

**Albion Town Council
Tuesday, November 12, 2019, 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
Darold Smolinske, Member
John Morr, Member

OTHERS: Carol A. Selby, Clerk-Treasurer
Stefen Wynn, Town Manager
Steve Clouse, Town Attorney
Matt Getts, KPC Media
Scott Cole, Police Dept
Bob Amber, Fire Dept
Terry Forker, Water/Wastewater Depts
Casey Myers, Park/Cemetery Depts
Brian Stimpson, Street/Cemetery Depts
Cindy Wick, St. Mark's Lutheran Church
Susan Hogan, 2020 Census

APPROVAL OF MINUTES: Minutes from the regular meeting on October 22, 2019 were approved. Motion by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays.

ANNOUNCEMENTS:

An Open House for departing Town Manager Stefen Wynn will be held at 5:00 pm prior to the meeting on December 10, 2019. Members of boards and commissions will be recognized for their service during the regular council meeting. An Executive Session is scheduled for Tuesday, November 19, 2019 at 6:00 pm to receive information about and interview prospective candidates for the town manager position. Several events and a parade are scheduled on December 6, 2019 during this year's "Christmas in the Village."

OPEN DISCUSSION:

The Annual Albion Chamber of Commerce Meeting & Dinner will be held on January 30, 2019 at Blessed Sacrament Church. Social hour begins at 5:30 pm and dinner is served at 6:00 pm.

OLD BUSINESS: NONE

NEW BUSINESS:

1. Consideration of Façade Grants

Council voted to approve a recommendation by the Albion Redevelopment Commission to approve a Façade Grant (Façade Grant No. 2019-03) in the amount of \$10,000 for St. Mark's Lutheran Church located at 210 N. Orange St, Albion, IN. Motion made by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays. The project includes installation of white vinyl protective energy-efficient windows to cover the stained-glass windows. Cindy Wick, representing the church board, was present and provided pictures depicting the type of windows to be installed. She said the total project cost is \$38,702.07 and the original grant amount requested was \$19,351.03 (50%). However, per the Façade Grant Policy, the maximum allowable grant amount is \$10,000.

Council voted to table consideration of the other proposed Façade Grants until the next meeting on November 26, 2019 since there were no representatives present to answer questions as required per the Façade Grant policy. Also, Council directed Wynn to contact applicants to address claims that some projects have been started prior to council approval, which is also prohibited per the Façade Grant Policy.

2. Consideration for purchase of 2020 Dodge Durango PPV Vehicle

Council voted to approve a request from Town Marshal Scott Cole to purchase a 2020 Dodge Durango Police Pursuit Vehicle from the lowest most responsive and responsible bidder, Fletcher Chrysler, Dodge, Jeep Ram, in the amount of \$30,965.00. Motion made by Morr, seconded by Magnuson, carried 5 Ayes, 0 Nays. The following appropriations are allocated for the purchase Police (101 500 42400), CEDIT (104 200 43000), and Public Safety LIT (249 100 40100).

3. IPEP Safety Grant - Fire Dept (facepieces & bags) – Approval of Town's Match

Council voted to approve a request from Fire Chief Bob Amber to use \$2,748.00 in Public Safety LIT funds (249 100 40000) for the Town's match for a Safety Grant awarded by IPEP. Motion made by Shultz, seconded by Morr, carried 5 Ayes, 0 Nays. The total project cost is \$9,832.00 for the purchase of (34) Scott AV3000 SCBA facepieces with bags. The grant amount is \$7,084.00.

4. Approval of Firefighter Compensation and Car & Clothing Allowance

Council voted to approve a total of \$14,239.38 in compensation, including car & clothing allowance, to be paid to firefighters as authorized via the town's Salary Ordinance. Motion made by Magnuson, seconded by Smolinske, carried 5 Ayes, 0 Nays.

5. Consideration of 2020 Payroll Ordinance No. 2019-15 – 1st Reading

Council voted to approve a recommendation by the Salary & Benefits Committee for employee compensation for 2020 by adopting Ordinance No. 2019-15, *A Payroll Ordinance setting Annual Wages and Benefits for Town of Albion, Elected, Appointed and All Other Employees by Department for the 2020 Calendar Year* on its first reading as indicated below. The second reading and final adoption is scheduled for November 26, 2019.

