlife have been discussing plans for the 40 acres in Hidden Diamonds. We shouldn't need an engineer for the first phase. Myers will keep us all updated on this progress.

Street Department – Miller presented Council with his monthly report. Miller stated that they've been through town approximately four times picking up leaves this season. Jellison and Smolinske stated that they have only heard positive comments on the leaf removal this year. Morr questioned as to which street poles have been wrapped. Miller stated that unfortunately the temperature and now the wind have caused a delay in the wrapping of the poles. He will let Council know where and when these poles get done.

Water Department –

McGinnis was in attendance electronically at the meeting. The water monthly report has been presented to Council. He has no action items for Council tonight. The RFQ's for the water tower are to be in by 3pm on November 20th. He stated that we will be having an IDEM inspection next week. Ammonia limits are high right now and we will most likely be out of compliance tomorrow. There was discussion about whether the treatment is working. After discussion, Council feels that we need to meet with Wessler and the Public Works Committee and discuss the plan.

Jellison reminded Council of the Executive Meeting on November 18th at 6pm with the RDC and EDC. She also would like to have the department heads on the agendas in 2021 at the beginning of the meetings. Department heads and Council will have to look over the agenda for any items that they may need to address prior to their departure.

McFarland wanted clarification as to when the take home vehicle policy would go into effect. Shultz made a motion to have the take home vehicle policy go into effect on January 1, 2021, seconded by Magnuson, carried 5 Ayes, 0 Nay.

Smolinske inquired about the CCMG application. Woenker stated that she hasn't heard anything about the grant. They first stated that the announcements would be either the end of November or beginning of December. Magnuson stated that we should've checked into the application after it was submitted. She also stated that Woenker should get her computer checked out because Council is getting double e-mails, many formatting issues, etc.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS: Morr motioned to approve Accounts Payable and Payroll Vouchers as of October 22, 2020, November 5, 2020, and November 10, 2020, seconded by Shultz, carried 5 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 7:57 pm. Motion by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on November 24, 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.

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