First Reading

Smolinske caused Ordinance 2019-15, to be read for the first time by title only. Smolinske motioned for approval of the ordinance, seconded by Shultz, carried 5 Ayes, 0 Nays.

6. Consideration of Renewal for Employee Dental & Vision Insurance with Best Life

- Council voted to approve a recommendation by the Insurance Committee to approve renewing employee vision and dental insurance with Best Life Insurance Company. Premium rates for vision insurance will increase 3.0%. Dental insurance premium rates will increase 3.49%. Morr motioned to approve, seconded by Shultz, carried 5 Ayes, 0 Nays. The Town pays 100% of employee only coverage and employees are responsible for 100% of dependent coverage.

7. Noble County Convention & Visitor's Bureau Board of Directors Appointment

Morr motioned to reappoint Park/Cemetery Superintendent Casey Myers to the NCCVB Board of Directors for a 3-year term (2020, 2021, 2022), seconded by Shultz, carried 5 Ayes, 0 Nays.

8. Update on status of Village of White Oaks Sanitary Sewer Connection

Wynn reported Keith Leatherman, Monarch Development plans to hire a contractor to connect the sanitary sewer pipe in the next phase of development in the Village of White Oaks. Wynn pledged \$2,500 in wastewater funds towards the \$7,400 cost of the connection to be paid once the work has been completed.

9. Update on Sink Hole near Dollar General

A Request for Qualifications (RFQ) has been advertised and is due November 15, 2019 for Qualification Based Selection of an engineer to design a fix for the sink hole near Dollar General. Once an engineer is selected, the fee for design work will be negotiated. In the event both parties are unable to agree on the cost for design engineering, the Town would then contact their next selection for engineering services.

10. Consideration of Special Event Applications

Council voted to approve Special Event Applications for the following events. Motion made by Shultz, seconded by Smolinske, carried 5 Ayes, 0 Nays. Town Departments will assist as needed.

- Christmas in the Village – December 6, 2019
- Ugly Sweater 5k – December 7, 2019
- Relay for Life – August 29, 2020

11. Downtown Streetlight Replacement with LED Fixtures

Council voted to approve a request from Street/Cemetery Superintendent Brian Stimpson to purchase (7) LED streetlight heads from LightMart.com in the amount of \$3,983.00, motion made by Magnuson, seconded by Morr, carried 5 Ayes, 0 Nays. CCD funds (402 1200 43500) are allocated for the purchase. There will be additional charges for an electrician to install the light heads.

12. Approval of Resolution No. 2019-16 for Complete Count Census Committee

Council voted to approve Resolution No. 2019-16, A Resolution Affirming the Town of Albion, Noble County, Indiana Intention to Promote the 2020 Census and in Undertaking Complete Count Activities. Motion to approve made by Magnuson, seconded by Morr, carried 5 Ayes, 0 Nays.

13. Consideration of Proposed Multi-Department General Laborer Position

Council voted to approve establishing a new position for general maintenance and janitorial services as per the job description provided by Wynn. A current Street Department employee will move into this position, creating a vacancy in the Street Department. Motion made by Morr, seconded by Smolinske, carried 5 Ayes, 0 Nays.

14. Consideration of Filling Vacant General Laborer Position in Street

Department – Council approved posting the vacant Street Department position internally for 10 days, as per Town policy. In the event no internal candidate is found for the position, the vacancy would then be advertised.

15. Consideration of Replacing Komputrol Software with Keystone Software

Council voted to approve a request made by Clerk-Treasurer Carol Selby to migrate the Towns' existing software system from Komputrol to Keystone. Both companies are owned by Boyce Systems. Selby reported receiving notification from Boyce Systems several months ago that Komputrol was going to focus solely on School Corporation Software and discontinue updates and support for municipalities effective May 31, 2020. She reported researching and demoing other software programs, noting that not all of them provided the modules the Town needs (Budget, Payroll, and Utilities). She also polled other clerk-treasurers for information on software systems, and obtained quotes for Keystone and Donald R. Frey software, ultimately determining Keystone Software from Boyce Systems, the lowest most responsive, and responsible bidder would be the best fit for the Town. After discussion, Magnuson motioned to approve purchasing Keystone Software from Boyce Systems in the amount of \$27,032.50, seconded by Morr, carried 5 Ayes, 0 Nays. Selby said the existing hardware should support the new system requirements. But, because Microsoft is planning on discontinuing updates for Windows 7 Operating Systems, it may be more advantageous to purchase new hardware as opposed to purchasing Windows 10 Operating Systems and installing it on the old equipment. New hardware would add an additional estimated \$2,500 to the cost.

16. Approval of Cemetery Deed(s)/Transfers

Council voted to approve the following cemetery deed. Motion made by Magnuson, seconded by Smolinske, carried 5 Ayes, 0 Nays.

Pamela K. Pence – Section G, Lot No. 63, South Pathway

DEPARTMENT HEADS:

Park/Cemetery Depts

Council acknowledged receipt of the monthly report. Myers thanked the water department for help with winterizing park facilities. Volunteers interested in helping put up Christmas decorations the Sunday after Thanksgiving may contact Myers for more

details. The Albion Park Board recently honored Vern “Pee Wee” Wilson for his service to the Town. Myers reported the Noble County Convention & Visitor’s Bureau will be moving into and sharing facilities with the Noble County Economic Development Corp in Albion. Council members expressed appreciation for the efforts of Phil Jacob and Phil Gibson for washing, repairing, and re-setting approximately 200 headstones in Rose Hill Cemetery. At the request of the vendor, Matt Green, Camtor LLC, Council voted to change the date for the 2021 Fireworks Display from July 3rd to July 2nd. Motion made by Magnuson, seconded by Shultz, carried 5 Ayes, 0 Nays.

Street/Cemetery Depts

Council acknowledged receipt of the monthly report. Stimpson provided an update on the W Hazel Street Project. Council members asked several questions about the leaf pickup process. Wynn reported he authorized overtime last week for leaf pickup due to weather forecasts calling for a storm. Stimpson said pickup efforts are hindered by people parking vehicles in front of leaf piles. A part is on order for the Brine Sprayer. The Albion sign that was located near Chain O’ Lakes State Park blew down from high winds. Stimpson said he is trying to come up with a solution to the issue. Someone has expressed interest in purchasing the Town’s old salt spreader. Attorney Steve Clouse recommended advertising for sealed bids for the property disposal.

Water/Wastewater Depts

Council acknowledged receipt of the monthly report. Forker thanked the City of Kendallville for the use of their equipment while the Town’s Vactor truck is down for repairs. The water department replaced some concrete sections along W Hazel Street where water service was replaced. Wynn noted there is another area of concrete that needs replaced due to vulgarities that were etched in the new concrete. There was an emergency with a high service pump at the water plant. Peerless Midwest is due to come tomorrow to perform maintenance. Forker provided an update on items yet to be addressed by Kokosing at the wastewater ponds.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:

After discussion, Smolinske motioned to approve Payroll and Accounts Payable Vouchers as of October 24, 2019, November 7, 2019, and November 12, 2019 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 council in regular session, Jellison adjourned the meeting at 8:09 pm, motion made by Smolinske, seconded by Shultz, carried 5 Ayes, 0 Nays. An executive session is scheduled for November 19, 2019 at 6:00 pm. The next regularly scheduled meeting is to be held on November 26, 2019 at 6:00 pm, at the Albion Municipal Building, 211 East Park Drive, Albion, IN.

VICKI E. JELLISON, PRESIDENT

CHRISTINA K. MAGNUSON, VICE-PRESIDENT

JOHN D. MORR, MEMBER

DONALD J. SHULTZ, MEMBER

DAROLD R. SMOLINSKE, MEMBER

ATTEST: _____
CAROL A. SELBY, CLERK-TREASURER